

Validation by Educational Experience

VEE CANDIDATE CREDIT APPLICATION



Canadian
Institute of Actuaries



Casualty
Actuarial Society



Society
of Actuaries

Page 1 - Candidate must submit both **Page 1 and Page 2** of application.
Please CLEARLY WRITE OR TYPE all information. Additional instructions appear on page 3.

For Office Use Only:

Last Name/Family Name	First Name	Middle Name	Suffix								
If a different name appears on a transcript or previous application , print it here:		Date of Birth (Month – Day – Year)									
Street or P.O. Box											
City	State/Province	Zip/Postal Code	Country								
Home Telephone		Business Telephone									
VEE Credit (Required)	Indicate the subject(s) for which you are applying <input type="checkbox"/> VEE-Economics <input type="checkbox"/> VEE-Corporate Finance <input type="checkbox"/> VEE-Applied Statistical Methods										
Signature (Required)	<p>“I verify that the information that I am submitting for VEE credit is accurate. I acknowledge that I have read and agree to adhere to the SOA Code of Conduct for Candidates as well as the CAS Code of Professional Ethics for Candidates. I also agree that any action taken as a result of my conduct (such as irregularity, violation or cheating, and any hearings thereon) may, at the sole discretion of the CAS or SOA, be disclosed to any other bona fide actuarial organization that has a legitimate interest in such result or action.”</p> <p>Signature: _____</p> <p style="text-align: center;">Your original written signature verifying the accuracy of the information that you are submitting is required for this application to be valid.</p>										
Payment Information	The processing fee must be included with the application. Check or complete credit card information required.										
Fee Enclosed: (please circle amount) US\$ 50 – 1 VEE subject US\$100 – 2 VEE subjects US\$150 – 3 VEE subjects Make checks payable in U.S. Dollars to: “Preliminary Actuarial Examinations.”	<p>If paying by credit card, please indicate the card: <input type="checkbox"/> American Express <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa (65-405001-04901-101)</p> <p>Account Number: _____ – _____ – _____ – _____ Expiration Date: _____</p> <p>CVV2 number _____ (see page 3) Cardholder’s Name _____</p> <p>Cardholder’s Signature: _____</p> <p>Cardholder’s Name and complete billing address (if different from applicant’s):</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">Name</td> <td colspan="3" style="padding: 5px;">Street or P.O. Box</td> </tr> <tr> <td style="padding: 5px;">City</td> <td style="padding: 5px;">State/Province</td> <td style="padding: 5px;">Zip/Postal Code</td> <td style="padding: 5px;">Country</td> </tr> </table>			Name	Street or P.O. Box			City	State/Province	Zip/Postal Code	Country
Name	Street or P.O. Box										
City	State/Province	Zip/Postal Code	Country								

PAYMENT of the processing fee must accompany the application for VEE credit(s).

Make checks payable to “Preliminary Actuarial Examinations.” If paying by credit card, please provide the appropriate information on the application form, including the CVV2 number (see page 3 for details about your CVV2 number). The processing fee is non-refundable.

All VEE candidate credit applications should be mailed to:

Society of Actuaries
VEE Administration Committee
475 North Martingale Road, Suite 600
Schaumburg, IL 60173

Validation by Educational Experience

VEE Candidate Credit Application



Canadian
Institute of Actuaries



Casualty
Actuarial Society



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of Actuaries

Page 2 - Please CLEARLY WRITE OR TYPE all information. Additional instructions appear on page 3.

For Office Use Only:

Last Name/Family Name	First Name	Middle Name	Suffix
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If a different name appears on a transcript or previous application, print it here:	Date of Birth (Month – Day – Year)
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E-Mail Address - required	I work in the property/casualty field: <input type="checkbox"/> Yes <input type="checkbox"/> No
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Actuarial Exams	I have credit for two actuarial exams <input type="checkbox"/> Yes <input type="checkbox"/> No	NOTE: Only the applications of those with credit for at least two actuarial examinations will be processed.
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VEE - ECONOMICS

Name(s) of educational institution(s)

Course(s)/Experience(s) (include course number)	Date(s) of completion	Grade(s) received	Approval Code(s) - Required

VEE – CORPORATE FINANCE

Name(s) of educational institution(s) if different than above

Course(s)/Experience(s) (include course number)	Date(s) of completion	Grade(s) received	Approval Code(s) - Required

VEE – APPLIED STATISTICS

Name(s) of educational institution(s) if different than above

Course(s)/Experience(s) (include course number)	Date(s) of completion	Grade(s) received	Approval Code(s) - Required

Instructions for Completing VEE Candidate Credit Application

All courses/experiences submitted for individual VEE credit must first be approved and appear on either the VEE Directory of Approved College/University Courses or the Standardized Exams and Other Educational Experiences List. Both of these documents are found at the following Web site: <http://www.soa.org/education/exam-req/edu-vee.aspx>

- ACTUARIAL EXAM REQUIREMENT**
- Only those who have passed at least two actuarial examinations may submit an application for VEE credit. Please verify that you have credit for at least two actuarial exams sponsored by the Canadian Institute of Actuaries, Casualty Actuarial Society, and/or the Society of Actuaries.
 - While unofficial pass/fail results are available at the conclusion of CBT exams, the results are official only when added to your SOA online transcript. Please submit your VEE candidate credit application when results are released – approximately eight weeks after your exam.
- EDUCATIONAL EXPERIENCE**
- Indicate the name and address of the educational institution that sponsored your educational experience.
 - Write the name and course number, if applicable, the date that you successfully completed the course experience, and the grade. A grade of at least a B- (or its equivalent) is required for VEE credit. Please note: Candidates may not submit VEE credit applications for partial credit (e.g. an approved regression course may not be submitted alone, but must be accompanied on the same application by an approved time series course). Candidates may not submit for VEE credit for a topic until they have completed all requirements for that topic.
 - Provide the Course/Experience Approval Code(s) for the course(s) that you are submitting. Your application will not be processed without the Approval Code(s). Approval codes can be found on the Directory of Approved Courses/Experiences or the Standardized Exams and Other Educational Experiences list. These are available at <http://www.soa.org/education/exam-req/edu-vee.aspx> (Candidates may combine two approved courses/experiences to complete a VEE topic requirement. In these cases candidates should include approval codes from both approved courses.)
- DOCUMENTATION**
- The candidate must arrange to have the educational institution send authenticated verification (e.g., an **original official transcript**) that the candidate has successfully completed the course/educational experience with a grade of at least B- (or the accepted equivalent). The documentation must include the candidate's full name and be sent to: VEE Administration Committee, Society of Actuaries, 475 North Martingale Road, Suite 600, Schaumburg, IL 60173. (If the institution will not send a transcript directly to the SOA, the candidate should include a sealed transcript with their application form.)
- RESPONSE**
- Candidates will receive a response to each application via email. The processing time is approximately six weeks.

ADDITIONAL CREDIT CARD INFORMATION – CVV2 NUMBER

How to find your credit card's CVV2 number:

On a **Visa** or **MasterCard**, please turn your card over and look in the signature strip. You will find (either the entire 16-digit string of your card number, OR just the last 4 digits), followed by a space, followed by a 3-digit number. That 3-digit number is your CVV2 number (see below). On **American Express** Cards, the CVV2 number is a 4-digit number that appears above the end of your card number (see below).

What is CVV2? - CVV2 is a security measure we require for all transactions. Since a CVV2 number is listed on your credit card, but is not stored anywhere, the only way to know the correct CVV2 number for your credit card is to physically have possession of the card itself. All VISA, MasterCard and American Express cards made in the United States in the past 5 years have a CVV2 number.

Visa & MasterCard:



This number is printed on MasterCard and Visa cards in the signature area of the back of the card. (it is the last 3 digits AFTER the credit card number in the signature area of the card). IF YOU CANNOT READ YOUR CVV2 NUMBER, YOU WILL HAVE TO CONTACT THE ISSUING INSTITUTION.

American Express:



American Express cards show the CVV2 printed above and to the right of the imprinted card number on the front of the card.

NOTE: For European or Asian credit cards that do not have a CVV2 number, please enter 000 as your CVV2 number.