VEE Candidate Credit Application
Validation by Educational Experience

Casualty Actuarial Society · Canadian Institute of Actuaries / Institut canadien des actuaires · SOCIETY OF ACTUARIES

This form is for payment by CHECK ONLY

All credit card orders must be entered online at: http://www.soa.org/Education/Exam-Req/edu-vee.aspx
Both pages 1 and 2 must be submitted. Please clearly write or type all information. Additional instructions appear on page 3.

Please do not submit if you have already applied online.

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: ☐ **VEE-Economics** ☐ **VEE-Accounting & Finance** ☐ **VEE-Mathematical Statistics** ☐ **VEE-Applied Statistical Methods** ☐ **VEE-Corporate Finance**
VEE REQUIREMENT Actuarial Exams (Required)	I have credit for two actuarial exams: ☐ Yes ☐ No **NOTE:** Only the applications of those with credit for at least two actuarial examinations will be processed.
SIGNATURE (Required)	"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 results and/or actions." **Signature:**_____ Original written signature verifying the information provided is valid.
PAYMENT INFORMATION **Make checks payable in U.S. Dollars to:** **"Preliminary Actuarial Examinations."**	The processing fee must be included with the application. Check payments only. All credit card orders must be entered online at: http://www.soa.org/Education/Exam-Req/edu-vee.aspx **THIS PAYMENT IS NON-REFUNDABLE** Fee Enclosed: (please check amount) ☐ US$75 – 1 VEE subject ☐ US$150 – 2 VEE subjects ☐ US$225 – 3 VEE subjects **Canadian residents add 5% GST, PE, NB, NL, NS 15%, ON 13% GST/HST**

CHECK PAYMENT of the processing fee must accompany this application

Mail VEE APPLICATION to:

Customer Service
Society of Actuaries
475 North Martingale Road, Suite 600
Schaumburg, IL 60173

Ask for your TRANSCRIPTS to be sent to:

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

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Page 2 - Please clearly write or type all information. Additional instructions appear on page 3.

Last Name/Family Name	First Name	Middle Name	Suffix
E-Mail Address - **required**		I work in the property/casualty field: ☐ Yes ☐ No	

Educational Experience: Please send original official transcripts for all Institutions listed below. Details on Page 3.

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 – ACCOUNTING & FINANCE (CORPRATE FINANCE BEFORE 7/1/2019)

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 – MATHEMATICAL STATISTICS (APPLIED STATISTICS BEFORE 7/1/2018)

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 the VEE Directory of Approved Courses or Alternate Options: http://www.soa.org/Education/Exam-Req/Instructions-for-VEE-Directory.aspx

All candidates applying with a credit card must apply online: 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 online Directory of Approved Courses or Alternate Options: http://www.soa.org/education/exam-req/edu-vee.aspx
DOCUMENTATION	-	The candidate must arrange to have the educational institution send authenticated verification; i.e., 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 an officially sealed transcript with their application form. All ACTEX, NEAS and Coaching Actuaries grade records are sent directly to the SOA; you do not need to submit a transcript if applying for VEE credit using those courses.
RESPONSE	-	Candidates will receive a response to each application via email. First upon receipt of the application indicating the payment has been processed, and then again once the VEE credit has been approved.
	-	The processing time for VEE credit to appear on the candidate's SOA transcript is approximately four weeks. **PLEASE NOTE:** During times of high volume, VEE order processing times may increase up to six weeks. It is the candidate's responsibility to submit orders early enough to allow sufficient time to meet any personal deadlines. We process VEE credit applications in the order received (once all transcripts are received) and will not take requests to expedite orders.