



**May 2023 Exam P  
Paper-and-Pencil Application  
Limited/Select Exam Centers:**

— Only for use at the test centers listed below —  
**Registration Deadline: Tuesday, April 11, 2023**  
**NO LATE APPLICATIONS WILL BE ACCEPTED.**

Details for completing this application are on the reverse side.  
Please **PRINT** all information.

For Office Use Only:  
CAND NO.

ID NO.

I have previously registered for exams with the SOA:  Yes  No

Check your primary address:  Home  Work

I do not wish to receive information from third party vendors.

If a **different name** was used on a previous application, print it below:

\_\_\_\_\_  
Month                  Day                  Year  
**Date of Birth  
Required**

Last Name/Family Name/ Surname **(Required)**

First Name **(Required)**

Middle Name **(Optional)**

**Primary Address**

Organization Name (only if a company address)

Street or P.O. Box

City

State/Province

Zip/Postal Code

Country

Primary Business/Home Telephone **(Required)**

Primary Mobile Telephone **(Required)**

E-Mail **(Required)**

**School**

Print school name if currently enrolled

City/State/Postal Code

Undergraduate

Graduate

Degree/Anticipated Degree/Expected Year of Graduation

**Exam Centers  
(select one)**

**Paper/Pencil Exam P    May 12, 2023    8:30 AM – 11:30 AM**

**Canada & International Exam Fee: \$250.00 USD**

**International Discount Exam Fee (Qualified Countries): \$200.00 USD**

Check for list at [www.soa.org](http://www.soa.org), International Examination Fee Discount Program.

**Canadian residents add 5% GST, PE 15%, NB 15%, NL 15%, ON 13% NS 15% GST/HST <sup>2/3/2017</sup>**

0809-Yaounde, Cameroon

0899-Quito, Ecuador

0934-Harare, Zimbabwe

0946-Khartoum, Sudan

0818-Fredricton, NB

0908-Bridgetown, Barbados

0935-Tegucigalpa, Honduras

0962-Nassau, Bahamas

0893-Windsor, ON

0929-Phnom Penh, Cambodia

0940-Kingston, Jamaica

0968-Reduit, Mauritius

0941-Nicosia, Cyprus

**Signature  
(Required)**

I have read the [Rules for Computer-Based Testing](#) concerning the examination(s) for which I am applying, including the [Rules and Regulations for Paper/Pencil Exams](#) if applicable, and agree to be bound by them. I acknowledge that I have read and agree to adhere to the [SOA Code of Conduct for Candidates](#). I also agree that the results of any examination(s) which I take, and 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 SOA, be disclosed to any other bona fide actuarial organization that has a legitimate interest in such results and/or actions.

**Signature:** \_\_\_\_\_

(Your signature is required for this application to be valid.)

**Payment**

**If paying by credit card** (Indicate One):  American Express  MasterCard  Visa

(Candidates paying by credit card are encouraged to use online registration)

Account Number: \_\_\_\_\_ CVV2 Number **(Required)**: \_\_\_\_\_ Exp Date: \_\_\_\_\_

Cardholder's Name \_\_\_\_\_ Cardholder's Signature **(Required)**: \_\_\_\_\_

Cardholder's billing address (if different from applicant's): \_\_\_\_\_

**Mail check or money order with application**

Society of Actuaries  
P.O. Box 95600  
Chicago, IL 60694-5600

**ALL OVERNIGHT DELIVERIES**

Society of Actuaries  
Customer Service  
475 N. Martingale Road, Suite 500, 5/F Mailroom  
Schaumburg, IL 60173

**Application forms may also be faxed to: +1-847-273-8529**

# Instructions for Completing Application for Paper-and-Pencil Administration at Limited/Select Canadian and International Locations

**Registration Deadline: May 2023 Exam P — Tuesday, April 11, 2023**

Please **PRINT** all information.

This application form may **ONLY** be used by those registering for Exam P at one of the limited traditional exam centers listed on the application form. Other Exam P candidates must use the application for Computer-Based Testing. Please allow **TEN WORKING DAYS** for the application to arrive; otherwise, the use of an overnight courier is strongly recommended. Postmark dates will **NOT** be considered. Applications received after the deadline will **NOT** be accepted. Late applications will be returned to the candidate with a full refund. When using an overnight courier, send application directly to the SOA street address (see directions for credit card payments) as a courier will not deliver to a post office box.

## CANDIDATE INFORMATION

- Indicate if you have registered previously for an exam with the SOA by checking yes or no.
- If you used a different name on your last application (e.g., a maiden name), print that name in the space provided.
- Print your first and last name as it appears on your valid government issued ID (middle name optional), your date of birth, address, daytime telephone number, and valid email address.
- Candidates requiring testing accommodations must submit a written request with their application.  
<https://www.soa.org/Education/Exam-Req/Exam-Day-Info/testing-accommodations.aspx>

## SCHOOL INFORMATION

- If you are currently enrolled in a college or university program, print your school name and city, state and postal code in the spaces provided.
- Indicate your student status and the year in which you expect to graduate.

## INTERNATIONAL DISCOUNT PROGRAM

- Details regarding Examination and Study Material Fee Discount Program can be found at <http://www.soa.org/education/general-info/registration/edu-examination-fee-discount.aspx>

**PRIVACY POLICY:** Please go to <https://www.soa.org/legal/privacy-policy/> to review the privacy policy.

## EXAMINATION DISCIPLINE

Disciplinary rules are published on the SOA Web Site at <http://www.soa.org/education/general-info/>

## EXAMINATION and CENTERS

- Register for the exam by placing a check mark (✓) in front of the desired exam location.

## EXAMINATION FEES

- Exam fees may be paid by check, money order, or credit card (American Express, MasterCard, or Visa). Checks should be made payable to **Society of Actuaries**. Applications should be sent to the appropriate address listed on the front of this application. Fees must be in U.S. funds or equivalent. **NOTE:** The amount billed to an individual's credit card will be automatically adjusted for persons who miscalculate the amount due. **Fees are not transferable from one session to another.** Candidates with a balance due will not be permitted to register for future examination sessions until outstanding debts are paid in full.
- If paying by credit card, the candidate must include the CVV2 number (see details below under "Additional Credit Card Information—CVV2 Number").
- A \$25 fee will be assessed on any checks returned due to insufficient funds.
- **NO REFUNDS:** Examination fees are NON-REFUNDABLE. No part of a fee paid to the SOA for examination registration will be refunded or transferred to a later exam period should (a) the candidate does not appear for the exam or (b) not have the proper identification at the time of the exam. [Refund Policy](#)

The SOA does recognize that emergency events may occur that are outside a candidate's control. In those cases, the SOA will consider these situations on a case-by-case basis. Candidates finding themselves in such a situation should contact SOA Customer Service at [customerservice@soa.org](mailto:customerservice@soa.org).

- **Temporary Refund Policy** - <https://www.soa.org/education/exam-req/registration/edu-refunds/>

## SIGNATURE

- For this application to be valid, signature must appear on the front of this application.

## ACKNOWLEDGEMENT LETTER/TICKET OF ADMISSION

After your registration has been processed, you will receive an automatic acknowledgement letter by e-mail. This letter serves as your ticket of admission and contains your candidate number and exam center name and number. Please use this letter for admittance on your exam date.

## CHANGE OF ADDRESS and/or E-MAIL ADDRESS

Login to My SOA from our home page, [www.soa.org](http://www.soa.org) to update your record as needed. If you experience any difficulties, contact SOA Customer Service at [customerservice@soa.org](mailto:customerservice@soa.org) or +1-888-697-3900 for assistance.

## 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 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. (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.

Retain your candidate number to access results at <http://examresults.soa.org>

If you need assistance, you may contact SOA Customer Service  
+1-888-697-3900 between the hours of 8:00 a.m. and 5:00 p.m. central time.

You may also email your inquiry to SOA Customer Service at [customerservice@soa.org](mailto:customerservice@soa.org).

February 2023