

CHECKLIST FOR APPLICANTS

CHECKLIST

Submit this checklist together with the required documents, in hard copy, by post.

Mailing address:

ISCA Accredited Accounting Technician Admission
ISCA Pathways Development and Qualifications
Institute of Singapore Chartered Accountants
60 Cecil Street, ISCA House, Singapore 049709

Note: Do not staple any part of the documents. Please use a paper clip if necessary.

Original documents sent in will not be returned.

All documents submitted must be in English; otherwise an official English translation is to be provided.

<input type="checkbox"/>	Completed Declaration Form for Applicants
<input type="checkbox"/>	<p>One-time admission fee and annual student membership fee of S\$300, inclusive of GST, non-refundable and non-transferrable.</p> <ul style="list-style-type: none"> • Payment by <u>cheque</u>: Cross the cheque with payee as 'Institute of Singapore Chartered Accountants'. On the back of the cheque, write your name, mailing address and contact number. Only Singapore cheques are accepted. • Payment by <u>cashier's order</u>: Amount payable must be in Singapore currency and drawn on a bank in Singapore with payee as 'Institute of Singapore Chartered Accountants'. On the back of the cashier's order, write your name, mailing address and contact number. <p><i>Note: The Institute reserves the right to adjust the fees without prior notice.</i></p>
<input type="checkbox"/>	A photocopy of NRIC (for Singaporeans and PRs) / FIN or passport (for foreigners)
<input type="checkbox"/>	A passport sized photograph (taken within one year)
<input type="checkbox"/>	<p>A certified true copy of academic certificate or statement of completion of the highest qualification issued by the academic institution.</p> <ul style="list-style-type: none"> • GCE 'N' Level or equivalent • GCE 'O' Level or equivalent • GCE 'A' Level or equivalent • Higher NITEC in Accountancy or equivalent <p><i>Note: Applicable if you are applying for ISCA-AAT Qualification, or selected module(s) / level(s) of the ISCA-AAT Qualification.</i></p>
<input type="checkbox"/>	A certified true copy of transcript of your highest academic qualification.

	<ul style="list-style-type: none"> • GCE 'N' Level or equivalent • GCE 'O' Level or equivalent • GCE 'A' Level or equivalent • Higher NITEC in Accountancy or equivalent <p><i>Note: Applicable if you are applying for ISCA-AAT Qualification, or selected module(s) / level(s) of the ISCA-AAT Qualification.</i></p>
<input type="checkbox"/>	<p>A certified true copy of AAT Skillcheck Results by one of the appointed training providers.</p> <p><i>Note: Applicable if you are applying for ISCA-AAT Qualification.</i></p>
<input type="checkbox"/>	<p>A certified true copy of professional certificate or statement of completion of the qualification issued by the professional body.</p> <p><i>Note: Applicable if you are registering for bridging module.</i></p>
<input type="checkbox"/>	<p>A certified true copy of transcript of your professional qualification.</p> <p><i>Note: Applicable if you are registering for bridging module.</i></p>

When will you hear from us?

We will send you an email notification upon receipt of your application documents.
The approval process will take 14 working days upon receipt of all your documents.

Please note that incorrect payment and omission of required information or required documents will cause delay and may render the application void. Applicants must produce originals of all documents when requested.

For enquiries, please contact the ISCA Pathways Development and Qualifications at iscaaat@isca.org.sg