

# UNIVERSITY STUDENT/PROFESSOR REGISTRATION FORM

## NOTE TO UNIVERSITY OFFICIAL

The Institute of Internal Auditors (IIA) offers reduced application and exam registration fees for the Certified Internal Auditor® (CIA®) program to candidates who are full-time students or professors/educators (full-time or part-time) at accredited universities, as outlined below. In order for a candidate to be eligible for these reduced fees, the candidate's school must confirm that certain requirements are met using the form below. Please complete and sign this form, and return it to the student/professor for submission.

## INFORMATION ABOUT CANDIDATE

IIA Candidate ID Number: \_\_\_\_\_

Candidate's Name (please print): \_\_\_\_\_  
(Last Name) (First Name) (Middle Initial)

## NOTE TO CANDIDATE (FULL-TIME STUDENT/PROFESSOR)

In order to receive reduced fees for the CIA program, you must complete the following steps (steps 1, 2, 6, and 8 not applicable if you are already a candidate in the CIA program):

1. Follow directions in the Candidate Handbook to log in to The IIA's Certification Candidate Management System (CCMS), set up a profile, and receive a candidate ID number.
2. Have an official from your university complete and sign this form and return it to you. You must include your candidate ID number on the form.
3. Professors: You must also submit a letter from your local IIA chapter or Institute supporting your request for professor status for pricing. You must include your candidate ID number on the letter and submit it along with this form.
4. Submit the completed form (and letter, for professors) through the document upload portal. To verify approval, log in to CCMS and click on Supporting Requirements — approved student/professor forms will have an Effective Date and an Expiration Date.
5. Once this form is approved, complete the "CIA Application – Student/Professor" in CCMS and pay the reduced student/professor application fee. If you do not have Internet access, you can use the paper application form, but your processing times will be significantly longer. Your application will be held as pending until your Full-Time Student/Professor Status Form is received and approved.
6. The University Student/Professor Discounts Registration Form and associated fees are valid for 180 days from the date that the form is processed/approved at The IIA. You will automatically receive the reduced pricing for registrations completed within the 180-day period. A new form is required after 180 days if you are still eligible for discounted pricing.

## CONFIRMATION OF FULL-TIME STUDENT/PROFESSOR STATUS (MUST BE COMPLETED BY UNIVERSITY)

I confirm that the candidate named on this form is a:

- Full-time undergraduate\* student (enrolled in at least 12 semester hours or equivalent) in his/her final year, as defined by your institution.
- Full-time graduate student (enrolled in at least 9 semester hours or equivalent), as defined by your institution.
- Full-time or part-time professor at an academic institution, as defined by your institution. Please specify the courses being taught during this semester/quarter.

\* Full-time university students in their final year may enter the CIA program and sit for CIA exam parts before completing their education requirement; however, they must complete the education requirement before they can be certified.

## INFORMATION ABOUT UNIVERSITY OR COLLEGE OFFICIAL

Name of College/University Official (please print): \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name of College or University: \_\_\_\_\_

Signature of College or University Official: \_\_\_\_\_ Date\*\*:

\*\*Note: Form must be submitted within 30 days of this date.

Please upload the completed form through the document upload portal. Access the document upload portal by going to [www.globaliia.org/certification](http://www.globaliia.org/certification) and clicking the link for the document upload portal.

This document will be reviewed within approximately five business days of receipt at The IIA. You may confirm that the document has been approved by going to [www.globaliia.org/certification](http://www.globaliia.org/certification), logging in to your record on the Certification Candidate Management System (CCMS), and clicking on the appropriate certification program on the Certification Progress screen. If the document cannot be approved, you will be contacted.