

# Transcript Review Application Form



The global symbol of excellence  
in financial planning

# Application Form for Transcript Review

## REQUIREMENTS

IFPHK may waive some of the required educational modules based on previous education and qualification. Candidates can apply by completing this application form after comparing the pre-approved subjects for exemption with their own transcripts to determine exemption of the education modules. All candidates are kindly advised to review the conditions for approval before submitting the application form.

### 1. Modules for Exemptions

Currently modules of IFPHK Registered CFP<sup>CM</sup> Certification Education Program which will be considered for exemptions through transcript review are:

#### 1.1 For Degree Programs:

<b>For Local Universities</b>
M1 Foundation of Financial Planning
M2 Insurance
M3 Investments
M4 Taxation and Tax Planning
M5 Employee Benefits and Estate Planning

<b>For Overseas Universities</b>
M1 Foundation of Financial Planning
M2 Insurance
M3 Investments

#### 1.2 For Associate Degree/ Higher Diploma Programs:

<b>For Local Education Institutions</b>
M1 Foundation of Financial Planning
M2 Insurance
M3 Investments

*\*Applications of exemption for other modules will not be considered at this point of time.*

### 2. Conditions for Approval

To claim exemption for required modules, the academic subjects must meet the following conditions:

#### 2.1 For Degree Programs:

- Condition 1:** The subject(s) must be offered by accredited universities, or institutions with an equivalent.
- Condition 2:** The subject(s) must be at degree level.
- Condition 3:** Each subject must have a minimum of 40 contact hours. The applicant must have taken the subject during the past ten years, and have received a passing grade or above.
- Condition 4:** The contents of the subject(s) must match to indicative contents of the exempted module(s).

#### 2.2 For Associate Degree/ Higher Diploma Programs:

- Condition 1:** The subject(s) must be offered by accredited universities, or institutions with an equivalent.
- Condition 2:** The subject(s) must be at Associate Degree/ Higher Diploma level.
- Condition 3:** Relevant subjects applied should have at least 40 contact hours on content related to the exempted modules (ie.M1-M3) **plus** at least 20 hours on other financial planning related content. The applicant must have taken the subject during the past ten years, and have received a passing grade or above.
- Condition 4:** The contents of the subject(s) must match to indicative contents of the exempted module(s).

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## IMPORTANT NOTES

1. There are two parts in this form: Application Instructions and Application Details. Please read Application Instructions carefully before completing this form. Please send ONLY the Application Details to IFPHK and keep the part of Application Instructions for your record.
2. Please complete in BLOCK LETTERS and in BLACK.
3. Please note that the complete application with all required documents and appropriate fee must be submitted in person or by mail to the office:

### OPERATIONS DEPARTMENT (CERTIFICATION)

Institute of Financial Planners of Hong Kong

Unit 2601, 26/F., Bank of East Asia Harbour View Centre, 56 Gloucester Road, Wanchai, Hong Kong

“Re: Application for Transcript Review”

4. Incomplete or fax applications will not be accepted under any circumstances.
5. All applications are subject to review and approval by IFPHK. IFPHK may in its absolute discretion refuse to grant the exemption of Transcript Review to any applicant.
6. If you have any concerns, issues or further queries regarding the Transcript Review application, please contact us by email at cert@ifphk.org.

## APPLICATION INSTRUCTIONS

### Section I: Profile

Please fill in all contact information. Please note that all correspondence will be sent to your correspondence address as provided.

### Section II: Details of Courses for Transcript Review

#### 1. Official Transcripts

All applications must be supported by sufficient documentary evidence of completion\* of relevant qualifications such as official transcripts. Unless originals\*\* are submitted, only certified true copies from the following institutions/ authorities/ approved professionals\*\*\* are accepted as Certified True Copies:

- |  |  |
|--|--|
| (i) IFPHK Registered CFP <sup>CM</sup> Certification Education Program providers   | (ii) Registrar of local self-accredited universities   |
| (iii) HR department of current employer  | (iv) Commissioners of Oaths of Government of HKSAR   |
| (v) Individuals with approved credentials** listed below:  |  |
| <ul style="list-style-type: none"><li>• CERTIFIED FINANCIAL PLANNER<sup>CM</sup>, CFP<sup>CM</sup></li><li>• Certified General Accountant (CGA)</li><li>• Certified Management Accountant – Australia, Canada, US (CMA)</li><li>• Chartered Financial Analyst (CFA)</li><li>• Chartered Financial Consultant (ChFC)</li><li>• Chartered Life Underwriter (CLU)</li></ul> | <ul style="list-style-type: none"><li>• Fellow of Chartered Insurance Institute (FCII)</li><li>• Fellow of the Society of Actuaries (FSA)</li><li>• Member of Hong Kong Bar Association</li><li>• Member of Hong Kong Law Society</li><li>• Member of Hong Kong Institute of Certified Public Accountants (FCPA/CPA)</li><li>• Doctoral Degree in Business / Economics</li></ul> |

\* Transcripts or documents submitted should contain a key to result code for clear explanation of corresponding subject results.

\*\* Original documents submitted will not be returned.

\*\*\* Individuals who certify copies of documents must (1) sign on copies of all pages of the transcripts, including the front and back of the transcripts, (2) write down their credentials and valid license numbers, and (3) attach their current business cards showing the approved credentials and detailed contact information.

#### 2. Course Syllabus

Course syllabus and related materials must be submitted for approval.

#### 3. Contact Hours

For Degree Programs: Documentary evidence of a minimum of 40 contact hours must be submitted for approval.

For Associate Degree/ Higher Diploma Programs: Documentary evidence of a minimum 60 of contact hours must be submitted for approval.

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## Section III: Declaration

Please read the Declaration carefully before you sign the application form.

## Section IV: Payment Details

1. The application fee per module is HK\$800.
2. All application fees paid for transcript review are **non-refundable** and **non-transferable**.

## CHECKLIST FOR APPLICANTS

Please go through the checklist carefully.

## ACKNOWLEDGEMENT OF RECEIPT

### For Transcript Review Application Form submitted BY MAIL

The acknowledgement of receipt will be sent to you via e-mail to the e-mail address provided at "Section I: Profile" of this application form. If e-mail address is not provided, there will be no acknowledgement sent.

### For Transcript Review Application Form submitted IN PERSON

A stamped acknowledgement of receipt will be provided.



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## **Section III: Declaration**

### **Terms, Conditions and Cancellation**

I have read and agree to the terms and conditions contained in "Important Notes", "Application Instructions" and "Application Details".

### **Data Protection Agreement**

1. I explicitly consent that any personal information (personal data) from time to time collected or held by IFPHK (whether contained in this application or obtained otherwise) is provided and may be held, used, processed and/or disclosed (i) in accordance with and for the purpose outlined in the Data Privacy Statement herein, and/or (ii) to permit and enable IFPHK to:
  - a. fully and fairly process my application,
  - b. disclose any personal data where IFPHK has an obligation to make such disclosure under the requirements of any law binding on IFPHK,
  - c. use my personal data to compile statistics and analyse the results wholly for use within IFPHK,
  - d. disclose my personal data to Financial Planning Standards Board Ltd. (FPSB) and its affiliate members for statistical purpose.
2. I understand that I may refuse to provide personal data as requested in the application or otherwise, but such refusal, or the provision of inaccurate personal data may result in IFPHK being unable to or refusing to process this application.
3. I understand that I have the right to check whether IFPHK holds personal data about me and that, if so, I have a right of access to my personal data. I can request IFPHK to correct any inaccurate personal data and if I need to obtain a copy of my personal data or have it corrected, I can write to IFPHK.

**By my signature below, I declare that the statements made in this application and any attachments are accurate and true. I authorise the investigation of all statements made by me with respect to this application. I agree to be subject to any disciplinary rules of IFPHK for any misrepresentation in this application.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## CHECKLIST FOR APPLICANTS

Please note that applicants not substantiated by the required supporting documents will delay the processing procedure. Before submitting your application, you are reminded to ensure that all documents are in order. The following checklist is to assist you in completing the application and preparing the supporting documents. Please check and return it with your application form.

Please check and ensure the documents you have submitted by putting a tick "✓" in the appropriate boxes below:

### **Documents to be checked and submitted by ALL applicants**

- All information is filled out properly.
- Application form is completed, signed and dated.
- Certified true copies of your transcripts are attached.
- Course syllabus is attached.
- Documentary evidence of a minimum of 40 contact hours for Degree programs or a minimum of 60 contact hours for Associate Degree/ Higher Diploma programs is attached.
- Payment form is completed. For payment by cheque, a crossed cheque made payable to "IFPHK Ltd." is attached.

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## Section IV: Payment Details

Transcript Review Application Fee: HK\$800 per module

HK\$800 X \_\_\_\_\_ module(s)

Total Payment =

HK\$

### Payment Method: (Please tick where appropriate)

Payment by Cheque (Bank: \_\_\_\_\_ Cheque No.: \_\_\_\_\_)  
(Please make cheque payable to **IFPHK LTD.**)

OR

Payment by Credit Card:     VISA     MasterCard

I authorize **The Institute of Financial Planners of Hong Kong Limited** to debit the amount as indicated above or appropriate application fee, whichever deems appropriate, from my credit card.

Card No.: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Cardholder's Name: \_\_\_\_\_ Card Expiry Date (MM/YY): \_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### For official use only

Name of applicant	Ref No.	Remarks

## ACKNOWLEDGEMENT OF RECEIPT (TRANSCRIPT REVIEW APPLICATION)

### For Transcript Review Application Form submitted BY MAIL

The acknowledgement of receipt will be sent to you via e-mail to the e-mail address provided at "Section I: Profile" of this Application Form. If e-mail address is not provided, there will be no acknowledgement sent.

### For Transcript Review Application Form submitted IN PERSON

Please fill in your full name below and a stamped acknowledgement of receipt will be provided.

To: \_\_\_\_\_ (Name)

For official use only

Date

Processing time of the application is around six to eight weeks and you will be promptly notified of the result. If you have any concerns, issues or further queries regarding the Transcript Review application, please contact us by email at cert@ifphk.org.