

## NOTE TO UNIVERSITY OR COLLEGE 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) at accredited colleges/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 #: \_\_\_\_\_

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. Complete the "CIA Application – Student/Professor" in the 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.
3. Have an official from your college or university complete and sign this Full-Time Student/Professor Status Form and return it to you. You must include your candidate ID number on the form.
4. 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 Full-Time Student/Professor Status Form.
5. Submit the completed form (and letter, for professors) as an attachment to *certification@theiia.org* or fax to +1-407-937-1108. This document will be reviewed within approximately five business days of receipt at The IIA. To verify approval, log in to the CCMS and click on Supporting Requirements — approved student/professor forms will have an Effective Date and an Expiration Date.
6. Once this form is approved, your "CIA Application – Student/Professor" will be reviewed. Upon approval, you will receive an e-mail notifying you that you can proceed with the registration process.
7. The Full-Time Student/Professor Status 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.
8. If your CIA application is denied because you do not meet the requirements for student/professor status, you will be notified, and your CIA application will be cancelled and refunded. You must submit a regular CIA application in order to apply to the CIA program.

## CONFIRMATION OF FULL-TIME STUDENT/PROFESSOR STATUS

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 senior (final) year, as defined by our institution.
- Full-time graduate student (enrolled in at least 9 semester hours or equivalent), as defined by our institution.
- Full-time professor at our institution, as defined by our institution. Please specify the courses being taught during this semester/quarter:  
 \_\_\_\_\_  
 \_\_\_\_\_

\* Full-time university students in their senior (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: \_\_\_\_\_ E-mail: \_\_\_\_\_

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

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

Date\*\* : \_\_\_\_\_

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