

MEMBERSHIP FAQ

What are the Institute's membership periods?

The FULL YEAR membership year runs from 1 October to 30 September. Member subscription ends on 30 September each year, irrespective of when you join

The MID YEAR membership run from 1 April to 30 September. If you are applying for membership within this period, you will pay a six – month subscription. Member subscription ends on 30 September each year, irrespective of when you join

Please check the current fees on our website - <https://actuaries.asn.au/>

What are the requirements of becoming a member?

Please read the Institute's membership eligibility for each member category <https://actuaries.asn.au/becoming-an-actuary/becoming-a-member>

Will I need to attach a certified/verified copy of my academic transcript?

It is a requirement to submit a verified copy of your academic transcript (we accept official digital transcripts), unless this has been sent to us previously or if we have records of your exemption recommendation/s from your accredited university.

Please note that the Membership Team will not accept unofficial transcripts and transcripts that have not been certified.

Incomplete applications will delay processing

Who can certify/verify copies of an original document?

Any person or agency (not related to you by birth, marriage or de facto relationship) recognised by the law of the country in which you live, such as a Justice of the peace (JP) or Police officer etc

Will an academic transcript be accepted if it is not in English?

Only if it is accompanied with an attested English translation

How long does it take to process an application?

Processing can take up to two weeks. Incomplete applications may cause delays. Students must allow sufficient time for their applications to be approved in time to meet the exam enrolment deadlines

- ▶ Key dates for Part I
<https://actuaries.asn.au/studying-with-the-institute/part-i/key-dates>
- ▶ Key dates for Part III
<https://actuaries.asn.au/studying-with-the-institute/part-iii/key-dates>

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I want to pay my PART I or PART II exemptions, what membership category should I be applying for?

Student Member. This will enable you to gain access to pay for your exemption via your online account

If I am studying full-time at university, do I need to submit any documentation when applying for a fee discount?

You will need to provide current proof of your full-time enrolment in a university course. The proof of current enrolment document should show your full name, the name of your university, the name of the course you are studying and the enrolled subjects for the current year. It can be one of the options below:

- ▶ a signed letter on university letterhead confirming your name, course and full-time enrolment for the current year
- ▶ a summary of full time enrolment stamped and signed by your university

The Membership Team will not accept Confirmation of Enrolment (CoE) from the Department of Education and Training or student photo ID

What is the low-income threshold?

Members who expect to earn less than \$70,000 per annum from 1 July to 30 June can apply for reduced fee. The threshold is 90% AWOTE, rounded to the nearest \$5,000

In determining their eligibility, Members are politely reminded of section 4.2.1 of the Code of Professional Conduct: A Member must act with integrity, honesty and due care, and in a manner, that seeks to uphold the reputation of the profession

Please note that you will need to declare your income for each membership subscription year to be eligible for a reduced fee

What happens if I am eligible for two discounts, e.g. overseas and low-earner?

Whichever discount is greater will apply

How can I pay for my membership subscription?

Membership subscription fees can be paid by Card, EFT, BPAY, bank cheque and in person at the Institute

Please contact the [Member Services Team](#) for more details