



Transcript Review 

APPLICATION FORM

Transcript Review

REQUIREMENTS AND GUIDELINES

IFPHK may waive some of the required education requirement 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 courses. All candidates are kindly advised to review the conditions for approval before submitting the application form.

1. Courses for Exemption

Currently AFP™ Certification Education Program and the following courses of CFP™ Certification Education Program will be considered for exemptions through transcript review:

1.1 For Degree Programs or above:

CFP Certification Education Program:

Course 1: Investment Planning and Asset Management

Course 2: Insurance Planning and Risk Management

Course 3: Tax Planning and Estate Planning

*Applications of exemption for Course 4 of the CFP Certification Education Program will not be considered at this point of time.

1.2 For Associate Degree/ Higher Diploma Programs:

AFP Certification Education Program

2. Conditions for Approval

To claim exemption for program/courses, 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 received a passing grade or above.

Condition 4: The contents of the subject(s) must match to indicative contents of the exempted course(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: The subject(s) must have a minimum of 120 contact hours. The applicant must have received a passing grade or above on each of the relevant subject(s) and have awarded the relevant Associate Degree/ Higher Diploma.

Condition 4: The contents of the subject(s) must match to indicative contents of the exempted program.

3. Application Fee

For application based on pre-approved courses / programs (please refer to pages 4 to 5 for the list of pre-approved courses / programs), an application fee of HK\$100 should be paid for EACH COURSE of the CFP Certification Education Program / AFP Certification Education Program.

For application based on other courses / programs, an application fee of HK\$800 should be paid for EACH COURSE of the CFP Certification Education Program / AFP Certification Education Program.

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4. Supporting Documents

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 AFP/CFP Certification Education Program providers
- (ii) Registrar of local self-accredited universities
- (iii) Commissioners of Oaths of Government of HKSAR
- (iv) HR department of current employer
- (v) Individuals with approved credentials*** listed below:
 - CERTIFIED FINANCIAL PLANNER^{CM}, CFP^{CM}
 - Certified General Accountant (CGA)
 - Certified Management Accountant – Australia, Canada, US (CMA)
 - Chartered Financial Analyst (CFA)
 - Chartered Financial Consultant (ChFC)
 - Chartered Life Underwriter (CLU)
 - Fellow of Chartered Insurance Institute (FCII)
 - Fellow of the Society of Actuaries (FSA)
 - Member of Hong Kong Bar Association
 - Member of Hong Kong Law Society
 - Member of Hong Kong Institute of Certified Public Accountants (FCPA/CPA)
 - Doctoral Degree in Business / Economics

* 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.

Course Syllabus, together with evidence of contact hours of the courses must be submitted for approval.

5. Valid Period for Approval of Transcript Review

There is NO expiry date set on the approval status.

6. Appeal

Applicants may appeal to an unfavorable decision of their transcript review application by providing additional supporting documentation, along with an appeal fee of HK\$800 per module. If the appeal is successful, the appeal fee will be refunded.

7. Pre-approved Subjects for Exemption

Certain subjects offered at local education institutions have been assessed by IFPHK and awarded a pre-approved status for exemptions from the AFPTM Certification Education Program or respective course(s) of the CFP^{CM} Certification Education Program.

The exemptions will be given to applicants upon receipt of completed transcript review applications together with official transcripts showing passing grades in the relevant courses and appropriate application fees.

Remarks: For associate degree/higher diploma programs listed, applicants must have successfully completed the entire program and have been awarded the associate degree/higher diploma before applying for transcript review.

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IMPORTANT NOTES

Under the 2011 new certification structure, it is compulsory for all individuals to maintain a valid candidacy status with IFPHK before they are eligible to proceed with the AFP™ certification or CFP™ certification. If you have yet to register candidacy with IFPHK, please enrol now at www.ifphk.org.

- Individuals who wish to apply for Transcript Review can submit their completed applications to IFPHK office in person or by mail. Incomplete applications and applications by fax will not be accepted.

Operations Department
Institute of Financial Planners of Hong Kong
13/F, Causeway Bay Plaza 2
463-483 Lockhart Road, Hong Kong
“Re: Application for Transcript Review”

- Application sent to us with insufficient postage or packaging will NOT reach IFPHK. Applicants are advised to ensure sufficient postage and have their return address printed on envelopes.
- All applications are subject to review and approval by IFPHK. IFPHK may in its absolute discretion refuse to approve any application.
- All application fees are non-refundable.
- IFPHK observes anti-discrimination laws in force in Hong Kong and adopts policies and procedures to ensure fair and equitable treatment of all candidates in the application process.
- Information submitted will be processed according to Personal Data (Privacy) Ordinance.
- If you have any concerns, issues or further queries regarding the Candidacy Registration application, please contact us by email at cert@ifphk.org.
- All documents (e.g. certificate) submitted are subject to review by random audit. IFPHK reserves the right to reject the Transcript Review application, AFP™ Certification and CFP™ Certification if the individual selected for random audit fails to provide sufficient documents to fulfill the requirement of random audit.

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PRE-APPROVED COURSES/PROGRAM FOR EXEMPTION

The following subjects offered at local education institutions have a pre-approved status for exemptions from respective courses/program by the IFPHK. The exemptions will be given to applicants upon receipt of completed transcript review applications together with official transcripts showing passing grades in the courses and appropriate application fees.

Remarks: For those associate degree/higher diploma programs listed, applicants must have successfully completed the entire program and have been awarded the associate degree/higher diploma before applying for transcript review.

COURSE 1: Investment Planning and Asset Management CFP Certification Education Program

<u>Institution</u>	<u>Code</u>	<u>Course / Program</u>
Chu Hai College of Higher Education	FNE301 + FNE311	Investment Portfolio Management; PLUS Financial Markets and Institutions
City University of Hong Kong	EF3320 + EF4320	Security Analysis and Portfolio Management; PLUS Advanced Security Analysis and Portfolio Management
City University of Hong Kong	EF5050 + EF5052	Derivatives and Risk Management; PLUS Investments
Hang Seng Management College	FIN3002 + FIN3003 + FIN4006	Introduction to Financial Management; PLUS Principles of Investments; PLUS Portfolio Management
Hang Seng Management College	FIN2001 + FIN3003 + FIN4006	Financial Management; PLUS Principles of Investments; PLUS Portfolio Management
Hong Kong Baptist University	FIN2250 / FINE3005	Investment Management
Hong Kong College of Technology	20410 + 20427 / 24220 / 34260 + 21081 / 24409 / 32453	Financial Management; PLUS International Business Finance; PLUS Advanced Financial Management
Hong Kong Shue Yan University	BUS410	Investment Analysis and Portfolio Management
Lingnan University	FIN300 / FIN2300	Investment and Portfolio Management
PolyU SPEED	SPD4207	Asset Management
The Hong Kong Polytechnic University	AF5334	Investments
The Hong Kong Polytechnic University	AF4317 + AF4324 + AF4325	Derivative Securities; PLUS Financial Planning; PLUS Wealth Management
The Hong Kong Polytechnic University	SPD4420	Investments and Portfolio Management
The Open University of Hong Kong	FIN B385F	Investment Management
Tung Wah College	FIN3122	Investment Analysis and Portfolio Management

COURSE 2: Insurance Planning and Risk Management CFP Certification Education Program

<u>Institution</u>	<u>Code</u>	<u>Course / Program</u>
Chu Hai College of Higher Education	FNE215 + FNE375	Financial Planning; PLUS Risk Management and Insurance
City University of Hong Kong	EF5300 + EF5343	Advanced Personal Finance; PLUS Corporate Risk Management Policies
City University of Hong Kong	MS4232 + MS4241	Casualty Insurance; PLUS Life Insurance
Hong Kong Shue Yan University	BUS406	Insurance
Lingnan University	RIM201 / RIM2201	Principles of Insurance
PolyU SPEED	SPD4206	Insurance Practices
The Hong Kong Polytechnic University	AF3318	Principles of Insurance
The Hong Kong Polytechnic University	AF5348	Risk Management and Insurance
Tung Wah College	FIN4137	Risk Management and Insurance

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PRE-APPROVED COURSES/PROGRAM FOR EXEMPTION

COURSE 3: Tax Planning and Estate Planning CFP Certification Education Program

<u>Institution</u>	<u>Code</u>	<u>Course / Program</u>
Chu Hai College of Higher Education	FNE215 + ABA367	Financial Planning; PLUS Hong Kong Taxation
Hang Seng Management College	ACC3003 / ACY3003+ FIN4004	Hong Kong Taxation; PLUS Personal Financial Planning
Hong Kong Shue Yan University	BUS310 + BUS405	Estate and Retirement Planning; PLUS Tax Planning / Hong Kong Taxation and Planning
Lingnan University	ACT203 / ACT3203 + RIM250 / RIM2250	Taxation; PLUS Personal Risk and Financial Planning
The Hong Kong Polytechnic University	AF5214 + AF5350	Taxation for Financial Planning; PLUS Employee Benefits and Estate Planning
The Hong Kong Polytechnic University	SPD4429	Taxation and Estate Planning
Tung Wah College	FIN4135 + FIN4136	Taxation and Tax Planning; PLUS Employee Compensation and Estate Management

AFP Certification Education Program

<u>Institution</u>	<u>Code</u>	<u>Course / Program</u>
Community College of City University	N/A	Associate of Business Administration in Financial Services
CUHK School of Continuing and Professional Studies	N/A	Higher Diploma in Financial Services
HKBU College of International Education	N/A	Associate Degree with concentration in Financial Management ¹
HKBU College of International Education	N/A	Associate Degree with concentration in Wealth Management ¹
HKU SPACE - Po Leung Kuk Stanley Ho Community College	N/A	Higher Diploma in Business (Accounting and Financial Planning) / Higher Diploma in Accounting - Accounting and Financial Planning Stream
Hong Kong College of Technology	N/A	Higher Diploma in Business (Finance) ²
Hong Kong College of Technology	N/A	Higher Diploma in Business Administration (Finance) ²
Hong Kong Institute of Vocational Education	N/A	Higher Diploma in Financial Planning and Investment
Hong Kong Institute of Vocational Education	BA124003 / BA124010	Higher Diploma in Financial Services (Investment and Wealth Management) / Higher Diploma in Banking and Finance (Investment and Wealth Management)
OCHK Li Ka Shing Institute of Professional and Continuing Education	N/A	Higher Diploma in Business Administration and Management ³
PolyU Hong Kong Community College	8C008-AF ⁴	Associate Degree in Business (Accounting and Finance)
PolyU Hong Kong Community College	8C008-BM ⁴	Associate Degree in Business (Business Management)
PolyU Hong Kong Community College	8C008-NS ⁴	Associate Degree in Business
PolyU Hong Kong Community College	8C108-FIN ⁵	Associate Degree in Business (Finance)
PolyU Hong Kong Community College	8C008-NS ⁵	Associate Degree in Business
PolyU Hong Kong Community College	8C015	Higher Diploma in Financial and Investment Planning
PolyU Hong Kong Community College	8C121-FIP	Higher Diploma in Financial and Investment Planning

¹ Required to pass all three relevant subjects, namely, Financial Planning (Code: CS2596 / WMGT3302 / FMGT3302), Investment Management (Code: CS2616 / WMGT3303 / FMGT3303) and Principles of Insurance (Code: CS2606 / WMGT3305 / FMGT3305).

² Required to pass all four relevant subjects, namely, Business Finance, Foundation of Financial Planning, Investment & Portfolio Management and Insurance & Risk Management.

³ Required to pass all two relevant subjects, namely, Fundamentals of Financial Planning I (Code: FIN4078EF) and Fundamentals of Financial Planning II (Code: FIN4079EF).

⁴ Required to pass all five relevant subjects, namely, Financial Management (Code: CC3111), Principles of Insurance (Code: CC3137), Principles of Investment (Code: CC3138); Principles of Financial Planning (Code: CC3152) and Retirement and Estate Planning (Code: CC3173).

⁵ Required to pass all five relevant subjects, namely, Personal Financial Planning (Code: CCN1021), Financial Management (Code: CCN2113), Principles of Investments (Code: CCN2132); Principles of Insurance (Code: CCN2145) and Retirement and Estate Planning (Code: CCN2161).

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For official use only					
Name			Ref No		
Date Received	Data entry	Completed with all info <input type="checkbox"/> Yes <input type="checkbox"/> No	Payment	Evaluation	Final Approval
Remarks					

SECTION (I): Candidacy¹



IFPHK Candidate Number	HKID Card/Passport No.
Full Name <small>(as printed on ID card/passport)</small>	Phone No.

¹ It is compulsory for all individuals to maintain a valid candidacy status with IFPHK before they are eligible to proceed with the AFP certification or CFP certification. If you have yet to register candidacy with IFPHK, please enrol now at www.ifphk.org.

For application in relation to **AFP** Certification Education Program ONLY

SECTION (IIa): Details of Program for Transcript Review



Name of University / Institution	
Name of Associate Degree / Higher Diploma Program	
Year Awarded <small>(YYYY)</small>	Pre-approval status ² <input type="checkbox"/> Pre-Approved <input type="checkbox"/> Not pre-approved

Course Code	Course Name	Contact Hours	Result ²
			<input type="checkbox"/> Pass <input type="checkbox"/> Fail
			<input type="checkbox"/> Pass <input type="checkbox"/> Fail
			<input type="checkbox"/> Pass <input type="checkbox"/> Fail
			<input type="checkbox"/> Pass <input type="checkbox"/> Fail
			<input type="checkbox"/> Pass <input type="checkbox"/> Fail
			<input type="checkbox"/> Pass <input type="checkbox"/> Fail
			<input type="checkbox"/> Pass <input type="checkbox"/> Fail
			<input type="checkbox"/> Pass <input type="checkbox"/> Fail

² Please check the appropriate box.

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For application in relation to **CFP** Certification Education Program **ONLY**

SECTION (IIb): Details of Courses for Transcript Review



Name of University		
Name of Degree Program	Year Awarded / to be awarded (YYYY)	

Course for Exemption ³	Pre-approved Course ⁴	Course Code	Course Name	Contact Hours	Result ⁴
	<input type="checkbox"/> Yes <input type="checkbox"/> No				<input type="checkbox"/> Pass <input type="checkbox"/> Fail
	<input type="checkbox"/> Yes <input type="checkbox"/> No				<input type="checkbox"/> Pass <input type="checkbox"/> Fail
	<input type="checkbox"/> Yes <input type="checkbox"/> No				<input type="checkbox"/> Pass <input type="checkbox"/> Fail
	<input type="checkbox"/> Yes <input type="checkbox"/> No				<input type="checkbox"/> Pass <input type="checkbox"/> Fail
	<input type="checkbox"/> Yes <input type="checkbox"/> No				<input type="checkbox"/> Pass <input type="checkbox"/> Fail
	<input type="checkbox"/> Yes <input type="checkbox"/> No				<input type="checkbox"/> Pass <input type="checkbox"/> Fail
	<input type="checkbox"/> Yes <input type="checkbox"/> No				<input type="checkbox"/> Pass <input type="checkbox"/> Fail

³ Fill in course number 1, 2 or 3.
⁴ Please check the appropriate box.

SECTION (III): Payment Details⁵



Transcript Review Fee <input type="checkbox"/> AFP Certification Education Program <input type="checkbox"/> CFP Certification Education Program (Course 1) <input type="checkbox"/> CFP Certification Education Program (Course 2) <input type="checkbox"/> CFP Certification Education Program (Course 3)	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; padding: 5px;">Based on Pre-approved Courses / Programs HK\$100@</th> <th style="width: 50%; padding: 5px;">Based on Other Courses / Programs HK\$800@</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">\$</td> <td style="padding: 5px;">\$</td> </tr> <tr> <td style="padding: 5px;">\$</td> <td style="padding: 5px;">\$</td> </tr> <tr> <td style="padding: 5px;">\$</td> <td style="padding: 5px;">\$</td> </tr> <tr> <td style="padding: 5px;">\$</td> <td style="padding: 5px;">\$</td> </tr> <tr> <td style="padding: 5px;">\$</td> <td style="padding: 5px;">\$</td> </tr> <tr> <td style="padding: 5px;">TOTAL</td> <td style="padding: 5px;">\$</td> </tr> </tbody> </table>	Based on Pre-approved Courses / Programs HK\$100@	Based on Other Courses / Programs HK\$800@	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	TOTAL	\$
Based on Pre-approved Courses / Programs HK\$100@	Based on Other Courses / Programs HK\$800@														
\$	\$														
\$	\$														
\$	\$														
\$	\$														
\$	\$														
TOTAL	\$														

⁵ Please check the appropriate box and fill in the appropriate amount in the corresponding column.



Cheque⁶ Cheque No. _____ Drawn on (Bank): _____

Credit Card

Total payable fee : \$ _____ .

I hereby authorize IFPHK Ltd. to charge this amount or, if I have miscalculated the amount, the correct amount payable to my credit card with details below. I understand that IFPHK Ltd. will notify me if I have miscalculated the payable fee after charging my credit card.

Visa card MasterCard

Card number:

Expiry Date: (MM/YYYY)

Cardholder's Name: _____

Cardholder's Signature: _____ Date: _____

⁶ Cheques should be made payable to "IFPHK Ltd."

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Name of applicant	Ref No.	Remarks

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SECTION (IV): Agreement and Declaration

Personal Data 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. and its affiliate members for statistical purpose or certification / cross-border certification 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 at 13/F, Causeway Bay Plaza 2, 463 – 483 Lockhart Road, Hong Kong.

By my signature below,

- i. I understand and agree to comply with all conditions, requirements, policies, and procedures for the AFP/CFP Certification Program established by IFPHK, and as amended from time to time.
- ii. I understand that transcript review fees are nonrefundable and nontransferable.
- iii. I understand, accept, and agree to the Personal Data Agreement stated above
- iv. I declare that the information contained in my application is truthful and complete, and I agree to notify IFPHK of any material changes to my responses to any of the questions in this application, including my contact details. I understand and agree that IFPHK may investigate the statements I have made with respect to this application, and that I may be subject to disciplinary actions for any misrepresentation (whether fraudulent or otherwise) in this application.



Signature: _____

Date: _____

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CHECKLIST FOR APPLICANTS

Please note that applications not substantiated by the required supporting documents will not be processed. Before submitting your application, you should 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 put a tick "✓" in the appropriate boxes, and return this checklist with your application form.

- All information is filled out properly.
- Application form is signed and dated.
- Copies of designation/transcript and syllabus are attached.
- Payment form is completed. For payment by cheque, a crossed cheque made payable to "IFPHK Ltd." is attached.
- Sufficient postage has been paid for the postal packet / letter to IFPHK.

ACKNOWLEDGEMENT OF RECEIPT **For Transcript Review Application Form Submitted in Person**



To: _____ (Please fill in your full name)

We hereby acknowledge the receipt of your Transcript Review Application Form.

For your information, the processing time for this application will be around 6 to 8 weeks. During this period, IFPHK may contact you regarding supplementary information to ensure a smooth process.

If you have any concerns, issues or further queries regarding the Transcript Review Application, please contact us by email at **cert@ifphk.org**.