

## CFA Program Enrollment Requirements FAQs

- Q.** Do I need to enroll in CFA Program and pay my registration fees for the Level I CFA exam at the same time?
- A.** Yes. The one-time CFA Program enrollment fee and the registration fee for the Level I CFA exam need to be paid together.
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- Q.** I will be a final-year student at the time of sitting the CFA exam. Is that acceptable?
- A.** Yes. Your selected exam window must be 11 months or fewer before your graduation month for your bachelor's degree or equivalent program. You must also complete your degree program prior to the date of sitting for your Level II exam.
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- Q.** Do I need to submit my college degree or marksheet at the time of registering for the exam?
- A.** No. CFA Institute does not ask for degree or marksheet at the time of registration. However, CFA Institute may request proof of education (copy of diploma/degree, marksheet, any other relevant documents) to be submitted at any stage of your journey as a candidate or even after becoming a member to demonstrate entrance requirements were met.
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- Q.** How much work experience do I need to sit for the exam?
- A.** This depends on your enrollment requirement selection. If you select to enroll in CFA Program through the Bachelor's Degree or Final-Year Student requirement then no work experience is required to sit for the exam. However, if you elect to enroll via the Professional Work Experience requirement, then a combination of 4,000 hours of professional work experience and/or higher education that was acquired over a minimum of three sequential years is required by the date of registration. Please note that you must have four years of investment related work experience to apply to become a regular member of CFA Institute and earn your CFA charter.
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- Q.** I have two years of work experience that I earned while also studying for my bachelor's degree for two years. Can I register as a candidate using the Professional Work Experience path?
- A.** No. To qualify via the Professional Work Experience requirement, your work experience and education cannot be overlapping. This means they may not have been accrued over the same period of time.
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- Q.** How can I confirm that my work experience is considered professional work experience?
- A.** Please reference the below to evaluate if the work you perform can be described as professional work experience that has equipped you for the significant volume and depth of study demanded by CFA Program. Professional work experience requires specialized knowledge, education, advanced skills, and application of higher-level judgement and business skills, including:
- Leadership and teamwork
  - Business communications
  - Critical thinking and problem solving
  - Time management
  - Professional judgement
  - Analytical skills
  - Adaptability
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- Q.** Do I need to submit proof of my work experience while registering through the Professional Work Experience path?
- A.** No. CFA Institute does not ask for proof of work experience at the time of registration. However, CFA Institute may request proof (letter of employment, salary slips, any other relevant documents) to be submitted at any stage of your journey as a candidate or even after becoming a member in order to demonstrate entrance requirements were met.
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- Q.** In case of violations, what are the actions that are likely taken by CFA Institute?
- A.** Failure to follow the guidelines by CFA Institute towards entrance requirements or registration requirements for CFA Program may result in cancellation of a current exam registration, withholding of exam results, voiding of past exam results, and may lead to investigation and disciplinary action by the Professional Conduct Program of CFA Institute.