

PRINT LEGIBLY  
OR TYPE



# STATUS CHANGE FORM

Use this form to change your address, cancel/add a Society membership, or apply for retired status. Instructions are on the reverse side. Please complete sections 1 and 2 and any other sections that apply. Be sure to sign the form at the bottom of the page.

## 1 PERSONAL INFORMATION

Member Number

Are you a CFA charterholder?  Yes  No If not, have you passed Level I of the CFA Program?  Yes  No

Name PREFIX FIRST (GIVEN) NAME MIDDLE NAME OR INITIAL LAST NAME (SURNAME) SUFFIX

## 2 ADDRESS: Some carriers will not deliver to Post Office Boxes. Also, in some countries using a business address as your preferred address may result in more efficient delivery.

Preferred Mailing Address: \*  Business  Home  
 Check here if this is a new Business Address.  Check here if this is a new Home Address.

Effective Date: \_\_\_\_\_  
NEW BUSINESS ADDRESS NEW HOME ADDRESS

BUSINESS NAME  
BUSINESS STREET ADDRESS SUITE/FLOOR POST OFFICE BOX NUMBER  
CITY STATE/PROVINCE COUNTRY ZIP+4/POSTAL CODE  
BUSINESS TELEPHONE BUSINESS FAX BUSINESS E-MAIL ADDRESS  
COUNTRY CODE AREA/CITY CODE LOCAL NUMBER COUNTRY CODE AREA/CITY CODE LOCAL NUMBER  
JOB TITLE/DEPARTMENT

HOME STREET ADDRESS APARTMENT NUMBER POST OFFICE BOX NUMBER  
CITY STATE/PROVINCE COUNTRY ZIP+4/POSTAL CODE  
HOME TELEPHONE HOME FAX HOME E-MAIL ADDRESS  
COUNTRY CODE AREA/CITY CODE LOCAL NUMBER COUNTRY CODE AREA/CITY CODE LOCAL NUMBER

## 3 SOCIETY MEMBERSHIP CHANGE:

If you add a primary society but do not cancel your current society, your current society automatically will be changed to **nonprimary**. There is no limit to the number of society memberships held. Society dues are nontransferable.

Society Name	CANCEL	ADD PRIMARY	ADD NONPRIMARY	Society Name	CANCEL	ADD PRIMARY	ADD NONPRIMARY
1. SAMPLE Tampa		✓		7.			
2. SAMPLE Atlanta	✓			8.			
3.				9.			
4.				10.			
5.				11.			
6.				12.			

## 4 APPLY FOR RETIRED STATUS

To apply for Retired Status, please verify that you meet requirements 1 and 2 listed below, and sign the form.

- I have been a member of CFA Institute for at least five years.
  - I am not currently engaged in professional activities which qualify as acceptable Professional Work Experience (as described in the "Work Experience Guidelines" on the back of this form) to receive the CFA Charter or qualify for Regular membership in CFA Institute.
- I agree that I will promptly notify CFA Institute, in writing, if I resume professional activities in the investment decision-making process for compensation. I understand that, by executing this statement, I will be excused from my obligation under the CFA Institute Bylaws to file annually a Professional Conduct Statement (PCS). I acknowledge that, notwithstanding my retired status and exemption from filing the PCS, I remain obligated to comply with all other aspects of the CFA Institute Professional Conduct Program including compliance with the Bylaws, Code of Ethics and Standards of Professional Conduct, and Rules of Procedure Related to Professional Conduct, and that I remain subject to disciplinary action for a violation thereof.
- I understand that by accepting my Retired Status, I waive my guaranteed right to transfer my society membership.
- Yes I would like to apply for Retired Status in CFA Institute and my local society, if applicable.

## 5 CHANGE FROM RETIRED STATUS TO REGULAR/AFFILIATE MEMBERSHIP

I am currently on retired status and wish to return to full active membership. Please note you will need to submit a completed PCS.

BE SURE TO  
SIGN THE FORM

SIGNATURE

PRINT NAME DATE

\*While CFA Institute uses reasonable efforts to mail materials to your preferred address, at times CFA Institute may need to send materials to your secondary address.

### CFA Institute USE ONLY:

Action Level \_\_\_\_\_ Rec.: \_\_\_\_\_ Reg \_\_\_\_\_ Aff \_\_\_\_\_  
P: Add \_\_\_\_\_ Drop \_\_\_\_\_ Rein \_\_\_\_\_ Ret \_\_\_\_\_ Upgrd \_\_\_\_\_ Society \_\_\_\_\_  
NP: Add \_\_\_\_\_ Drop \_\_\_\_\_ Rein \_\_\_\_\_ Ret \_\_\_\_\_ Upgrd \_\_\_\_\_ C.Exp. \_\_\_\_\_ M.Exp. \_\_\_\_\_  
Drop Reas: Can Dec Indy Resg Ret Trf Unpd Reason not approved: W.Exp NW Eth Ind  
Approval: \_\_\_\_\_ New CFA Institute Type \_\_\_\_\_ Comments: \_\_\_\_\_  
Address Change \_\_\_\_\_  
Update PCS \_\_\_\_\_  
PMBR \_\_\_\_\_  
Allocation \_\_\_\_\_  
Other \_\_\_\_\_



RR USE: Check # \_\_\_\_\_ Amount \_\_\_\_\_ Method: \_\_\_\_\_

RETURN FORM  
TO CFA INSTITUTE

## COMPLETING THE CFA INSTITUTE STATUS CHANGE FORM

### 1. Personal Information

**Member Number.** Enter your member number in the boxes provided.

**Charter Number.** Enter your charter number in the boxes provided, if applicable.

Check the box if you are a CFA charterholder. If not a charterholder, please indicate if you have passed Level I of the CFA Program.

**Name.** Print your first (given) name, middle name or initial, last name (surname), and suffix (if applicable). Do not use nicknames.

### 2. Address

While CFA Institute uses reasonable efforts to mail materials to your preferred address, at times CFA Institute may need to send materials to your secondary address.

**Preferred Mailing Address.** Check the appropriate box to indicate the address at which you prefer to receive correspondence from CFA Institute. Please be advised that certain carriers will not deliver to post office boxes. Also, in some localities using your business address as your preferred address may result in more efficient delivery service than using your home address.

Please check the appropriate box if your

business or home address have changed.

**Effective Date.** If applicable, enter the date that your new address will go into effect. You may have different dates for your home and business addresses.

**Business Name.** Print your business' name as it appears on your business card.

**Business Street Address.** Print your business mailing address (include suite/floor number). Include full postal code, including ZIP+4 code for U.S. addresses.

**Business Telephone Number.** Print your business telephone number (include country and city codes for non-North American numbers).

**Business Fax Number.** Print your business fax number (include country and city codes for non-North American numbers).

**Business E-Mail Address.** Print your business e-mail address.

**Job Title/Department.** Print your job title.

**Home Street Address.** Print your home mailing address (include apartment number, if applicable). Include full postal code, including ZIP+4 code for U.S. addresses.

**Home Telephone Number.** Print your home telephone number (include country

and city codes for non-North American numbers).

**Home Fax Number.** Print your home fax number (include country and city codes for non-North American numbers).

**Home E-Mail Address.** Print your e-mail address.

### 3. Society Membership Change

Use this section to modify your Society membership. For each society that you list, check the appropriate column to:

- Cancel your society membership.
- Add the society as your primary society, or
- Add the society as a nonprimary society.

If you add a primary society but do not cancel your current society, *your current society will change automatically to nonprimary.* It is not cancelled automatically. There is no limit to the number of society memberships held.

### 4. Apply for Retired Status

Please read the requirements listed on the form. Check the box to indicate that you wish to apply for retired status in CFA Institute and your local society, if applica-

ble. To apply for Retired Status, you must be active in CFA Institute for at least five years and are no longer engaged in professional activities which qualify as acceptable Professional Work Experience.

### 5. Change from Retired Status to Regular/Affiliate Membership

If your current membership status is Retired and you wish to change it to full active membership, please indicate this by checking the appropriate box. To return to Regular/Affiliate status you must also submit a completed Professional Conduct Statement. You may print a copy of the Professional Conduct Statement by visiting our Web site at:

[http://www.cfainstitute.org/aboutus/conduct/pdf/professional\\_conduct\\_statement.pdf](http://www.cfainstitute.org/aboutus/conduct/pdf/professional_conduct_statement.pdf)

**Sign your name at the bottom of the form on the line marked "signature," as you would sign a check or other legal document. Print your name and enter the date that you signed the form.**

## WORK EXPERIENCE GUIDELINES

**Acceptable Professional Work Experience** as it relates to applicants seeking to become Charterholder Members, or Regular Members, includes activities that consist to a majority extent of:

- evaluating or applying financial, economic and/or statistical data as part of the investment decision-making process involving securities or similar investments, which includes, but is not limited to, publicly traded and privately placed stocks, bonds and mortgages and their derivatives; commodity-based derivatives and mutual funds; and other investment assets, such as real estate and commodities, if these other investment assets are held as part of a diversified, securities-oriented investment portfolio; or
- supervising, directly or indirectly, persons who practice such activities; or
- teaching such activities.

CFA CANDIDATES ARE REQUIRED TO SPEND 50 PERCENT OR MORE OF THEIR TIME IN THESE ACTIVITIES TO ACCRUE THE REQUIRED PROFESSIONAL WORK EXPERIENCE. Summer, part-time, and internship positions do not qualify.

The following job titles are provided as a guide only. Job titles alone cannot convey the true nature of the underlying job duties. Therefore, to assess professional work experience, evaluate the nature of your job activity, as described previously, rather than merely the job title.

- Client Service Representative or Relationship Manager
- Compliance Analyst/Officer
- Investment Consultant
- Corporate Chief Financial Officer
- Corporate Finance Analyst
- Investment Banking Analyst
- Derivatives Analyst
- Economist
- Institutional Sales Professional/Business Development (Buy & Sell Side)
- Investment Strategist
- Portfolio Manager
- Private Client Investment Advisor
- Professor/Instructor
- Quantitative Investment or Risk Analyst
- Real Estate Investment Manager
- Regulator/Supervisor of Investment Firm
- Security/Investment Analyst
- Securities Trader
- Valuator of Closely Held Business
- Venture Capital Analyst