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560 Ray C. Hunt Drive • P.O. Box 3668  
Charlottesville, VA 22903-0668 USA  
Attn: TESTING ACCOMMODATIONS  
Tel: 1-434-951-5499 • Fax: 1-434-951-5223•  
E-mail: [examadmin@cfainstitute.org](mailto:examadmin@cfainstitute.org)

## Instructions for Completing the CFA® Examination Religious Alternate Date Request Form

*Candidates whose religious obligations or beliefs prevent them from taking the examination on the scheduled date may request the alternate examination date.*

### Initial Application Requirements:

1. Enroll in the CFA Program and register for a standard CFA exam date.
  2. Complete Section I – Candidate Information. All fields are required.
  3. Have section II or III completed by the appropriate religious leader.
    - a. If your request is due to a religious belief, your religious leader must complete all fields and sign in section II.
- OR**
- b. If your request is due to a religious obligation, such as participating in a wedding, the presiding religious leader of the ceremony must complete all fields and sign in section III.
  4. Fax or mail your completed form to CFA Institute so that it is received at least 75 days prior to exam day.

### Returning Candidate Application Requirements:

1. Register for a standard CFA exam date.
2. Login to your CFA Institute account.
3. Submit a service request at least 75 days prior to exam day using the specifics below:
  - a. Select "CFA Program" from the drop-down list in the "I have an inquiry about" field.
  - b. Select "Religious Alternate Date" from the drop-down list in the "Specifically" field.
  - c. Indicate that you have previously submitted the Religious Alternate Date Form in the comment section.

Incomplete or late requests will not be considered.

You will receive an e-mail confirming your request within 1-2 weeks. If CFA Institute cannot grant your request, you will be notified.

Please note that your registration page will not be updated to reflect the alternate date. You may use your confirmation e-mail and exam admission ticket as final confirmation that you have been approved for the alternate date.

Your examination admission ticket will indicate your test center location and date. If your ticket does not indicate your religious alternate date request, you must contact [examadmin@cfainstitute.org](mailto:examadmin@cfainstitute.org) **immediately**.

### CFA Institute Religious Alternate Date Request Form

Complete the form below following the instructions on the previous page. Fax to: +1 (434) 951-5223.  
THIS FORM IS NOT INTENDED FOR TEST CENTER CHANGE REQUESTS

#### I. CANDIDATE INFORMATION (all fields must be completed by candidate)

Candidate Number: \_\_\_\_\_

Registered Test Center Location: \_\_\_\_\_  
(2-3 letter test center code as indicated on your enrollment form)

Candidate Name: \_\_\_\_\_  
**Please Print** Last Name (Surname) First (Given) Name Middle Name or Initial

Candidate E-mail: \_\_\_\_\_

I am requesting to sit for the CFA examination on the following **alternate** day:  
 **Sunday**  **Monday** (Eastern Asia and Oceania ONLY)

As a candidate in the CFA Program, I am aware of my obligations as set forth in the Candidate Responsibility Statement. By signing this form, I authorize CFA Institute to contact the below-named person regarding my request to take the CFA examination on the Religious Alternate Date, and I authorize the below-named person to discuss my request with CFA Institute.

Candidate Signature: \_\_\_\_\_

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

**\*\*\*Note to Religious Leaders:** This candidate has requested an alternate date on which to sit for the CFA examination because taking the examination on the regular examination date conflicts with the candidate's religious beliefs or religious obligation. Please complete Section II or III below as appropriate. CFA Institute must receive a completed form at least 75 days prior to exam day.

#### II. RELIGIOUS BELIEFS (to be completed by your religious leader)

**Note to Candidate:** You are only required to submit this form once as it will be valid throughout your entire candidacy.

Name of Religious Leader: \_\_\_\_\_  
**Please Print**

Title: \_\_\_\_\_

The above-named candidate is a member of the following religious organization: \_\_\_\_\_

I certify that I am the leader and/or holder of a position in the structure of this religious organization and that this candidate's religious beliefs prevent him/her from sitting for a written examination on:  
(check one)  **Saturday**  **Sunday**

I therefore request that you allow this candidate to take the CFA examination on the alternate date instead of the regular examination date. You may contact me if you have any questions.

\_\_\_\_\_  
Signature of Religious Leader

\_\_\_\_\_  
Date

\_\_\_\_\_  
E-mail Address

\_\_\_\_\_  
Daytime telephone number

#### III. RELIGIOUS OBLIGATION/CEREMONY (to be completed by the presiding religious leader)

**Note to Candidate:** This request only applies to the exam for which you are currently registered for.

Name of Religious Leader: \_\_\_\_\_  
**Please Print**

Title: \_\_\_\_\_

The above-named candidate will be participating in the following religious ceremony: \_\_\_\_\_

This ceremony will be performed under the auspices of the following religious organization: \_\_\_\_\_

I certify that I am the leader and/or holder of a position in the structure of this religious organization and that this candidate's participation in the above-mentioned ceremony will prevent him/her from sitting for a written examination on:  
(check one)  **Saturday**  **Sunday**

I therefore request that you allow this candidate to take the CFA examination on the alternate date instead of the regular examination date. You may contact me if you have any questions.

\_\_\_\_\_  
Signature of Religious Leader

\_\_\_\_\_  
Date

\_\_\_\_\_  
E-mail Address

\_\_\_\_\_  
Daytime telephone number