



SOCIETY OF ACTUARIES

Application for Hand Scoring of Exams (Paper/Pencil Multiple Choice Exams) Request Deadline: Within 60 days of individual exam grade release dates

CAND #: SOA ID#: Date of Birth (month, day, year)

Last Name/Family Name First Name Middle Name

If a different name was used on the exam application, print it here:

Mailing Address for Confirmation and grade results: Organization Name, Street or P.O. Box, City, State/Province, Zip/Postal Code, Country, Daytime Telephone, E-Mail (Required)

"I have read the rules and regulations concerning the examination(s) for which I am requesting Hand Scoring and agree to be bound by them. I also agree that the results of any Hand Scoring of examinations which I take, and any action taken as a result of my conduct (such as irregularity, violation or cheating, and any hearings thereon) may, at the sole discretion of the CAS or SOA, be disclosed to any other bonafide actuarial organization that has a legitimate interest in such results or action."

Signature: _____

Hand Score Request and Payment should be sent in the same envelope. Mail Check or Money Order with request to: Society of Actuaries, P.O. 95600, Chicago, IL 60694-5600 U.S.A.

Table with Exam Name(s) and Center Location(s) for which Hand Scoring is requested and Exam Dates (MM/DD/YR)

Mail completed request with Credit Card payment (and all overnight deliveries) to: Society of Actuaries – Exam Department, 475 N. Martingale Road – Suite 600, Schaumburg, IL 60173 U.S.A.

Fee is \$50.00 per exam requested. Total Fees (all fees in U.S. dollars) \$ _____

Fax application to: 847-273-8518

For office use: P C

If paying by credit card, please indicate the card: American Express, MasterCard, Visa. Account Number, CVV2 Number (Required), Expiration Date, Cardholder's Name, Cardholder's Signature (Required), Cardholder's billing address (if different from applicant's)

INSTRUCTIONS FOR COMPLETING APPLICATION FOR HAND SCORING of EXAMINATION(S)

REQUEST DEADLINE: All applications must be received within 60 days of the SOA grade release date (for each exam requested)

Please allow **TEN WORKING DAYS** for the application to arrive; otherwise, the use of an overnight courier or fax is strongly recommended. Postmark dates will not be considered. Requests received after the deadline will NOT be accepted. Late hand score requests will be returned to the candidate with a full reimbursement of hand score fees. When using an overnight courier, send the application directly to the SOA street address (see directions for Credit Card Payments), as a courier will not deliver to a post office box.

CANDIDATE NAME and ADDRESS:

- Print your candidate number and your SOA ID# in the spaces provided.
- Print your full name (include middle name), your date of birth, address, daytime telephone number and e-mail address.
- If you used a different name on your last application (e.g., a maiden name), print that name in the space provided.

EXAMINATION SCORING INFORMATION:

- Indicate the examination(s) you wish to have Hand Scored by providing the exam name, the name of the exam center where you took the exam and the date (mm/dd/yr) in which you sat for the exam

HAND SCORING FEES:

- Hand Scoring fees may be paid by check, money order, or credit card (Visa, MasterCard, or American Express). Checks should be made payable to **The Society of Actuaries**. Applications should be sent to the appropriate address listed on the front of this application. Fees must be in U.S. funds or equivalent. Hand Scoring results are not released until the account is paid in full. **Note:** The amount billed to an individual's credit card will be automatically adjusted for persons who miscalculate the amount due. **Fees are not transferable from one Hand Scoring request to another.**
- A **\$20.00** fee will be assessed on any checks returned due to insufficient funds
- **If paying** by credit card, the candidate must include the CVV2 number (see details below under “Additional Credit Card Information—CVV2 Number”).
- **Refund Request:** A candidate who submits an application for Hand Scoring and subsequently reconsiders will not be refunded.
 - **If Hand Scoring results in a grade change, the entire service cost (\$50) will be refunded to the candidate.**

ORIGINAL SIGNATURE: Original signature is not required for this application to be valid. A photocopy or facsimile of your signature is acceptable.

ADDITIONAL CREDIT CARD INFORMATION—CVV2 NUMBER

How to find your credit card's CVV2 number:

On a **Visa** or **MasterCard**, please turn your card over and look in the signature strip. You will find (either the entire 16-digit string of your card number, OR just the last 4 digits), followed by a space, followed by a 3-digit number. That 3-digit number is your CVV2 number (see below). On **American Express** Cards, the CVV2 number is a 4-digit number that appears above the end of your card number (see below).

What is CVV2?

CVV2 is a security measure we require for all transactions. Since a CVV2 number is listed on your credit card, but is not stored anywhere, the only way to know the correct CVV2 number for your credit card is to physically have possession of the card itself. All VISA, MasterCard and American Express cards made in the United States in the past 5 years have a CVV2 number.

Visa & MasterCard:



This number is printed on MasterCard and Visa cards in the signature area of the back of the card. (it is the last 3 digits AFTER the credit card number in the signature area of the card). **If you cannot read your cvv2 number, you will have to contact the issuing institution.**

American Express:



American Express cards show the CVV2 printed above and to the right of the imprinted card number on the front of the card.

NOTE: For European or Asian credit cards that do not have a CVV2 number, please enter 000 as your CVV2 number.