

Exam application Instructions

1. Access the Application form through CySEC's website – [Subscription to examinations](#)
2. Choose the level of the examination you wish apply.
3. Choose the Date from the Calendar you wish to take the exam.
4. Complete ALL the fields in the form.
 - a) All the information should be entered in English
 - b) If you are not currently employed by a firm regulated by CySEC, please enter "Not Applicable" to fields 9 and 10.
 - c) Choose the language you wish to take the exam from the drop down menu.
5. Click on the "Proceed" button, which should have now turned to blue.
6. In the next screen, confirm your details on "Exam Registration" and click on the "Check-out" button.
7. Fill your Name and Surname and ensure that your email has been entered correctly since this will be the only means of communication.
8. Complete the Billing Details and click "Next".
9. Choose JCC and click "Next".
10. Confirm that all the Billing Details are correct and when you click "**Order Now**" you will be redirected to JCC payment system where you will be requested to pay through a credit card in order to conclude the application process. **In order to avoid duplicate payments, do not refresh your browser's page during the procedure. Please note that American Express is currently not accepted.**
11. An automatic receipt will be sent to the email you have provided in the application form.
12. Also, an email will be sent with all the exam details and your workbook.

Please NOTE, that [applications for changes](#) are accepted if submitted at LEAST 5 working days prior to the exam date

Nicosia, 3rd of March 2020