



CFA
INSTITUTE

SPONSOR
KIT

Thank you for taking the time to sponsor a CFA Institute membership applicant. We realize your time is valuable and we have attempted to make the process simple.

Your decision to serve as a sponsor should not be taken lightly, and we ask that you read the Sponsor Form carefully and answer all questions accurately. In particular, please take care in answering Section 3, Sponsor Statements. Your answers will provide a better understanding of the applicant's work history, which is a critical component of the application process.



In completing Section 3, you are verifying that, to the best of your knowledge, the applicant spends at least 50% of his or her time in the investment decision-making process (the professional practice of financial analysis, investment management, securities analysis or other similar activities), or in supervising, directly or indirectly, those who practice such activities, or in the teaching of such activities.

Your participation as sponsor is an essential part of monitoring the high standards of ethics promoted by CFA Institute membership. By submitting the form, you are certifying that your statements are true and correct.

THE SPONSOR FORM IS COMPRISED OF THREE SECTIONS:

- **SECTION 1**, Applicant Information, should be completed by the applicant prior to requesting sponsorship.
- **SECTION 2**, Sponsor Information, is for you to complete and includes your relationship to applicant, your name, your membership information, and business contact information.
- **SECTION 3**, Sponsor Statements, is for you to complete by answering each of five questions. If you are the applicant's supervisor, we ask that you also answer questions six through eight. Please review the Work Experience Guidelines (located on the back of the form) before answering the questions in this section.

After completing and signing the Sponsor Form, please return it to:

CFA INSTITUTE

Candidate and Member Services
P.O. Box 3668
Charlottesville, VA 22903-0668 USA
Fax: 434-951-5290

Please keep a copy for your records. You may wish to notify the applicant that you have returned the form to CFA Institute.



(formerly the **ASSOCIATION FOR INVESTMENT MANAGEMENT AND RESEARCH**®)



MEMBER SOCIETY SPONSOR FORM



1	APPLICANT INFORMATION	Candidate/ID Number								Member Society Applying to		
Name		PREFIX	FIRST (GIVEN) NAME	MIDDLE NAME OR INITIAL	LAST NAME (SURNAME)				SUFFIX			
Business Name						Current Title						
Other Information Check any that apply. <input type="checkbox"/> Student <input type="checkbox"/> Self-employed <input type="checkbox"/> Unemployed												

2	SPONSOR INFORMATION	Relationship to applicant: <input type="checkbox"/> Supervisor <input type="checkbox"/> Co-worker <input type="checkbox"/> Business relationship <input type="checkbox"/> Other _____										
Sponsor Name		PREFIX	FIRST (GIVEN) NAME	MIDDLE NAME OR INITIAL	LAST NAME (SURNAME)				SUFFIX			

SPONSOR'S MEMBERSHIP INFORMATION

Are you a member of CFA Institute or of CFA Institute and a Member Society? No Yes – Member # _____

Are you a CFA charterholder? No Yes

Membership type: Regular Affiliate Member Society _____

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		

3 SPONSOR STATEMENTS

Based on my experience with the applicant:

1. The applicant's *primary* full-time, professional occupation is listed in the work experience guidelines as acceptable work experience. (see back of form) Yes No

2. The applicant's *primary* duties have direct application to investment valuation and/or the portfolio management process? Yes No

3. I would describe the applicant's work experience in the investment decision-making process as follows (up to 100 words):

PROFESSIONAL COMPETENCE AND CONDUCT

4. Are you aware of any problems regarding the applicant's professional competence? Yes No

5. Are you aware of any problems regarding the applicant's character or professional, financial, or business conduct? Yes No

SUPERVISORS ONLY Please complete questions 6–8. (and be sure to check the supervisor box in section 2)

6. Does the applicant construct and rebalance portfolios of assets (e.g., fixed-income and equity securities) for clients? Yes No

7. Does the applicant value and recommend assets (e.g., fixed-income and equity securities) for inclusion in portfolios? Yes No

8. Does the applicant spend at least 50% of his/her time engaging in one or a combination of the above activities? Yes No

SIGNATURE X	DATE
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<p>CFA INSTITUTE AND MEMBER SOCIETY USE ONLY</p> <p><input type="checkbox"/> CFA Charterholder</p> <p><input type="checkbox"/> Member: Regular / Affiliate of _____ Society</p> <p><input type="checkbox"/> Firm: Different / Same</p> <p><input type="checkbox"/> Other Information: Supervisor / Retired / Non-Member</p> <p><input type="checkbox"/> Approved by Member Society</p>	<p>CFA INSTITUTE</p> <p>Candidate & Member Services</p> <p>560 Ray C. Hunt Drive</p> <p>P.O. Box 3668</p> <p>Charlottesville, VA 22903-0668 USA</p> <p>FAX: 434-951-5290</p>	<p>RETURN FORM TO CFA INSTITUTE</p>
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COMPLETING THE SPONSOR FORM

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WORK EXPERIENCE GUIDELINES

CFA Institute provides specific guidelines for applicants to report acceptable work experience for Regular Membership in CFA Institute.

For Regular Membership, applicants are required to have 48 months of acceptable work experience. (Summer, part-time and internship positions do not qualify.)

Acceptable work experience 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; or supervising, directly or indirectly, those who practice such activities; or teaching such activities. The investment decision-making process is the professional practice of financial analysis, investment management, security analysis, or similar activities.

Applicants are required to spend 50% or more of their time in these activities to accrue the required work experience for Regular Membership.

JOB CATEGORIES LIST

The following 20 job classifications are those that have been determined to be most commonly acceptable worldwide in the investment decision-making process. The definitions for each classification may be found on the CFA Institute website at www.cfainstitute.org/memberservices/newworkexpguidelines.html. The definitions should provide a clearer understanding of the normal parameters for a given classification vis-à-vis the evaluation or application of financial, economic and/or statistical data relative to investment decision-making.

It is important to understand that having experience in one or more of the classifications listed below will represent just one element of the overall review process. Applicants also

will need to demonstrate their eligibility for CFA Institute membership based on the additional requirements (years of experience; percentage of time spent in the investment decision-making process; verification of information by sponsors; etc.) noted above. Applicants with experience in a job classification that is not listed below still can be considered for membership if they are able to demonstrate how (via their narrative work experience description and supporting statements from their sponsors) their responsibilities relate to acceptable professional work experience as described above.

1. Client Service Representative or Relationship Manager
2. Compliance Analyst/Officer
3. Investment Consultant
4. Corporate Chief Financial Officer
5. Corporate Finance Analyst
6. Investment Banking Analyst
7. Derivatives Analyst
8. Economist
9. Institutional Sales Professional/Business Development (Buy & Sell Side)
10. Investment Strategist
11. Portfolio Manager
12. Private Client Investment Advisor
13. Professor/Instructor
14. Quantitative Investment or Risk Analyst
15. Real Estate Investment Manager
16. Regulator/Supervisor of Investment Firm
17. Security/Investment Analyst
18. Securities Trader
19. Valuator of Closely Held Business
20. Venture Capital Analyst