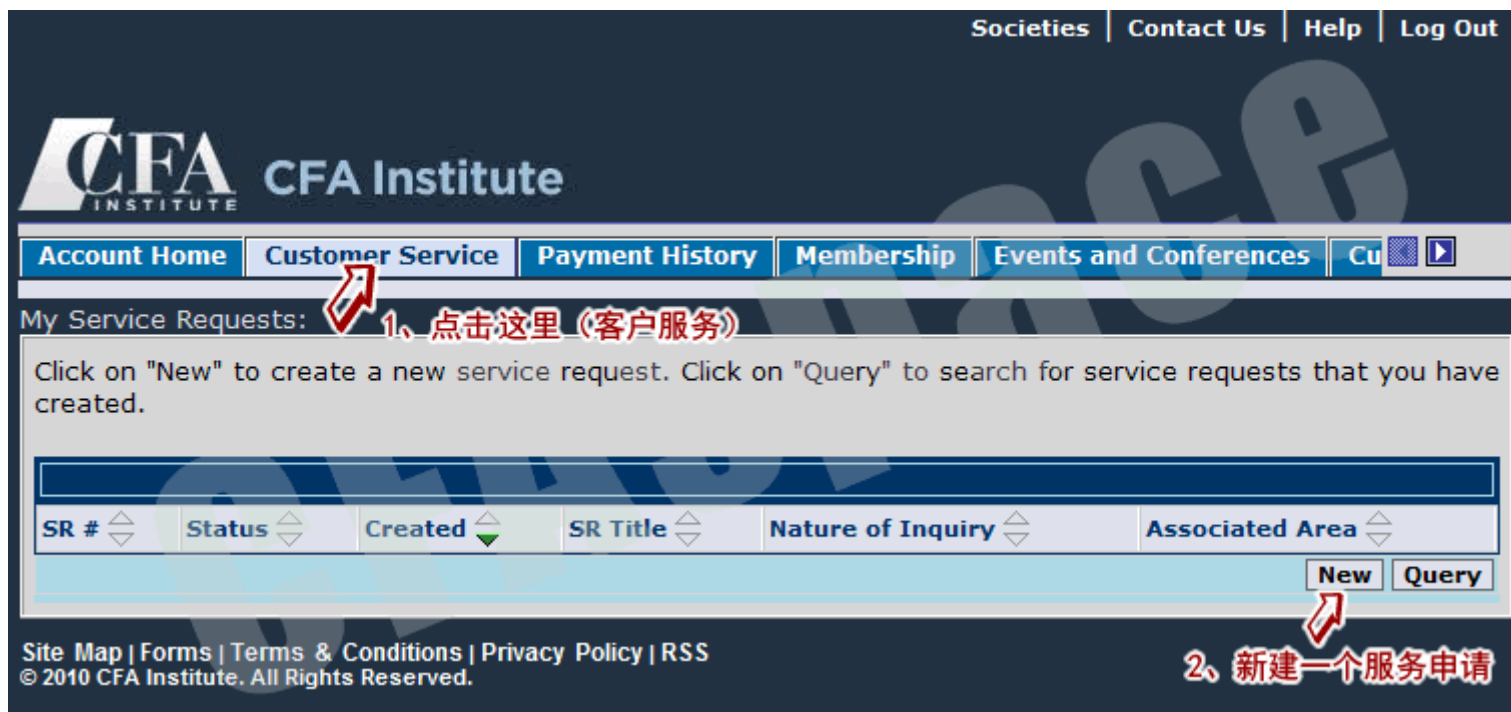


## CFA 考试更改考点的操作流程

CFA 考试地点变更方法(一般在考前 75 天之前变更为佳)

第一步：登陆 CFA 报名系统，[https://www.cfainstitute.org/finsecustomer\\_enu](https://www.cfainstitute.org/finsecustomer_enu)；

第二步：点击“Customer Service”菜单；再点击“New”新建按钮；



第三步：出现如下图所示：按照如图所示选择和填写；再点击“Submit”提交按钮；

模板：

Subject: Please change my test center from Shanghai(SHG), PRC to Beijing(BJG), PRC

Comment: I want to take the exam in Beijing(BJG),PRC , thanks

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My Service Requests:

**\*I have an inquiry about:** CFA Program

**\*Specifically:** Change Test Center

**\*Subject:** Please change my test center from Beijing(BJG),  
I want to take the exam in Shanghai(SHG),  
PRC , thanks

**\*Comment:**

3、按照这个格式的选择和填写信息

Submit Cancel

4、点击提交

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得到如下图所示信息。



The screenshot shows the CFA Institute website interface. At the top right, there are links for "Societies", "Contact Us", "Help", and "Log Out". The CFA Institute logo is on the left. Below the logo is a navigation bar with buttons for "Account Home", "Customer Service", "Payment History", "Membership", "Events and Conferences", and "Cu" (with a play button icon). The main content area is titled "My Service Requests:" and includes instructions: "Click on 'New' to create a new service request. Click on 'Query' to search for service requests that you have created." Below this is a table with the following data:

| SR #        | Status | Created              | SR Title  | Nature of Inquiry | Associated Area    |
|-------------|--------|----------------------|---|-------------------|--------------------|
| 1-520585393 | Open   | 9/8/2010 04:53:27 AM | Please change my test center from Beijing(BJG), PRC to Shanghai(SHG), PRC | CFA Program       | Change Test Center |

At the bottom right of the table area, there are buttons for "New" and "Query". At the very bottom of the page, there are links for "Site Map", "Forms", "Terms & Conditions", "Privacy Policy", and "RSS", along with the copyright notice "© 2010 CFA Institute. All Rights Reserved."

一般在 3-4 个工作日就可以申请成功，CFA 考生在 3-4 个工作日之后再次登陆 CFA 报名系统查看考点信息；

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**Welcome back** Chen / Chen  
**CFA Institute ID Number:** 6339751  
**You last logged in 09/08/2010**

| Profile                                     |
|---|
| <a href="#">Update Personal Profile</a>     |
| <a href="#">Update Professional Profile</a> |
| <a href="#">Update Work Experience</a>      |
| <a href="#">Update Education</a>            |

| CFA Program  |
|--|
| <a href="#">CFA Program Level I Registration</a> <span style="color: red;">点击这里查看变更结果</span> |
| <a href="#">View CFA Program Exam Results</a>  |
| <a href="#">Purchase CFA Curriculum</a>  |
| <a href="#">View My Curriculum</a>   |

| Membership  |
|---|
| <a href="#">Apply for Membership</a>              |
| <a href="#">Manage My Memberships</a>             |
| <a href="#">View My Memberships</a>               |
| <a href="#">View My Sponsors</a>                  |
| <a href="#">Check Application Status</a>          |
| <a href="#">View Professional Conduct History</a> |

| Customer Service |
|------------------|
|------------------|