



REGISTRATION INSTRUCTIONS FOR CANDIDATES ON THE GIPC WHO DEFERRED TO 2022/23

These instructions are to be used by all those candidates who were enrolled on the GIPC prior to 2022/23 and **whose registrations were deferred**. INSOL International has in the meantime moved the GIPC across to INSOL's Education System and this necessitates everyone to be captured on the system. INSOL apologises for the inconvenience of having to register on our system, but unfortunately we cannot do this on your behalf.

Since all deferred participants' applications have already been approved, there is no need to upload documents such as CVs or copies of degree certificates. However, since the system is designed not to progress unless certain uploads have been made / information provided, instructions are provided below for streamlining the registration process.

1. Steps to follow before accessing the online registration system

At any time on or after 15 July 2022 (and before 30 September 2022), please go to www.insol.org. If you are a member of INSOL International and therefore already registered as a user on the INSOL website, please log in using your login details. If you are not a member of INSOL International, or if you have not yet registered as a user on the website, please first register as a user. In order to register as a user, please follow these instructions:

Click on the red "Sign In" button in the top right-hand corner of the home screen.

The screen below will appear:

The screenshot shows a web page with two main sections: "Login" on the left and "Become a member" on the right. The "Login" section has a white input field for "Email address" with a red error message below it that says "Please enter your email / user name". Below that is a white input field for "Password" and a red "Sign in" button. A blue link "Forgotten password" is below the password field. The "Become a member" section has a blue link "Not yet a member? Register now to find out more about the benefits of joining us." at the top. Below it are white input fields for "First name", "Last name", and "Email address". There is a dropdown menu with the text "(Please select)". Below the dropdown is a checkbox labeled "I'm not a robot" next to a reCAPTCHA logo. At the bottom of the "Become a member" section is a red "Register" button.

Fill in the details required on the right side of the web page and click "Register" (by submitting this information you are not applying to become a member, you are merely registering on the website). You will receive an e-mail asking you to validate your e-mail address and to select a password. Please keep your login details safe as you will need this to access the course portal for the GIPC. If after a few minutes you have not received an e-mail conforming your registration, please check your spam folder as these e-mails sometimes end up in spam or junk folders.

2. Accessing the GIPC registration form

Once logged in on the INSOL International website, click on the "Education" tab on the main menu at the top of the home page. Once a new page opens, you will see a number of tiles with different courses listed. Click on the "Global Insolvency Practice Course" tile. When the page opens, scroll down until you see the red "Apply Now" button. Clicking on the "Apply Now" button will take you straight into the online registration form.

3. Filling in the different fields on the application form

3.1 Personal Information

Some of your personal information will already have been pulled into the form from the information you completed when you registered as a user on the website. Please complete all missing information, especially the compulsory fields.

In the "Personal Statement" field, please just type in "Deferred application". If you leave this field blank the form will not progress.

Once all the fields have been completed, click on the red "Continue" button. If the form does not progress, please ensure you have completed all compulsory fields.

3.2 Entry Criteria and Financial Information

In order to progress the form, you will need to check all the relevant checkboxes. Even if you have already paid, please select any one of the boxes to indicate who will take responsibility for payment of the course fee (this is needed to progress the form).

3.3 Work Experience

Please complete all the compulsory boxes. In regard to your current employer, please just type the company name and country fields, as well as the type of organisation. You do not need to complete any of the non-compulsory fields.

Where there are compulsory text boxes, please just type in "Deferred application".

Please do the same with rest of the fields on this page and then click on "Save details and continue".

3.4 Educational and Professional Qualifications

Since this information has already been provided, please just complete the fields in respect of your most recent qualification.

Please complete the compulsory fields in regard to the two references that are requested. This can be bogus information if you prefer, as we already have your completed registration form. However, all compulsory fields will need to be completed before the form will progress.

Once all the information is captured, click "Save details and continue".

3.5 Evidence and Agreement

On this page of the registration form you are required to upload your degree certificate(s) and your CV. Since we already have this information, please just upload any random PDF document for both your CV and degree certificate, or save your CV in PDF and upload it wherever an upload is required.

Click "Save details and continue".

3.6 Payment

When you get to the payment part of the form, it will show an amount of £8,750.00. Since those with deferred applications have already paid their course fee, it goes without saying that you will not be billed a second time. However, our systems are automated and so you will have to go through the whole process for us to capture your details on the system.

Please check the "Certification" and "Terms and Conditions" boxes and select "BACS" on the payment method (payments by debit / credit card is the default method, but there is a dropdown menu where you can select BACS payment). Once you have changed the payment method to BACS, the red button will change from "Submit Payment" to "Submit Registration". Click on the "Submit Registration" button after which the next screen will inform you that your form has been submitted.

4. Auto-generated e-mails

Once you have submitted your registration form, you will receive an auto-generated e-mail informing you that INSOL International has received your application. If you do not receive this e-mail within five minutes of submitting your form, please check your spam / junk folder.

In order to get you fully registered on the system, INSOL needs to approve your application. This generates a number of auto-generated e-mails, including one with a link to your invoice and one with a link to your receipt. Considering that all deferred applicants have already paid the course fee, please ignore both the invoice and the receipt, should you receive e-mails with links to these.

If you experience any problems with the registration process, please contact Heather Callow (heather.callow@insol.org) or David Burdette (david.burdette@insol.org) who will assist you.