

# Your supporting documents

Before you begin your application please ensure you have the following documents to submit:

- Proof of ID (birth certificate, passport or driving licence – .txt, .doc, .xlsx, BMP, GIF, JPEG, TIFF or PDF)
- A passport-sized photo (ideally with a white background – GIF, JPG or JPEG only)
- **ACCA Accelerate Authorisation** letter from your course tutor/head of department (Contact our Education team if you are unsure)
- Undergraduate degree transcript if you are currently doing a postgraduate degree program (PDF)
- If any of the documents are not in English, please provide an official translation of the document in English

[accaglobal.com/anz/accelerate](https://accaglobal.com/anz/accelerate)

Think Ahead **ACCA**

Think Ahead **ACCA**

**Accelerate  
your  
career**

Accelerate  
Programme  
Application  
guide

## Get in touch

If you need help with your application, contact our 24/7 Student Connect team for assistance:

**Email:** [acceleratesupport@accaglobal.com](mailto:acceleratesupport@accaglobal.com)

**Phone:** +44 141 582 2000

For other queries, contact our dedicated Education team:

**Phone:** (02) 8245 0222

**Email:** [anzinfo@accaglobal.com](mailto:anzinfo@accaglobal.com)



**ACCA** ACCELERATE

## What is Accelerate?

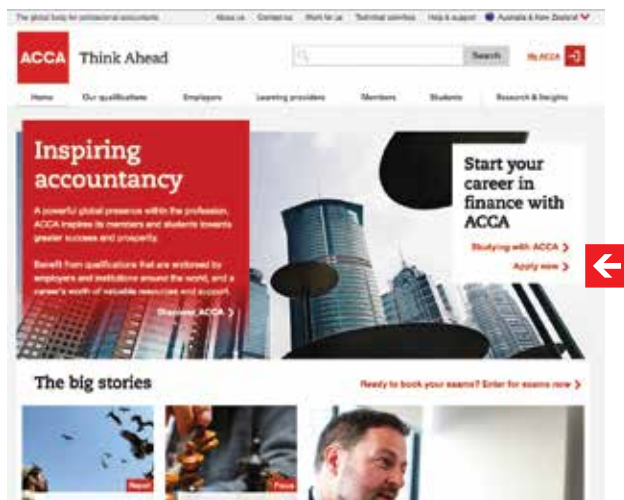
Accelerate Programme is a special arrangement between ACCA and your education provider which gives you the opportunity to register with ACCA prior to graduation, and demonstrate to employers you are serious about your accounting & finance future.

Under this Programme, you can combine your university studies with your ACCA journey and get an accelerated start to your professional career through access to ACCA's offerings.

## Registration is easy

By following the nine simple steps, it should take no more than 15 minutes to submit the correct documents and information to sign up for ACCA and the Accelerate Programme.

**Step 1** Visit the ACCA Global website via: [www.accaglobal.com](http://www.accaglobal.com) and select 'APPLY NOW' which is shown on the right hand side of the screen.



[www.accaglobal.com](http://www.accaglobal.com)

**Step 2** Supply your personal details such as your name, date of birth, e-mail address (this will be your login) and a secure password of your choice.

Completing these details will generate a **unique reference number** which you can use to monitor the progress of your application.

**Step 3** Continue to fill in your details until you are required to complete your **Employment status**. Please select 'Studying with an ACCA partner programme'. On the following box, please enter the **DISCOUNT** code as provided by your university course leader/head of department. Contact the ACCA ANZ Education team if you are uncertain.

• Employment status

Please enter the code provided by your partner here [What's this?](#)

**Other professional accountancy qualifications**

If you hold a professional accountancy qualification which grants the right to practice in your country of residence, please indicate by crossing this box

**Step 4** Once you have completed entering your employment status and registration code, you will see a list of qualification details followed by the following questions:

- Is a qualification you hold shown above? **Choose 'Yes'**
- Does the qualification meet minimum entry requirements? **Choose 'Yes'**
- Do you hold or are working towards any other qualifications not shown above?

If you are an undergraduate student, **choose 'No'**  
If you are a postgraduate student, **choose 'Yes'**

Once you have selected the available options click '**next**' to continue.

**Step 5** If you are a postgraduate student, enter information about your Bachelor degree.

**Step 6** The next page will be **Exam Status**; this page will determine whether you qualify for any exemptions and the exam papers you will be required to take.

**Step 7** The **Supporting Documents** page is where you will be required to upload any supporting documents (as previously mentioned) for your application with ACCA.

Upload your academic transcript under 'Proof of qualifications' if you hold other qualifications previously.

When asked for '**Proof of minimum entry qualifications**' please upload Accelerate letter from your course tutor/ head of department.

**Step 8** Once all the relevant photo and supporting documents are uploaded, you will be able to view a summary of your application – this is important to ensure all your details are correct. You can amend any details by using the left hand side menu to return to a particular section. Once all the details are checked, tick the box to confirm that you have read and accepted ACCA's terms and conditions at the bottom of the page.

**Step 9** You will be directed to the payment page where the Initial Registration fee can be made. This fee is associated to your Accelerate code. Please refer to your university Accelerate agreement for details of the ACCA fees that you will be liable to pay in future.

Registration is easy – you can do it at any time and it should take no more than 15 minutes...

We look forward to welcoming you to ACCA.