

Registering multiple students

Bulk IR

When processing initial registrations for your students, you can now use our Bulk Initial Registration service.

This will allow you to complete up to 50 registrations at the same time.

What you need to know

- You can save and return - allowing you to start the registration process, and return at a later date.
- We can accept CSV files up to 5 MB.
- All applicable fees will be invoiced to your organisation, and must be paid in accordance with your ACCA Exchange Policy.
- If any matters listed in Bye-law 8 apply to your applicants (for example if the individual has received a conviction or caution or been disciplined by another professional or regulatory body), please do not register them using the bulk upload tool and instead ask these individuals to make an online IR application as additional information will be required.

For further information on Bye-law 8, please refer to:
<https://www.accaglobal.com/an/en/about-us/regulation/rulebook/royal-charter-and-bye-laws.html>

Note – This guide can be found at the following locations:

- Bulk registration pack (zip file), found on website <https://www.accaglobal.com/uk/en/help/registering-multiple-students.html>
- Bulk registration guide (pdf) on bulk IR. This is accessed via register students on the exchange dashboard

① Download the CSV file

Before starting the application, download the CSV file. This is available on the bulk registration page. We recommend this file is always opened with Microsoft Excel. When completing your CSV File, you must ensure you provide all details in the correct format.

② Complete the CSV file

To reduce the risk of errors, please follow the instructions below to complete your file:

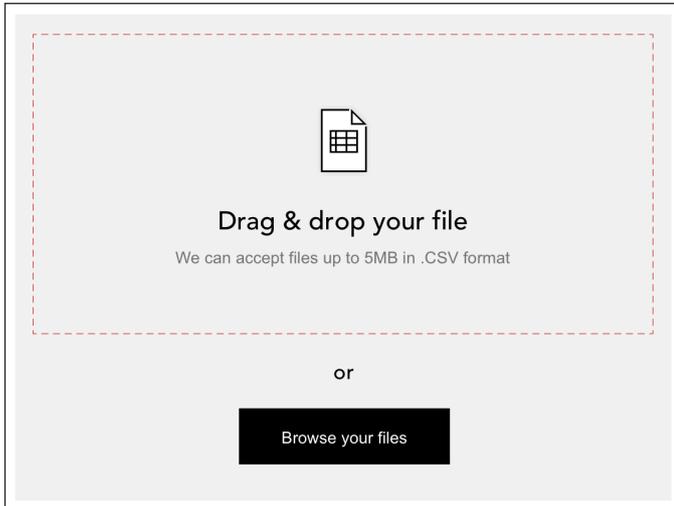
Note: Entries marked with * MUST match the exact format outlined below or errors will show. You must complete each field for every student.

*Title	Miss, Mrs, Ms, Mr, Dr or Prof.
First name	Maximum of 30 English characters.
Last name	Maximum of 45 English characters.
E-mail address	This must be unique to the application, and should be a maximum of 60 characters.
*Gender	Male/Female.
*DOB	DD/MM/YYYY, for example 23/09/1980.
*Nationality	Enter nationality using the list linked below. <i>This must be entered in lowercase.</i> Nationality list
*Country of Residence	Enter country code (not country name) using the list linked below. <i>This must be entered in lowercase.</i> Country code list
Postcode/ Zip code	This should be entered in the usual format of your postcode eg AB12 1DG.
Address	Enter a maximum of 45 English characters.
Town/City	Maximum of 22 English characters.
*Telephone Code	Enter the correct country code - this should be a maximum of 3 numbers, for example UK is 44.
Telephone Number	Student's contact telephone number, with the first zero removed, for example 414 582 2000.
*Qualification	Enter the qualification the student is applying for. You can register your students for either: ACCA, FIA, LEVEL4 TRAILBLAZER or LEVEL7 TRAILBLAZER, DIPFB or DIPIFR.

③ Upload the CSV file

When you have completed the CSV file in Excel with the details of your students, you're ready to upload to Bulk IR. This is done here:

Note: If your file contains over 50% errors, the upload will fail.



④ Correct errors

If there are any errors with an individual's records these will be flagged in red as demonstrated below. Please **edit** or **delete** this student's record before continuing.

Last Name	Qualification	Pricing	Documents	
! Bryson	ACCA Qualification	£30.00	0	> Edit ✕
! Lorimer	ACCA Qualification	£30.00	0	> Edit ✕
JA Allen	FIA	£30.00	0	Upload
BC Carrick	Trailblazer, Level 7	£30.00	0	Upload

⑤ Upload documents

Now, you're ready to finalise your registrations. You can edit details by selecting the **edit** button.

When you're sure all the student details are correct, you can upload the documents for each individual. To do this, just select **upload**:

ACCA Qualification	£30.00	0	Upload
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When uploading documents, please ensure you provide all the required documents for each student.

See the list of required documents in the *Getting Started* section on page 1.

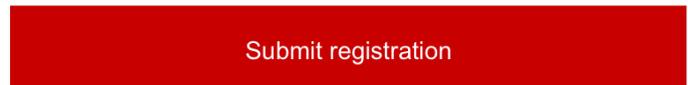
⑥ Repeat for each individual

This should be done for each student – you can work through the application by using the buttons at the bottom of the page:



⑦ Submit the registration

Once you have uploaded all the required documents for each student, click **Submit Registration**.



What happens next?

After your applications have been submitted, your students will receive a confirmation email. We'll then process the applications within 5 working days and let the students know when they're registered and if they have been awarded any exemptions.

Once registered, students will be added to your exchange account allowing you to administer their accounts.

Troubleshooting

- Entries marked with * **must** match the exact format outlined in the table.
- Ensure your file is a CSV file.
- We can only accept files with a maximum of 50 entries.
- Please ensure you complete all student details, including title, full name, email address and date of birth.
- You can only use English letters and numbers to complete the registration.
- Please do not use commas when completing the CSV file.