Online application user guide

An overview of the online application service

ACCA's online application process can be used when applying for either the ACCA Qualification or Foundations in Accountancy. This overview lets you see images of the various sections within the online application form and guides you on the type of information you need to provide. And you don't have to complete the application in one sitting, as soon as you have provided your basic personal details you can choose to save it and come back later.

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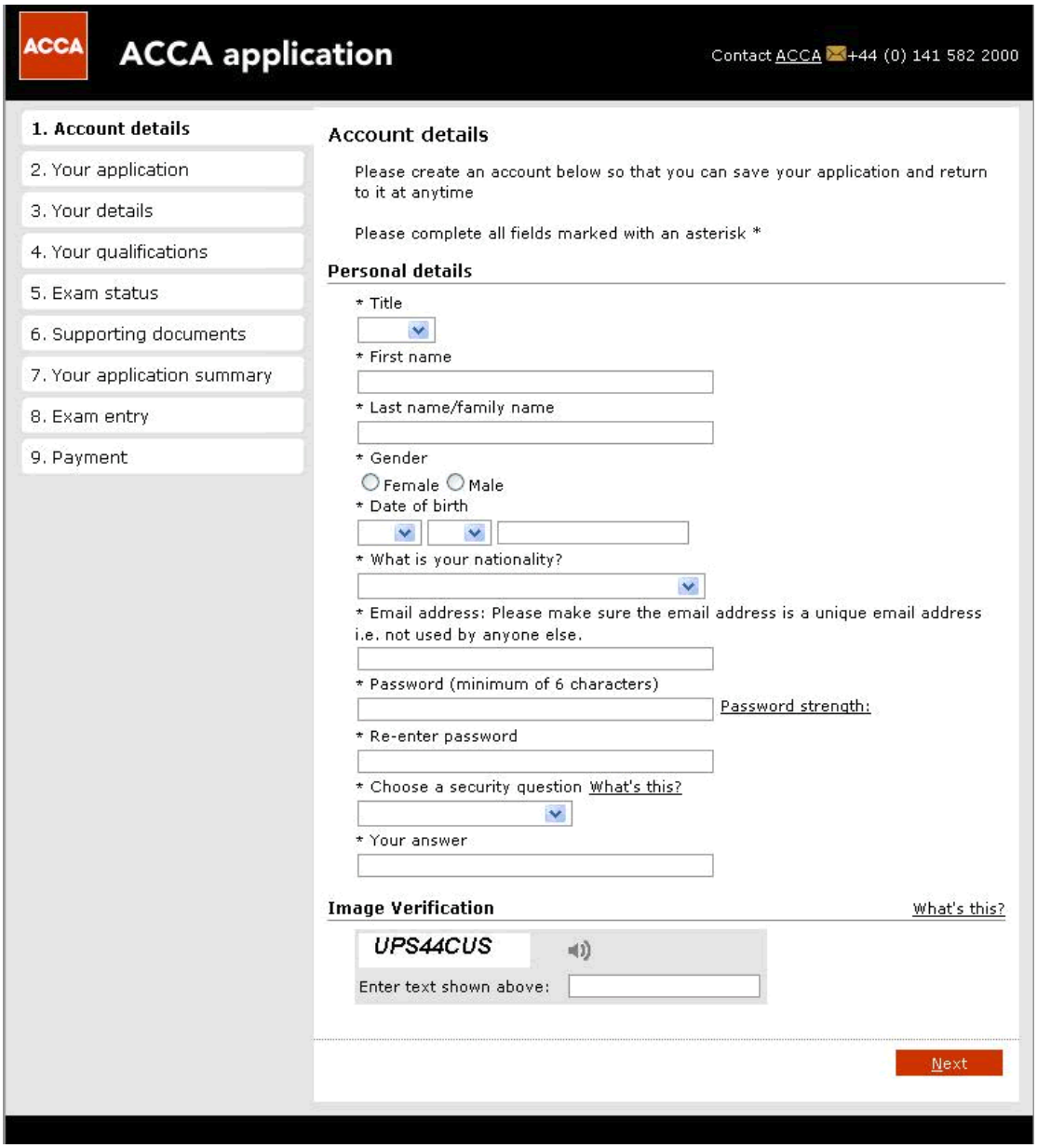
Section 1: Account details

Here you give your personal details such as your name, date of birth, email address and a secure password of your choosing. Once these details are provided you will be given a reference number which you can use to monitor the progress of your application. The password that you create in this section will be used to access the *myACCA* student portal once your registration is completed.

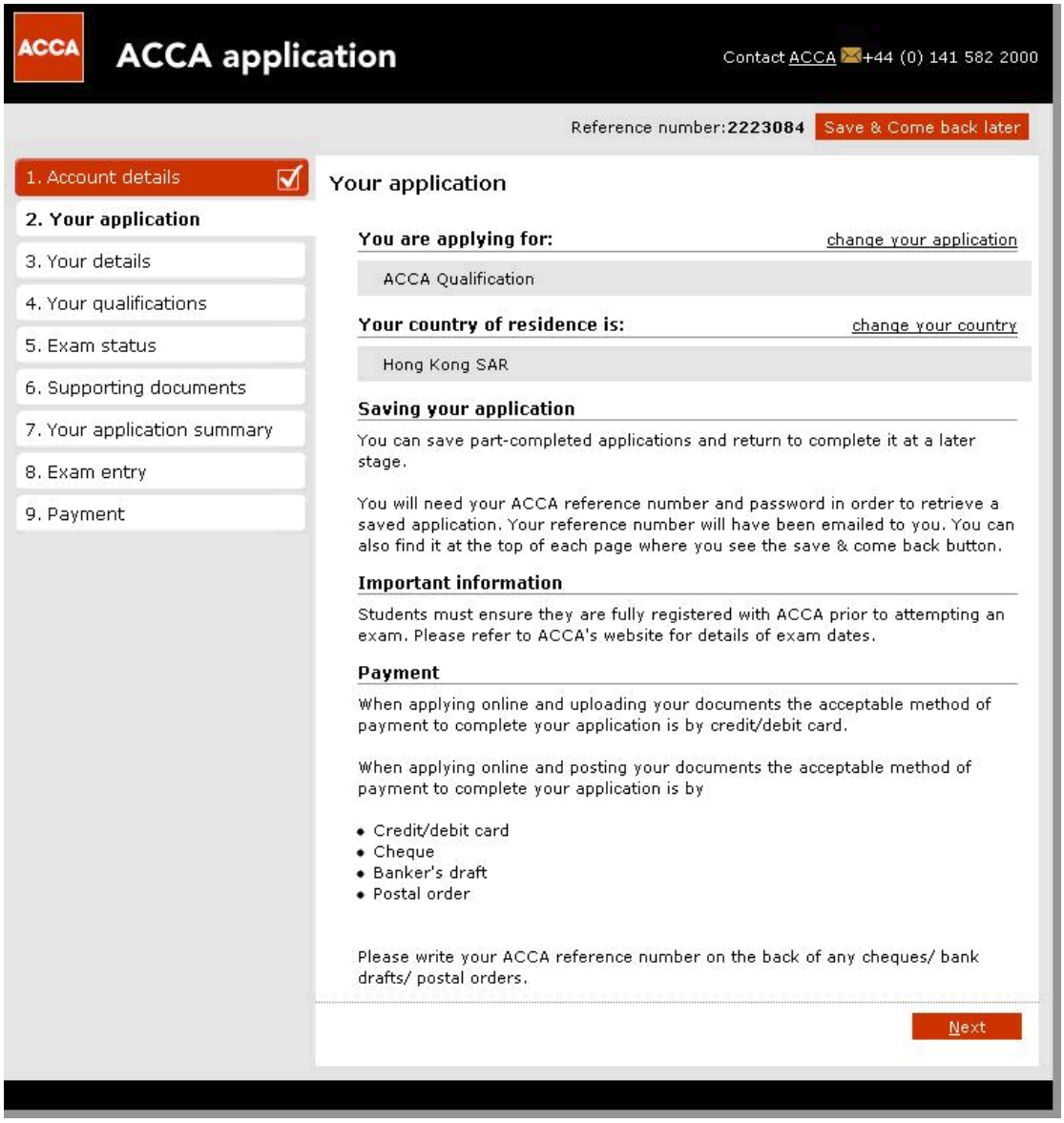
Your email address must be unique and not shared with anyone else. If the email address already exists on our database you can create a new address from this screen using ACCA's free email service *accamail*.



Section 2: Your application

There are no details to complete in this section. You will simply see confirmation of your country of residence and the qualification that you are applying for. You can return to this page to change your qualification choice if necessary. If you live in a country where ACCA has a joint examination scheme with another professional body, important information about the scheme will be provided on this screen. You should ensure you read all the information on this page before continuing with your application.

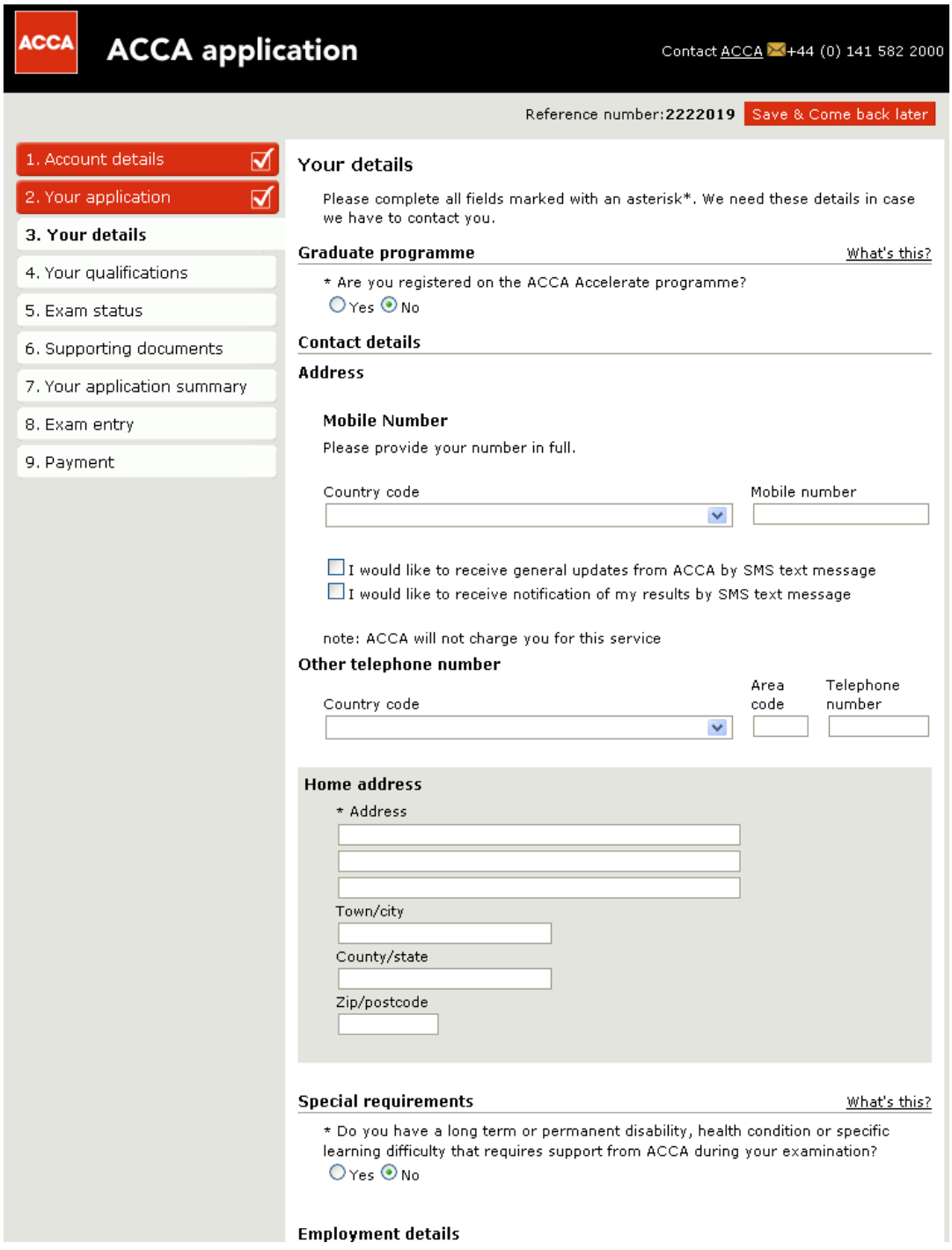
At the top of the screen you will see your ACCA reference number and also the 'save & come back later' button. You will need your reference number and password to access your saved application at a later date.



Section 3: Your details

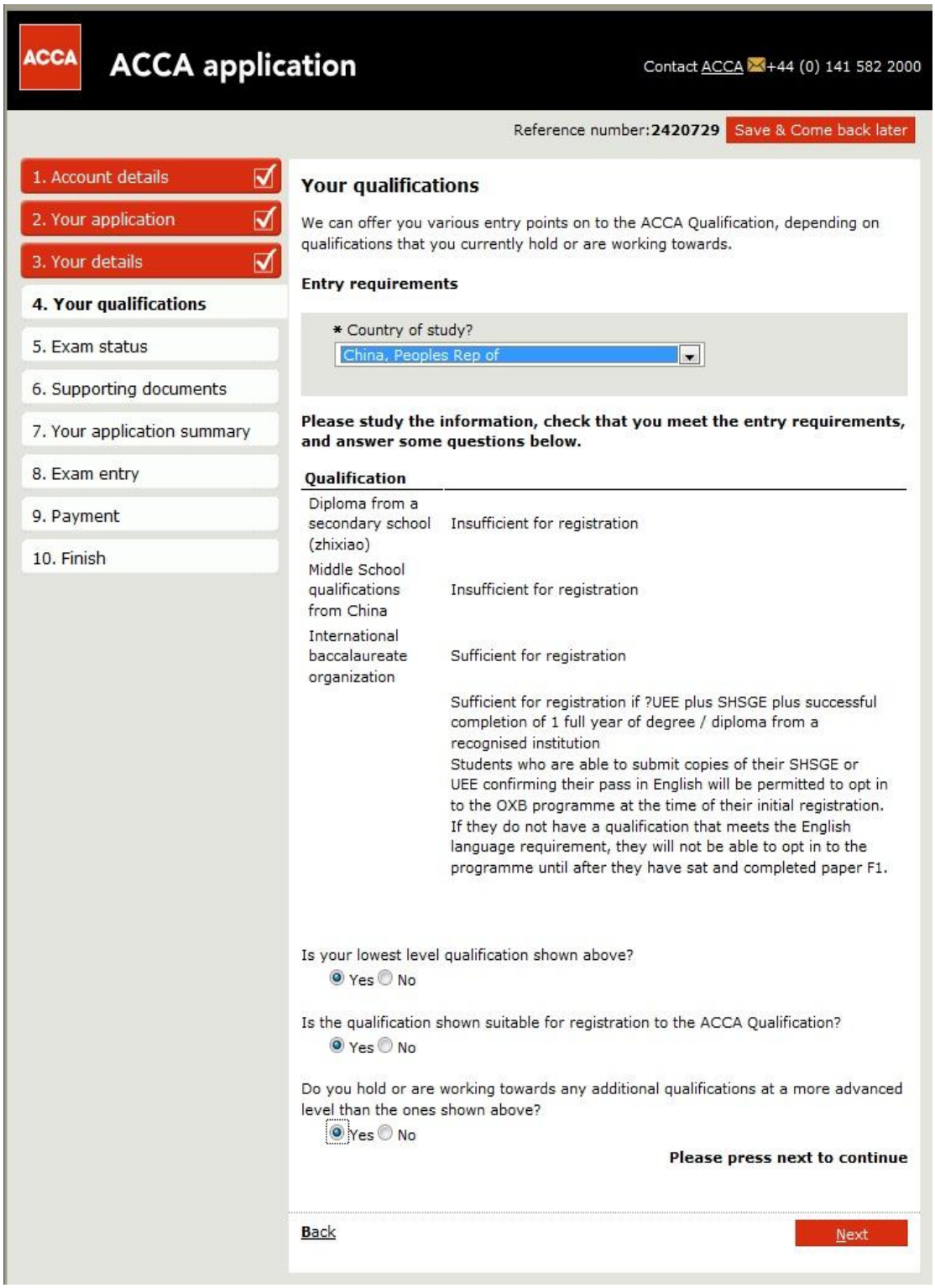
Here you provide some further personal information such as your address and employment details. You can also give us your mobile phone number so that you can choose to receive exam results and general updates by SMS.

If you are employed you will be asked to confirm which employment sector you work in. Public Practice should be selected if you work in a firm which provides professional services that require accountancy or related skills that would be performed by a professional accountant.



Section 4: Your qualifications

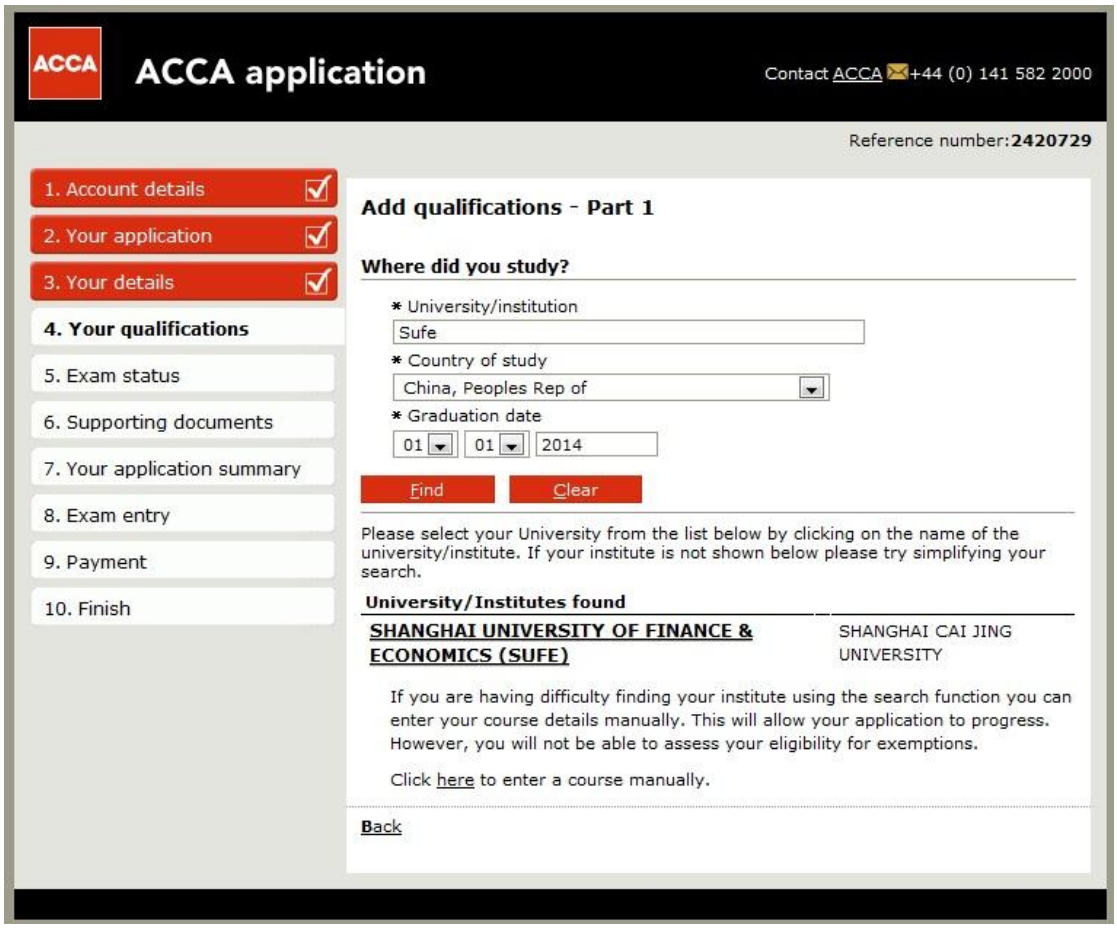
In this section you can provide details of where you have studied and which academic qualifications you hold. This will determine your entry point on the ACCA Qualification or Foundations in Accountancy and if you are eligible for any exemptions. After you select the country where you studied, a table will appear showing qualifications that are suitable for minimum entry. You can indicate if you hold any of the listed qualifications, or any at a higher level.



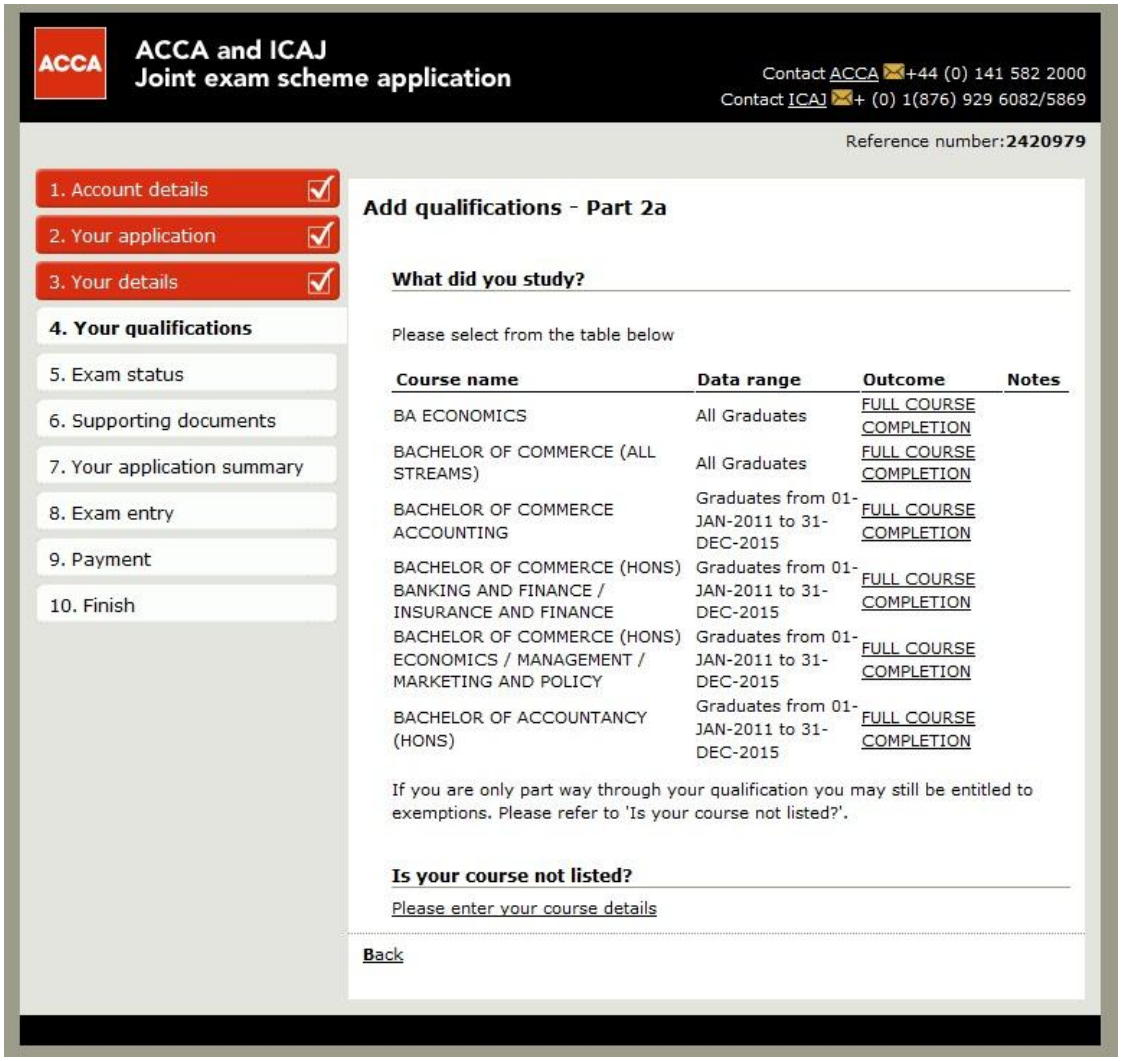
Section 4: Your qualifications (cont'd)

If you do hold a qualification at a higher level you can input your course details to assess for exemptions.

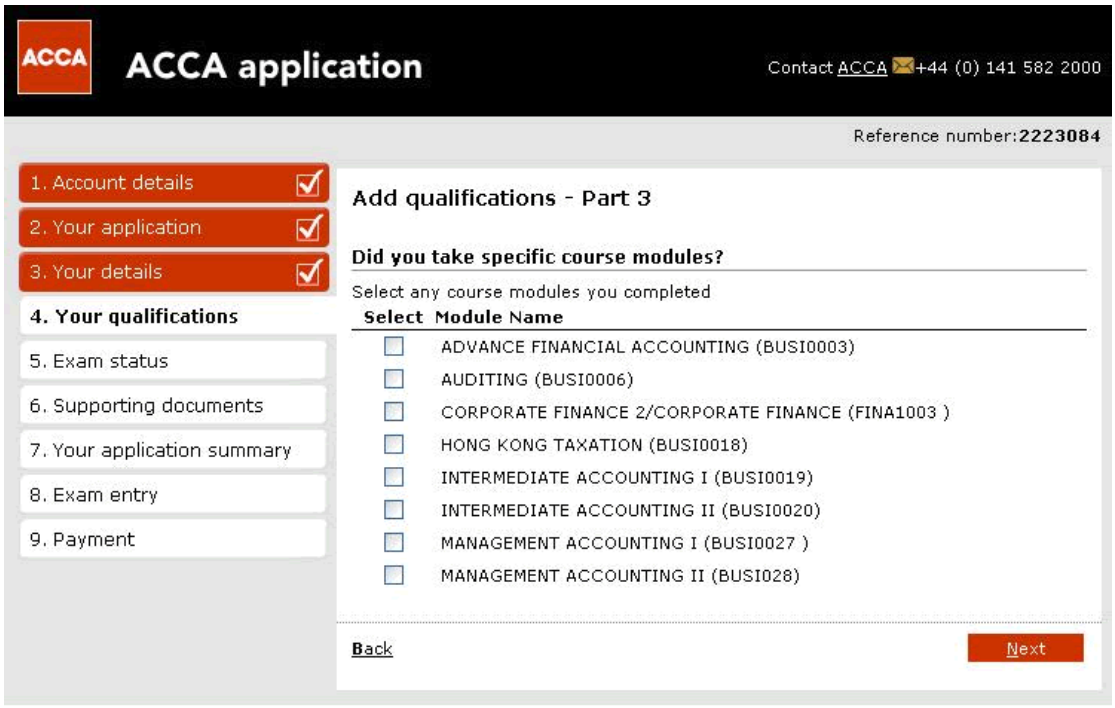
If you wish to apply for exemptions you will be required to input your university or institution name, your course name, date of graduation and the course modules that you completed. You should have this information available when you are completing this section.



Section 4: Your qualifications (cont'd)



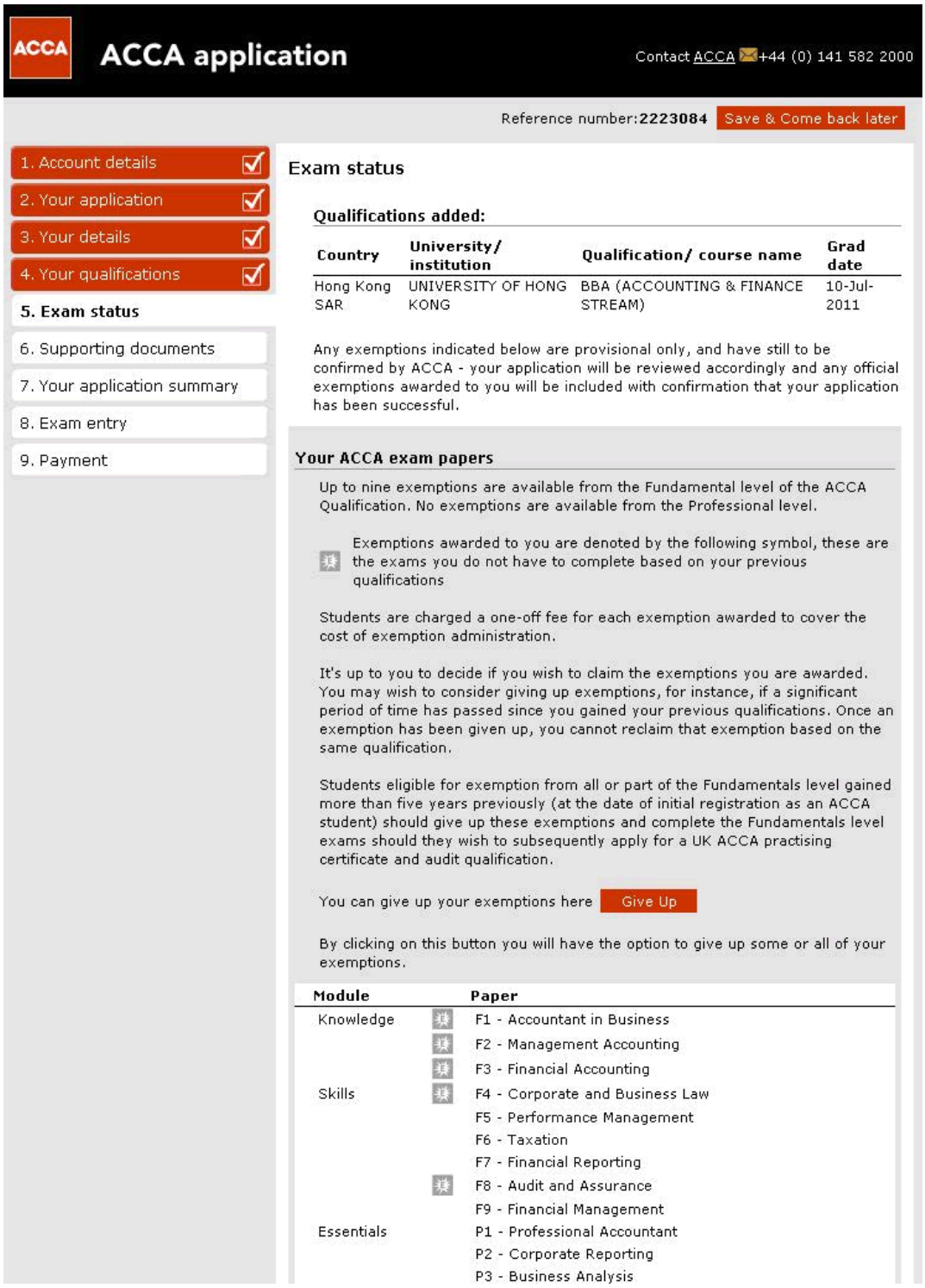
Section 4: Your qualifications (cont'd)



Section 5: Your exam status

Confirmation of exam status or possible exemptions awarded will be displayed in this section. You may choose to give up any exemptions you are awarded if you would prefer to sit the exam. You can give up exemptions on this page.

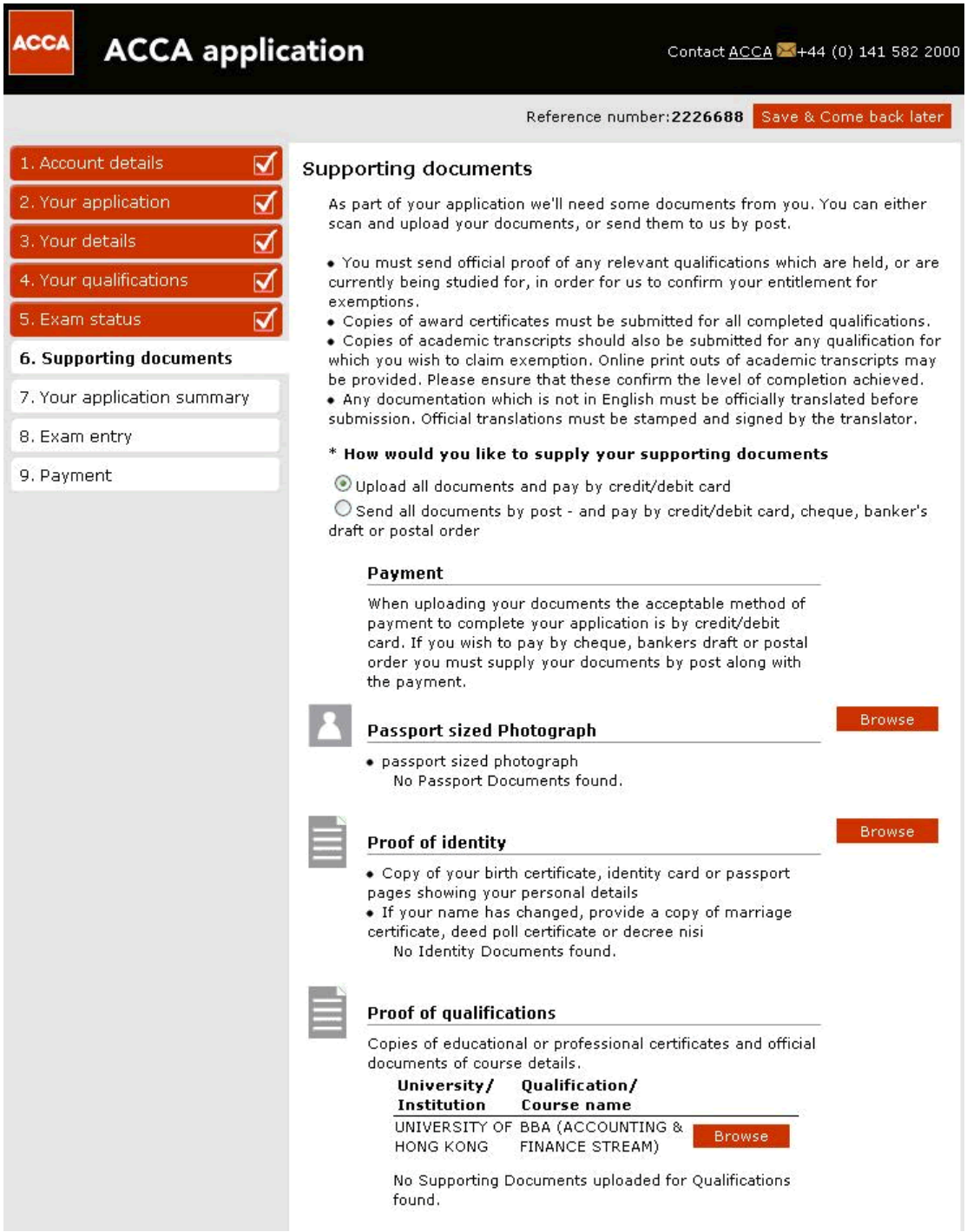
Exemptions shown on this screen are provisional at this stage. Finalised exemptions will be confirmed once your application has been reviewed and is successful.



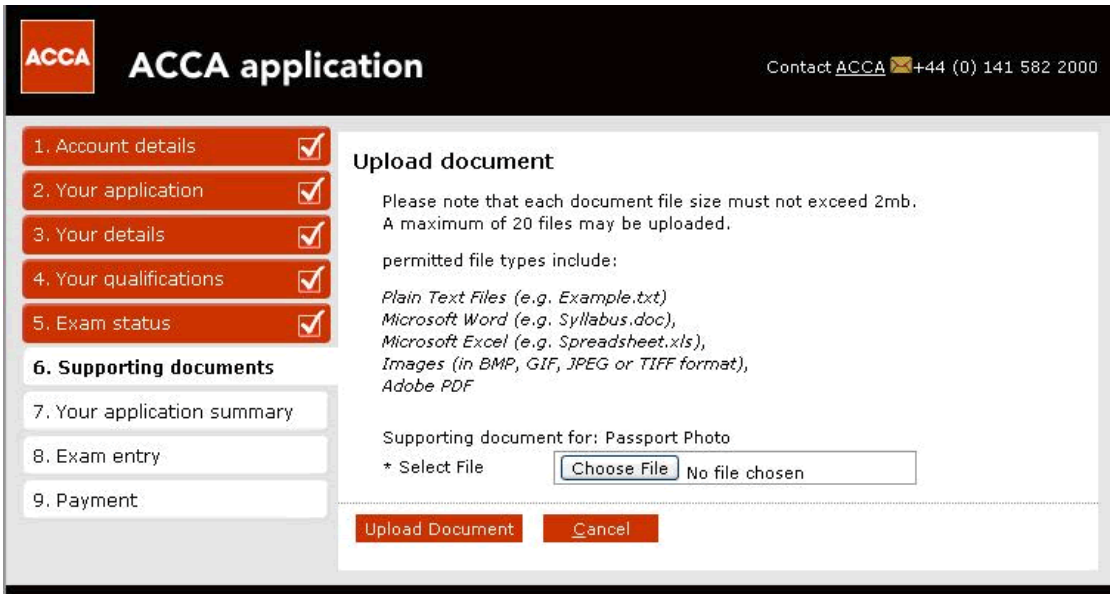
Section 6: Supporting documents

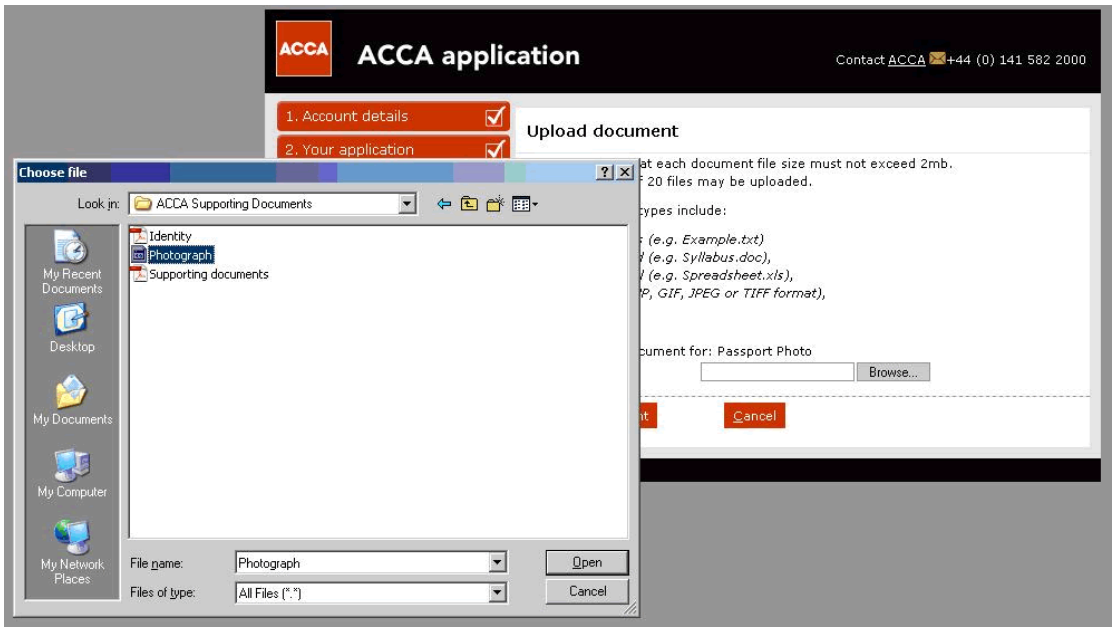
This section details the documents that you need to provide to ACCA in support of your application and allows you to upload these electronically. Proof of identity, proof of your qualifications and a passport sized photograph must be provided. Digital copies of these documents can be saved onto your computer and uploaded one at a time by selecting the browse buttons. You can upload a variety of file types including images taken with a digital camera or camera phone.

If you apply online and upload your documents you will need to complete your application by making your payment by credit, debit or pre-paid card.



Section 6: Supporting documents (cont'd)

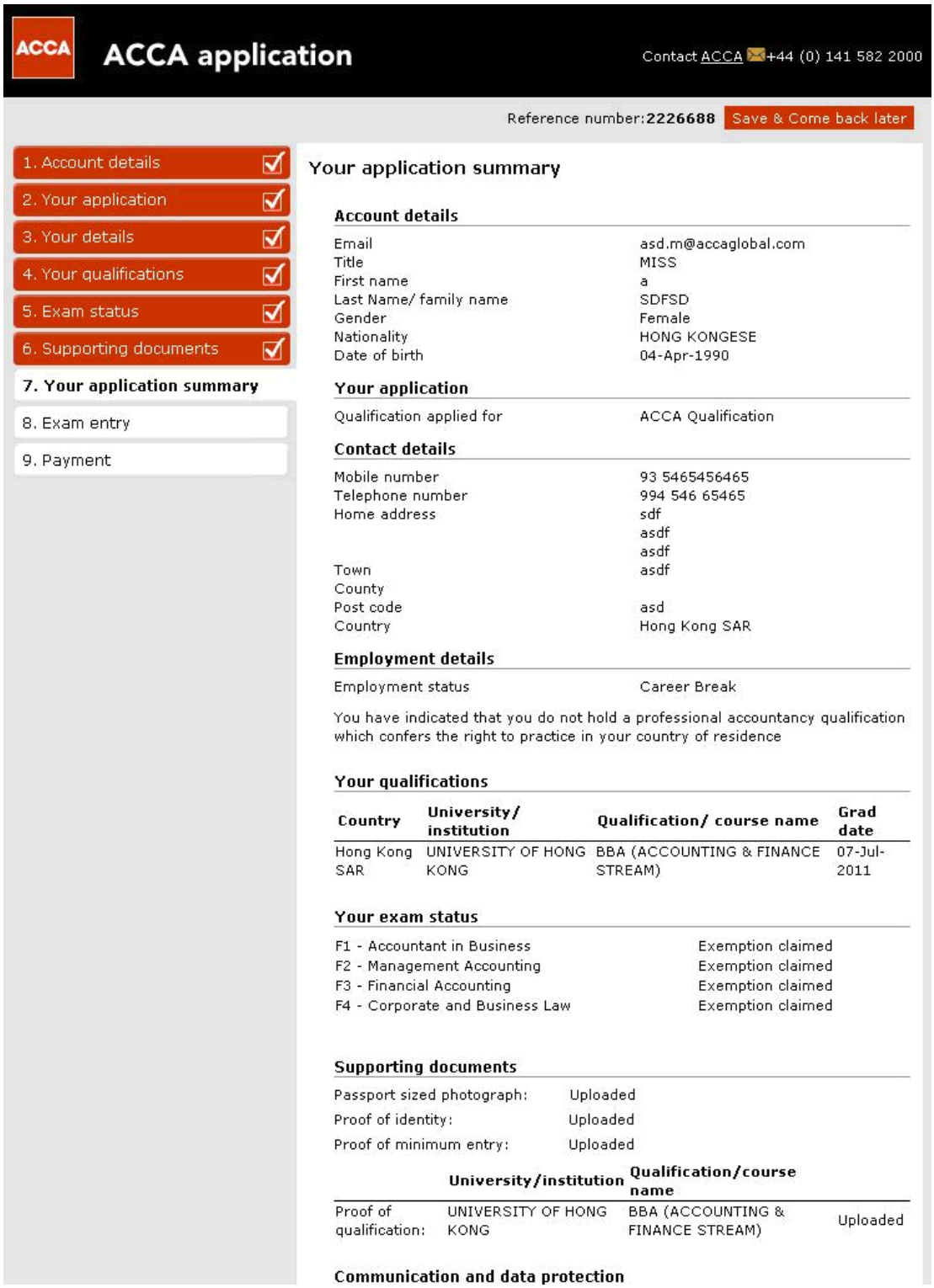




Section 7: Your application summary

The summary page provides details of all information you have entered up to this point. You can use the side menu to return to a particular section if you wish to amend any of the data entered.

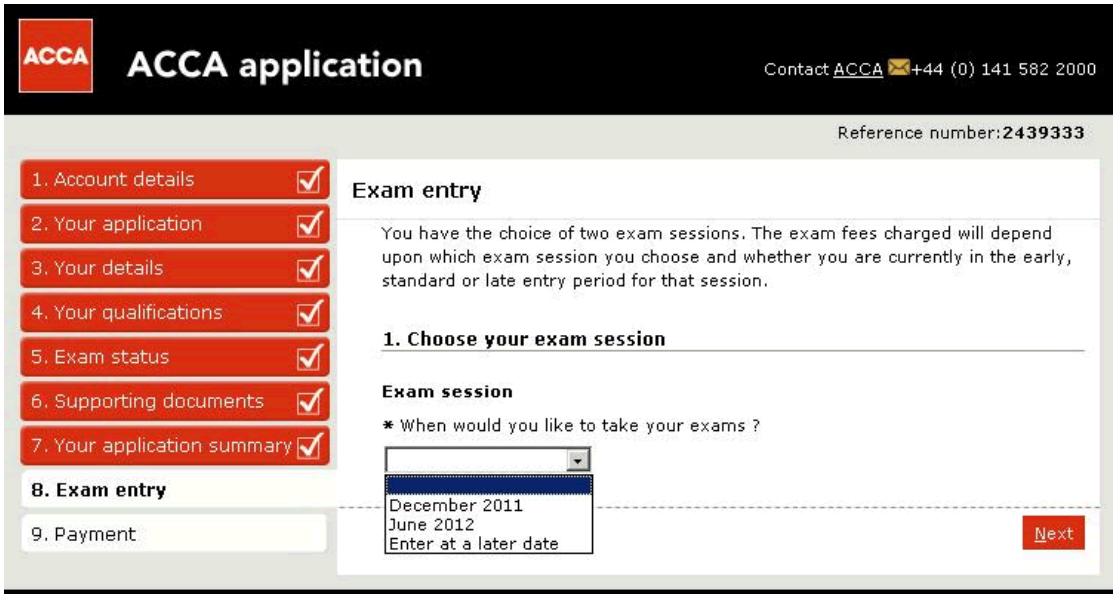
In order to continue with the application, you must confirm that you have read and accepted ACCA's terms and conditions.



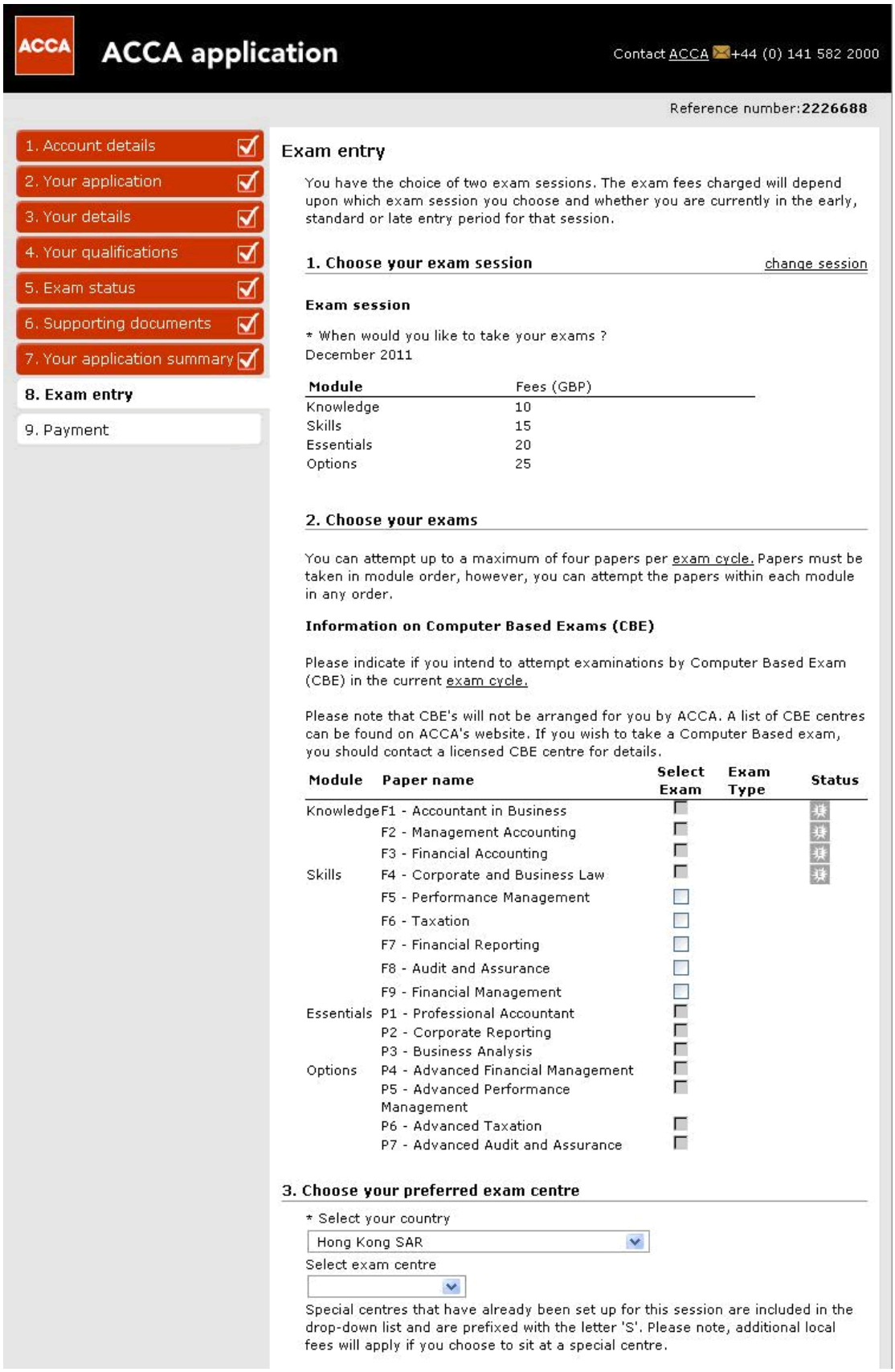
Section 8: Exam entry

If you are completing a fully online application (including uploading documents and paying online by credit or debit card) you can also make an exam entry during the application process. You can choose to enter for either one of the next two exam sessions or you can indicate that you will enter for exams at a later date. You will be shown a list of papers that you are eligible to enter for based on your exemption assessment and the ACCA progression rules.

Your exam entry is provisional at this stage and is subject to change based on the outcome of an exemptions assessment. Provisional exam entry is only available to students who make a fully online application.



Section 8: Exam entry (cont'd)



ACCA application

Contact ACCA +44 (0) 141 582 2000

Reference number: **2226688**

- 1. Account details ☑
- 2. Your application ☑
- 3. Your details ☑
- 4. Your qualifications ☑
- 5. Exam status ☑
- 6. Supporting documents ☑
- 7. Your application summary ☑
- **8. Exam entry**
- 9. Payment

Exam entry

You have the choice of two exam sessions. The exam fees charged will depend upon which exam session you choose and whether you are currently in the early, standard or late entry period for that session.

1. Choose your exam session

change session

Exam session

* When would you like to take your exams ?
December 2011

Module	Fees (GBP)
Knowledge	10
Skills	15
Essentials	20
Options	25

2. Choose your exams

You can attempt up to a maximum of four papers per exam cycle. Papers must be taken in module order, however, you can attempt the papers within each module in any order.

Information on Computer Based Exams (CBE)

Please indicate if you intend to attempt examinations by Computer Based Exam (CBE) in the current exam cycle.

Please note that CBE's will not be arranged for you by ACCA. A list of CBE centres can be found on ACCA's website. If you wish to take a Computer Based exam, you should contact a licensed CBE centre for details.

Module	Paper name	Select Exam	Exam Type	Status
Knowledge	F1 - Accountant in Business	☐		
	F2 - Management Accounting	☐		
	F3 - Financial Accounting	☐		
Skills	F4 - Corporate and Business Law	☐		
	F5 - Performance Management	☐		
	F6 - Taxation	☐		
	F7 - Financial Reporting	☐		
	F8 - Audit and Assurance	☐		
	F9 - Financial Management	☐		
Essentials	P1 - Professional Accountant	☐		
	P2 - Corporate Reporting	☐		
	P3 - Business Analysis	☐		
Options	P4 - Advanced Financial Management	☐		
	P5 - Advanced Performance Management	☐		
	P6 - Advanced Taxation	☐		
	P7 - Advanced Audit and Assurance	☐		

3. Choose your preferred exam centre

* Select your country

Hong Kong SAR

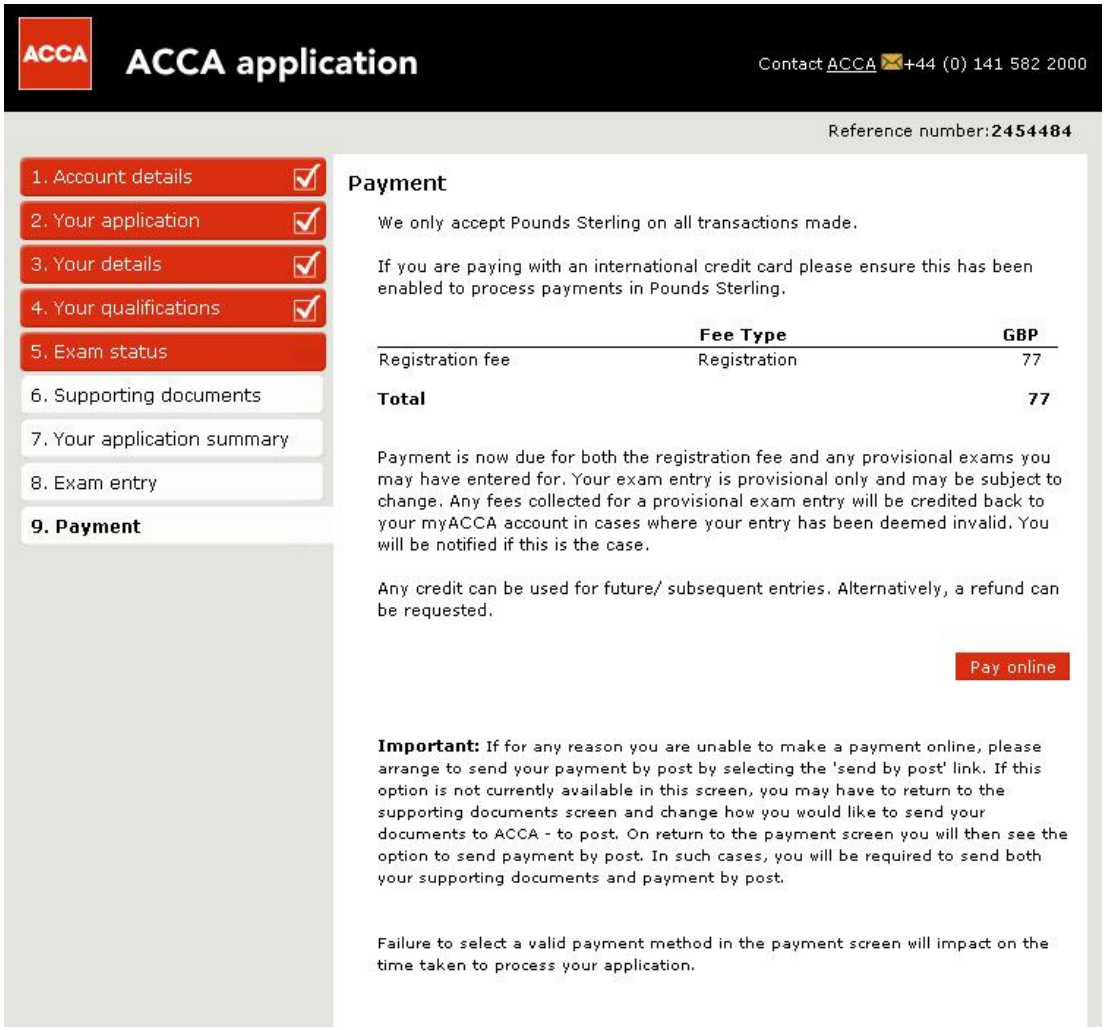
Select exam centre

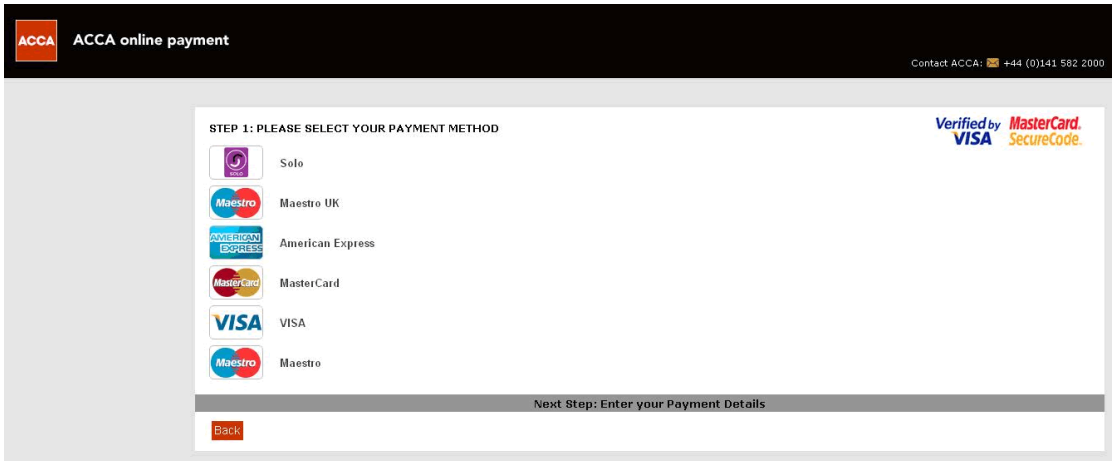
Special centres that have already been set up for this session are included in the drop-down list and are prefixed with the letter 'S'. Please note, additional local fees will apply if you choose to sit at a special centre.

Section 9: Payment

In this section you will make payment for your registration fee and any provisional exams you may have entered for.

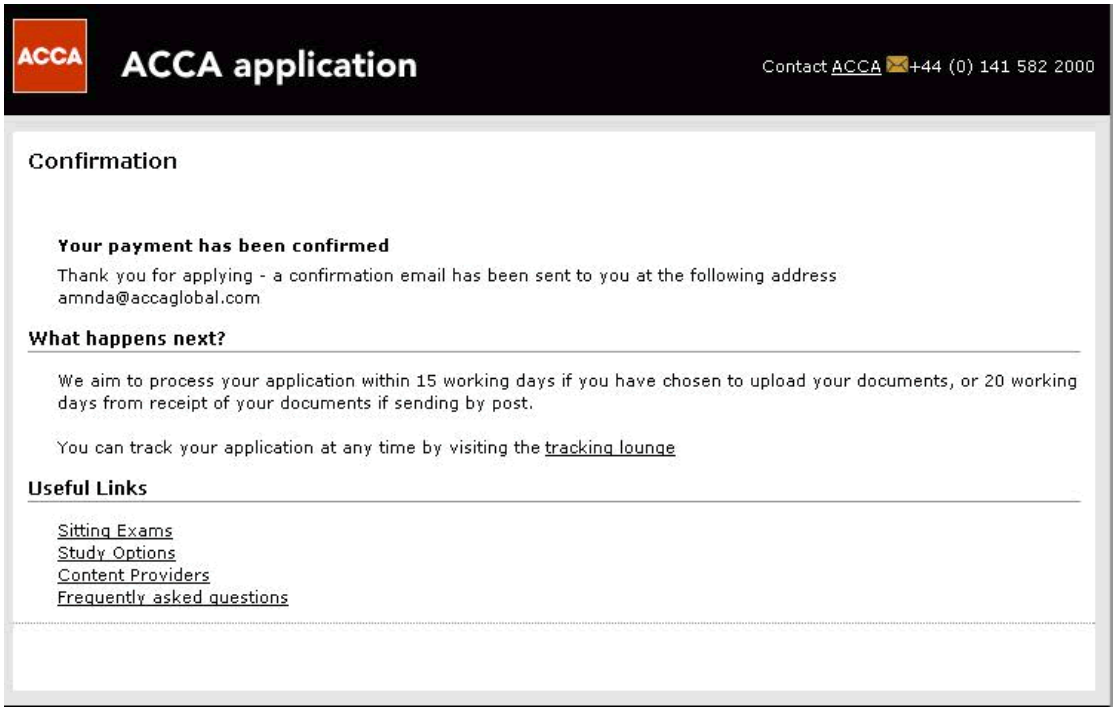
If you are paying with an international credit card please ensure this has been enabled to process payments in Pounds Sterling.



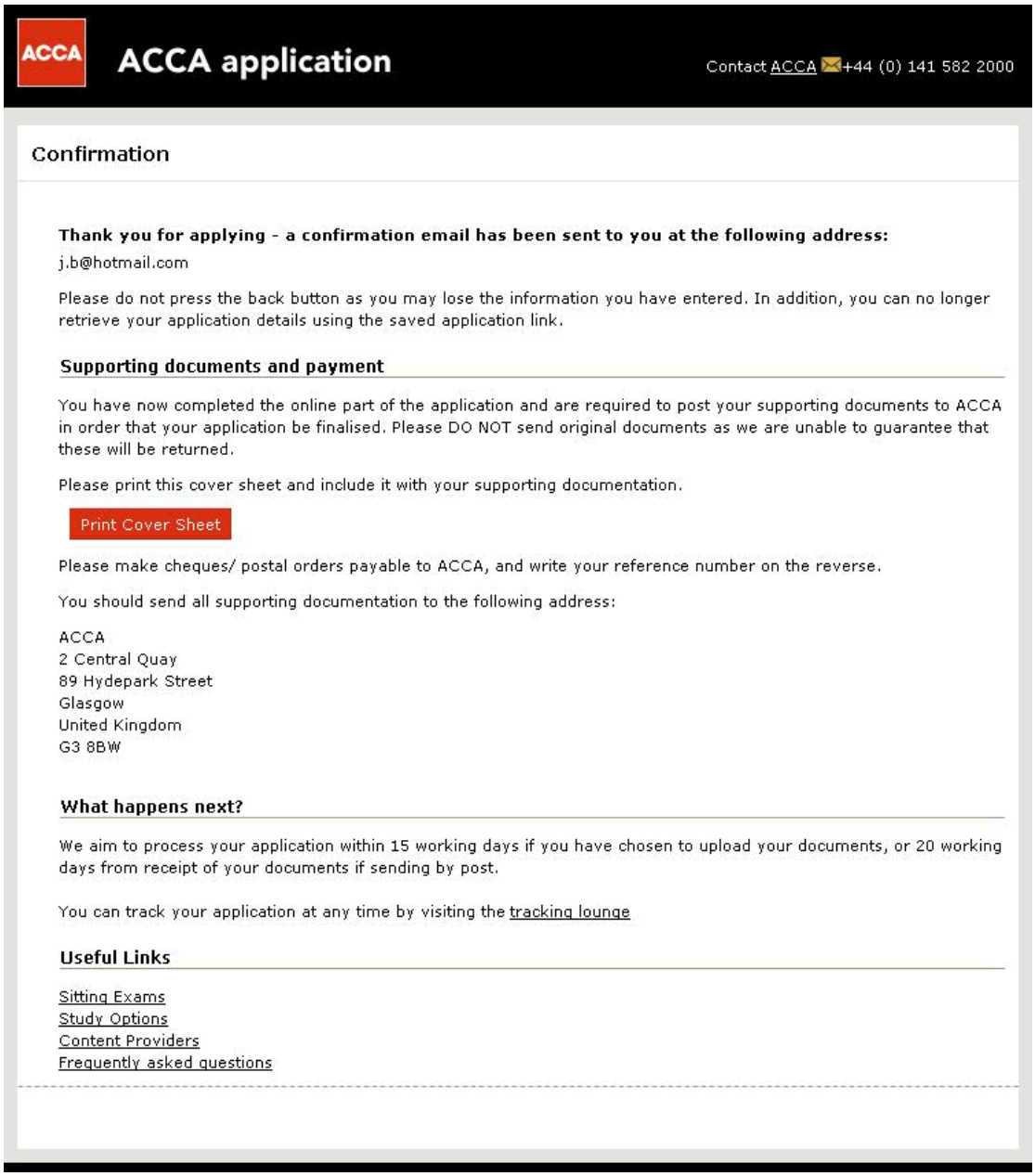


Confirmation

The confirmation screen shown will depend on whether you are uploading your supporting documents or submitting them by post. If you have submitted your application fully online there is no further action required and you will receive an email from ACCA within 15 working days, this is the recommended application method.



Confirmation (cont'd)

If you are submitting your supporting documents by post, you should print off the cover sheet as directed and submit this along with your documents, to the address provided. Please note this is a more lengthy process and you should allow 20 working days from the date of receipt of your documentation by ACCA for posted documents to be processed. ACCA recommends all postal applications are submitted by registered post. ACCA reserves the right to reject or to delay the approval of applications as a result of insufficient or incorrect supporting documents being provided and accepts no responsibility for costs incurred by any delay.

The quickest and easiest way to become an ACCA student is to apply online and upload your supporting documents – it should take you no more than 10 minutes to complete. We look forward to welcoming you as a student!