

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*.

**ACCA application**Contact ACCA +44 (0) 141 582 2000

1. Account details
2. Your application
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Account details

Please create an account below so that you can save your application and return to it at anytime

Please complete all fields marked with an asterisk *

Personal details

* Title

* First name

* Last name/family name

* Gender
 Female Male

* Date of birth

* What is your nationality?


* Email address: Please make sure the email address is a unique email address i.e. not used by anyone else.

* Password (minimum of 6 characters)
 [Password strength:](#)

* Re-enter password

* Choose a security question [What's this?](#)

* Your answer

Image Verification [What's this?](#)
 
Enter text shown above:

[Next](#)

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.

The screenshot shows the ACCA application interface. At the top left is the ACCA logo. The main header reads 'ACCA application'. On the right, it says 'Contact ACCA +44 (0) 141 582 2000'. Below the header, the reference number '2223084' and a 'Save & Come back later' button are visible. A sidebar on the left lists steps from 1 to 9, with '1. Account details' checked. The main content area is titled 'Your application' and contains sections for 'You are applying for:' (ACCA Qualification), 'Your country of residence is:' (Hong Kong SAR), 'Saving your application' (instructions on saving and retrieving applications), 'Important information' (registration requirements), and 'Payment' (acceptable methods of payment). A 'Next' button is located at the bottom right of the main content area.

ACCA ACCA application Contact ACCA +44 (0) 141 582 2000

Reference number: 2223084 [Save & Come back later](#)

1. Account details **Your application**

2. Your application

3. Your details

4. Your qualifications

5. Exam status

6. Supporting documents

7. Your application summary

8. Exam entry

9. Payment

You are applying for: [change your application](#)

ACCA Qualification

Your country of residence is: [change your country](#)

Hong Kong SAR

Saving your application

You can save part-completed applications and return to complete it at a later stage.

You will need your ACCA reference number and password in order to retrieve a saved application. Your reference number will have been emailed to you. You can also find it at the top of each page where you see the save & come back button.

Important information

Students must ensure they are fully registered with ACCA prior to attempting an exam. Please refer to ACCA's website for details of exam dates.

Payment

When applying online and uploading your documents the acceptable method of payment to complete your application is by credit/debit card.

When applying online and posting your documents the acceptable method of payment to complete your application is by

- Credit/debit card
- Cheque
- Banker's draft
- Postal order


Please write your ACCA reference number on the back of any cheques/ bank drafts/ postal orders.


[Next](#)

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.

 **ACCA application**

Contact ACCA  +44 (0) 141 582 2000

Reference number: **2222019** [Save & Come back later](#)

1. Account details

2. Your application

3. Your details

4. Your qualifications

5. Exam status

6. Supporting documents

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8. Exam entry

9. Payment

Your details

Please complete all fields marked with an asterisk*. We need these details in case we have to contact you.

Graduate programme [What's this?](#)

* Are you registered on the ACCA Accelerate programme?
 Yes No

Contact details

Address

Mobile Number
Please provide your number in full.

Country code Mobile number

I would like to receive general updates from ACCA by SMS text message
 I would like to receive notification of my results by SMS text message

note: ACCA will not charge you for this service

Other telephone number

Country code Area code Telephone number

Home address

+ Address

Town/city

County/state

Zip/postcode


Special requirements [What's this?](#)

* Do you have a long term or permanent disability, health condition or specific learning difficulty that requires support from ACCA during your examination?
 Yes No

Employment details

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.

 **ACCA application**
Contact ACCA ☎ +44 (0) 141 582 2000

Reference number: 2223084 Save & Come back later

1. Account details

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Your qualifications

We can offer you various entry points on to the ACCA Qualification, depending on your previous academic qualifications.

Entry requirements

* Where did you study?

Please study the table, check that you meet the entry requirements, and answer some questions below.

Qualification	
Project Springboard Certificate	Insufficient for registration
Up to and including 2011 2 passes at the Hong Kong Advanced Level Examination (HKALE) (Grades A ? E) PLUS 3 credits in Hong Kong Certificate of Education Examination (HKCEE) Syllabus B or C (Grades A ? C) Including English and Mathematics	Sufficient for registration
2012 and after Hong Kong Diploma of Secondary Examination (HKDSE) 4 core subjects (Chinese Language, English Language, Mathematics and Liberal Studies) in grades 3, 4, 5, 5* or 5** PLUS 1 elective subject with a pass of Attained or Attained with distinction OR grades A-E	Sufficient for registration
A credit at the HKCEE plus 3 passes at the HKALE (including English and Mathematics)	Sufficient for registration
Hong Kong Higher Level Certificate	Insufficient for registration
Certificate (from a technical institute)	Sufficient for registration

Is the lowest level qualification you hold shown above?
 Yes No

Is the qualification shown suitable for registration to the ACCA Qualification?
 Yes No

Do you hold any additional qualifications at a more advanced level than the ones show above?
 Yes No

Please press next to continue

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.

ACCA **ACCA application** Contact ACCA +44 (0) 141 582 2000

Reference number: 2223084

- 1. Account details
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Add qualifications - Part 1

Where did you study?

* University/institution

* Country of study:

* Graduation date

University/institution found

CHINESE UNIVERSITY OF HONG KONG	
CHINESE UNIVERSITY OF HONG KONG - TUNG WAH GROUP OF HOSPITAL COMMUNITY COLLEGE (CUTW)	
CITY UNIVERSITY OF HONG KONG	CITY POLYTECHNIC OF HONG KONG
HONG KONG BAPTIST UNIVERSITY	HONG KONG BAPTIST COLLEGE
HONG KONG POLYTECHNIC UNIVERSITY	HONG KONG POLYTECHNIC
HONG KONG SHUE YAN UNIVERSITY	
HONG KONG UNIVERSITY OF SCIENCE AND TECHNOLOGY	
OPEN UNIVERSITY OF HONG KONG	OPEN LEARNING INSTITUTE OF HONG KONG
UNIVERSITY OF HONG KONG	
UNIVERSITY OF HONG KONG (SPACE)	SPACE


Is your institute/course not listed? [What's this?](#)

* University/institution

* Qualification/course name

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Section 4: Your qualifications (cont'd)

 **ACCA application**
Contact [ACCA](mailto:ACCA@accaglobal.com) +44 (0) 141 582 2000

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Add qualifications - Part 2a

What did you study?


Please select from the table below

Course name	Data range	Outcome	Notes
<u>MASTER OF BUSINESS ADMINISTRATION</u>	All Graduates	FULL COURSE COMPLETION	
<u>BBA (ACCOUNTING & FINANCE STREAM)</u>	Graduates from 01-JAN-2009 to 31-DEC-2013	FULL COURSE COMPLETION	
<u>BBA (NON ACCOUNTING & FINANCE STREAM)</u>	Graduates from 01-JAN-2009 to 31-DEC-2013	FULL COURSE COMPLETION	
<u>BBA (LAW) / LLB</u>	Graduates from 01-JAN-2009 to 31-DEC-2013	FULL COURSE COMPLETION	

Is your course not listed?

[Please enter your course details](#)

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Add qualifications - Part 3

Did you take specific course modules?

Select any course modules you completed

Select Module Name

- ADVANCE FINANCIAL ACCOUNTING (BUSI0003)
- AUDITING (BUSI0006)
- CORPORATE FINANCE 2/CORPORATE FINANCE (FINA1003)
- HONG KONG TAXATION (BUSI0018)
- INTERMEDIATE ACCOUNTING I (BUSI0019)
- INTERMEDIATE ACCOUNTING II (BUSI0020)
- MANAGEMENT ACCOUNTING I (BUSI0027)
- MANAGEMENT ACCOUNTING II (BUSI0028)

[Back](#) Next

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.

ACCA ACCA application
Contact [ACCA](#) ✉ +44 (0) 141 582 2000

Reference number: **2223084** Save & Come back later

1. Account details

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Exam status

Qualifications added:

Country	University/ institution	Qualification/ course name	Grad date
Hong Kong SAR	UNIVERSITY OF HONG KONG	BBA (ACCOUNTING & FINANCE STREAM)	10-Jul-2011

Any exemptions indicated below are provisional only, and have still to be confirmed by ACCA - your application will be reviewed accordingly and any official exemptions awarded to you will be included with confirmation that your application has been successful.

Your ACCA exam papers

Up to nine exemptions are available from the Fundamental level of the ACCA Qualification. No exemptions are available from the Professional level.

Exemptions awarded to you are denoted by the following symbol, these are the exams you do not have to complete based on your previous qualifications

Students are charged a one-off fee for each exemption awarded to cover the cost of exemption administration.

It's up to you to decide if you wish to claim the exemptions you are awarded. You may wish to consider giving up exemptions, for instance, if a significant period of time has passed since you gained your previous qualifications. Once an exemption has been given up, you cannot reclaim that exemption based on the same qualification.

Students eligible for exemption from all or part of the Fundamentals level gained more than five years previously (at the date of initial registration as an ACCA student) should give up these exemptions and complete the Fundamentals level exams should they wish to subsequently apply for a UK ACCA practising certificate and audit qualification.

You can give up your exemptions here Give Up

By clicking on this button you will have the option to give up some or all of your exemptions.

Module	Paper
Knowledge	<input checked="" type="checkbox"/> F1 - Accountant in Business
	<input checked="" type="checkbox"/> F2 - Management Accounting
	<input checked="" type="checkbox"/> F3 - Financial Accounting
Skills	<input checked="" type="checkbox"/> F4 - Corporate and Business Law
	F5 - Performance Management
	F6 - Taxation
	F7 - Financial Reporting
	<input checked="" type="checkbox"/> F8 - Audit and Assurance
Essentials	F9 - Financial Management
	P1 - Professional Accountant
	P2 - Corporate Reporting
	P3 - Business Analysis

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.

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- 5. Exam status

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Supporting documents

As part of your application we'll need some documents from you. You can either scan and upload your documents, or send them to us by post.

- You must send official proof of any relevant qualifications which are held, or are currently being studied for, in order for us to confirm your entitlement for exemptions.
- Copies of award certificates must be submitted for all completed qualifications.
- Copies of academic transcripts should also be submitted for any qualification for which you wish to claim exemption. Online print outs of academic transcripts may be provided. Please ensure that these confirm the level of completion achieved.
- Any documentation which is not in English must be officially translated before submission. Official translations must be stamped and signed by the translator.

*** How would you like to supply your supporting documents**

- Upload all documents and pay by credit/debit card
- Send all documents by post - and pay by credit/debit card, cheque, banker's draft or postal order

Payment

When uploading your documents the acceptable method of payment to complete your application is by credit/debit card. If you wish to pay by cheque, bankers draft or postal order you must supply your documents by post along with the payment.



Passport sized Photograph

[Browse](#)

- passport sized photograph
- No Passport Documents found.



Proof of identity

[Browse](#)

- Copy of your birth certificate, identity card or passport pages showing your personal details
- If your name has changed, provide a copy of marriage certificate, deed poll certificate or decree nisi
- No Identity Documents found.



Proof of qualifications

Copies of educational or professional certificates and official documents of course details.

University/ Institution	Qualification/ Course name
----------------------------	-------------------------------

UNIVERSITY OF HONG KONG	BBA (ACCOUNTING & FINANCE STREAM)
-------------------------	-----------------------------------

[Browse](#)

No Supporting Documents uploaded for Qualifications found.

Section 6: Supporting documents (cont'd)

ACCA ACCA application Contact ACCA ☎ +44 (0) 141 582 2000

- 1. Account details
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Upload document

Please note that each document file size must not exceed 2mb.
A maximum of 20 files may be uploaded.

permitted file types include:

- Plain Text Files (e.g. Example.txt)*
- Microsoft Word (e.g. Syllabus.doc),*
- Microsoft Excel (e.g. Spreadsheet.xls),*
- Images (in BMP, GIF, JPEG or TIFF format),*
- Adobe PDF*

Supporting document for: Passport Photo

* Select File No file chosen

ACCA ACCA application Contact ACCA ☎ +44 (0) 141 582 2000

- 1. Account details
- 2. Your application

Upload document

Please note that each document file size must not exceed 2mb.
A maximum of 20 files may be uploaded.

permitted file types include:

- (e.g. Example.txt)*
- (e.g. Syllabus.doc),*
- (e.g. Spreadsheet.xls),*
- P, GIF, JPEG or TIFF format),*

Supporting document for: Passport Photo

Choose file

Look in: ACCA Supporting Documents

- Identity
- Photograph**
- Supporting documents

File name: Photograph

Files of type: All Files (*.*)

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.

ACCA ACCA application
Contact ACCA +44 (0) 141 582 2000

Reference number: 2226688 Save & Come back later

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

Your application summary

Account details

Email	asd.m@accaglobal.com
Title	MISS
First name	a
Last Name/ family name	SDFSD
Gender	Female
Nationality	HONG KONGESE
Date of birth	04-Apr-1990

Your application

Qualification applied for	ACCA Qualification
---------------------------	--------------------

Contact details

Mobile number	93 5465456465
Telephone number	994 546 65465
Home address	sdf asdf asdf asdf
Town	asdf
County	
Post code	asd
Country	Hong Kong SAR

Employment details

Employment status	Career Break
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You have indicated that you do not hold a professional accountancy qualification which confers the right to practice in your country of residence

Your qualifications

Country	University/ institution	Qualification/ course name	Grad date
Hong Kong SAR	UNIVERSITY OF HONG KONG	BBA (ACCOUNTING & FINANCE STREAM)	07-Jul-2011

Your exam status

F1 - Accountant in Business	Exemption claimed
F2 - Management Accounting	Exemption claimed
F3 - Financial Accounting	Exemption claimed
F4 - Corporate and Business Law	Exemption claimed

Supporting documents

Passport sized photograph:	Uploaded
Proof of identity:	Uploaded
Proof of minimum entry:	Uploaded

	University/institution	Qualification/course name	
Proof of qualification:	UNIVERSITY OF HONG KONG	BBA (ACCOUNTING & FINANCE STREAM)	Uploaded

Communication and data protection

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.

ACCA ACCA application Contact ACCA +44 (0) 141 582 2000

Reference number: 2439333

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


Exam session

* When would you like to take your exams ?

December 2011
June 2012
Enter at a later date

Next

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	<input type="checkbox"/>		挂
	F2 - Management Accounting	<input type="checkbox"/>		挂
	F3 - Financial Accounting	<input type="checkbox"/>		挂
Skills	F4 - Corporate and Business Law	<input type="checkbox"/>		挂
	F5 - Performance Management	<input type="checkbox"/>		
	F6 - Taxation	<input type="checkbox"/>		
	F7 - Financial Reporting	<input type="checkbox"/>		
	F8 - Audit and Assurance	<input type="checkbox"/>		
	F9 - Financial Management	<input type="checkbox"/>		
Essentials	P1 - Professional Accountant	<input type="checkbox"/>		
	P2 - Corporate Reporting	<input type="checkbox"/>		
	P3 - Business Analysis	<input type="checkbox"/>		
Options	P4 - Advanced Financial Management	<input type="checkbox"/>		
	P5 - Advanced Performance Management	<input type="checkbox"/>		
	P6 - Advanced Taxation	<input type="checkbox"/>		
	P7 - Advanced Audit and Assurance	<input type="checkbox"/>		

3. Choose your preferred exam centre

* Select your country


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.

 **ACCA application**
Contact ACCA ☎ +44 (0) 141 582 2000

Reference number: **2454484**

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**

Payment

We only accept Pounds Sterling on all transactions made.

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

	Fee Type	GBP
Registration fee	Registration	77
Total		77


Payment is now due for both the registration fee and any provisional exams you may have entered for. Your exam entry is provisional only and may be subject to change. Any fees collected for a provisional exam entry will be credited back to your myACCA account in cases where your entry has been deemed invalid. You will be notified if this is the case.



Any credit can be used for future/ subsequent entries. Alternatively, a refund can be requested.

[Pay online](#)


Important: If for any reason you are unable to make a payment online, please arrange to send your payment by post by selecting the 'send by post' link. If this option is not currently available in this screen, you may have to return to the supporting documents screen and change how you would like to send your documents to ACCA - to post. On return to the payment screen you will then see the option to send payment by post. In such cases, you will be required to send both your supporting documents and payment by post.


Failure to select a valid payment method in the payment screen will impact on the time taken to process your application.


 **ACCA online payment**
Contact ACCA: ☎ +44 (0)141 582 2000


Verified by   **SecureCode**


STEP 1: PLEASE SELECT YOUR PAYMENT METHOD


 Solo

 Maestro UK

 American Express

 MasterCard

 VISA

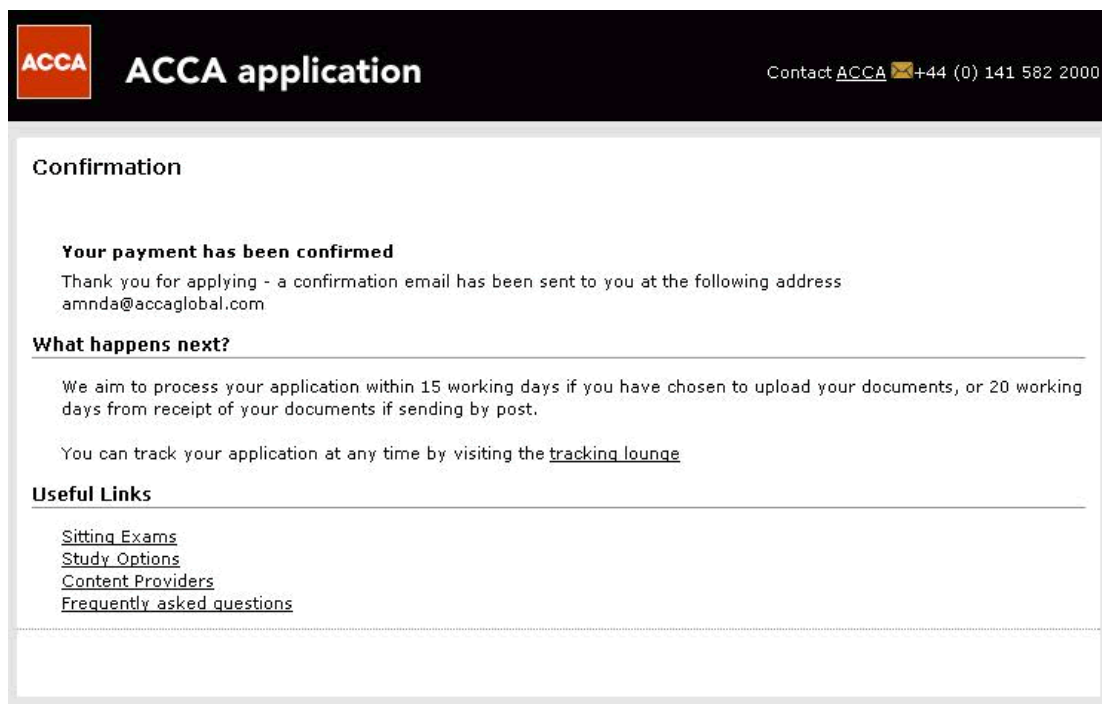
 Maestro

Next Step: Enter your Payment Details

[Back](#)

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.




The screenshot shows a confirmation page for an ACCA application. At the top left is the ACCA logo, followed by the text 'ACCA application'. On the top right, it says 'Contact ACCA' with an email icon and the phone number '+44 (0) 141 582 2000'. The main content area is titled 'Confirmation' and contains the following sections:

- Your payment has been confirmed**
Thank you for applying - a confirmation email has been sent to you at the following address
amnda@accaglobal.com
- What happens next?**
We aim to process your application within 15 working days if you have chosen to upload your documents, or 20 working days from receipt of your documents if sending by post.
You can track your application at any time by visiting the [tracking lounge](#)
- Useful Links**
[Sitting Exams](#)
[Study Options](#)
[Content Providers](#)
[Frequently asked questions](#)

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!

**ACCA application**Contact ACCA ✉ +44 (0) 141 582 2000

Confirmation

Thank you for applying - a confirmation email has been sent to you at the following address:
j.b@hotmail.com

Please do not press the back button as you may lose the information you have entered. In addition, you can no longer retrieve your application details using the saved application link.

Supporting documents and payment

You have now completed the online part of the application and are required to post your supporting documents to ACCA in order that your application be finalised. Please DO NOT send original documents as we are unable to guarantee that these will be returned.

Please print this cover sheet and include it with your supporting documentation.

[Print Cover Sheet](#)

Please make cheques/ postal orders payable to ACCA, and write your reference number on the reverse.

You should send all supporting documentation to the following address:

ACCA
2 Central Quay
89 Hydepark Street
Glasgow
United Kingdom
G3 8BW

What happens next?

We aim to process your application within 15 working days if you have chosen to upload your documents, or 20 working days from receipt of your documents if sending by post.

You can track your application at any time by visiting the [tracking lounge](#)

Useful Links

[Sitting Exams](#)
[Study Options](#)
[Content Providers](#)
[Frequently asked questions](#)
