

# ACCA APPLICATION PROCESS REDESIGN INFORMATION PACK

## **Launch of our new and improved application process**

We are pleased to announce that we will be launching our new and improved online application process and wanted to share the news with you in advance.

We've streamlined the existing process to give our students a better experience from the start of their journey with us.

### **What has changed?**

- Application completion time has reduced to 10 minutes
- Application stages has reduced from 10 to 4
- Compatible on tablet, mobile telephone and desktop computer
- Streamlined document upload process
- Information on products added for clarity
- Progress bar to indicate completion status

### **What does it mean for you and your staff or students?**

- Any existing applications can still be completed until 5<sup>th</sup> December, after this date all applications will need to be started again in the new registration process

We are making further enhancements over the next few weeks and will keep you updated on our progress. Here are a few screen shots to show you what is to come.

Progress bar with four steps: 1. Details, 2. Qualifications, 3. Document Upload, 4. Payment & Summary. Step 2 is currently active.

## Before you get started..

### You'll need the following to complete your application:

- Proof of identification such as driver's license, passport or birth certificate
- Official translations of any documents not in English
- If applying to study our ACCA qualification you will need to upload evidence that you meet our minimum entry requirements
- One of the following payment methods:



### What you need to know:

- The application process will take around 10 minutes to complete
- You will have the opportunity to apply for exemptions during the process
- We work in partnership with national accountancy bodies in certain countries, so you may also need to register with another local organisation and pay additional charges. Check the list of [Joint Examination Schemes](#) to see if this applies to you

**i** Please note that for students and members based outside of the UK and EU, your information will be transferred and held outside of the region of your residence and may be accessed by our local office in your country of residence. [Read more](#)

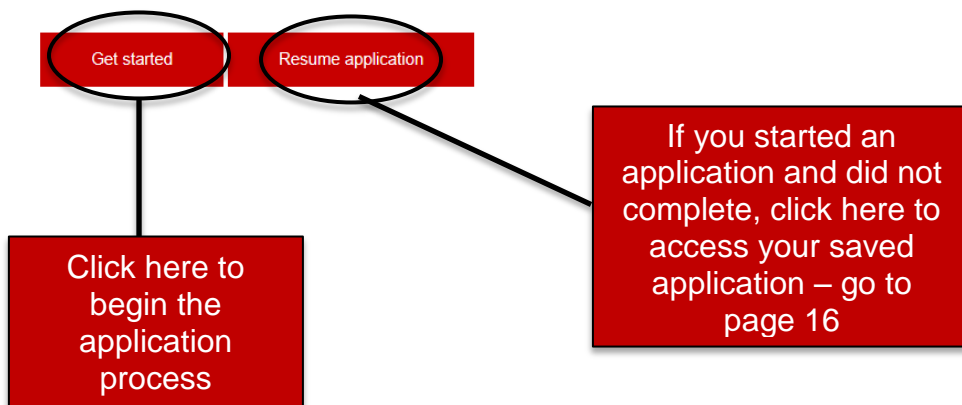
**Why choose ACCA?**

ACCA is the global body for professional accountants with over 188,000 members and 480,000 students in 181 countries.

Quality assured qualifications mean employers can be confident of your ability and knowledge.

**Help and support**

- [Web chat](#)
- [Contact us form](#)
- [Call +44 \(0\)141 582 2000](#)





Progress bar with four steps: 1. Details (active), 2. Qualifications, 3. Document Upload, 4. Payment & Summary

## Get started

The application should be completed in English.

Please complete all fields marked with an asterisk. \*

Title \*

Miss



First name

Jane



Last name \*

Doe



Email address \*

jane.



Check you have entered a valid email address



Saving your progress

As you complete each section your application is saved.



Help and support

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Information will be validated and if the information is incorrect the text box will be highlighted red and a cross will appear as shown above

## Your details...

What is your gender \*

- Female  
 Male

Date of birth \*

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

Nationality \*

## Address information

Country of residence \*

Postcode/ Zip code

Address 1 \*

Address 2

Town/City \*

Phone (mobile preferred) \*



We may use your personal data (collected on this form or during your relationship with us) for the purposes of membership, student membership and exam administration. [Read more](#)



Progress bar with steps: Details (1), Qualifications (2), Document Upload (3), Payment & Summary (4). Step 2 is highlighted.

## Select qualification

**Foundations in Accountancy (FIA)**  
Entry requirements: None, it's open access

More information ▼

Select qualification

**ACCA qualification**  
Entry requirements: Three GCSEs and two A Levels in five separate subjects including Maths and English or their equivalent are required for this accountancy qualification.

More information ▼

Select qualification

**ACCA Accounting Technician Apprenticeship (Level 4 Trailblazer, England)**  
Entry requirements: None

Show Details ▼

Select qualification

**Help and support**

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- Contact us [\[link\]](#)
- Call +44 0141 582 2000

You can expand the 'more information section' by clicking on it to provide more information on the qualification, as shown on the next screen shot

Continue →

**Foundations in Accountancy (FIA)**

Entry requirements: None, it's open access

More information ▼

Select qualification

**ACCA qualification**

Entry requirements: Three GCSEs and two A Levels in five separate subjects including Maths and English or their equivalent are required for this accountancy qualification.

More information ▲

The ACCA Qualification is at the core of our range of qualifications. The ACCA Qualification is best suited to you if you have achieved a minimum level of educational achievement, including:

- A Levels (or their equivalent).
- First degrees from recognised institutions.
- The Certified Accounting Technician qualification.
- The Diploma in Accounting and Business from the Foundations in Accountancy suite of qualifications.
- Other recognised qualifications.

The ACCA Qualification is designed to be flexible. You can align learning with relevant work experience and plan studies around work commitments.

Select qualification ←

Select the qualification you want to apply for by clicking 'select qualification'.



**ACCA Accounting Technician Apprenticeship (Level 4 Trailblazer, England)**



Entry requirements: None

Show Details ▼



Select qualification


# Select qualification

 <b>Foundations in Accountancy (FIA)</b> Entry requirements: None, it's open access
More information 
Select qualification

 <b>ACCA qualification</b> Entry requirements: Three GCSEs and two A Levels in five separate subjects including Maths and English or their equivalent are required for this accountancy qualification.
More information 
Qualification selected



 <b>ACCA Accounting Technician Apprenticeship (Level 4 Trailblazer, England)</b> Entry requirements: None
Show Details 
Select qualification

Continue 
--



Details Qualifications Document Upload Payment & Summary

Upload documents

Upload either an image or document (.doc, .docx, .pdf, .tif, .bmp, .jpg, .gif, .png) **Make sure files are less than 5MB**

**1** Upload identification

Add file(s)

We need the following to process your application

- a form of identification showing your **date of birth** (such as driver's license, passport or birth certificate)
- if your documents are not in English please provide official translations
- if your surname doesn't match your identification, your marriage licence or official notice of name change.

**2** Upload entry requirements

**3** Upload exemptions

Continue →

**Tips**

You can take a picture of your documents rather than scanning them.

Your date of birth must be visible.

**Help and support**

- Web chat
- Contact us [\[?\]](#)
- Call +44 0141 582 2000

Documents can be uploaded by clicking 'add file(s)' or by dragging and dropping the documents on top of 'Add file(s)'

The upload stage will be tailored to the qualification that has been selected:

FIA:

- Identification( mandatory)
- Upload exemptions (optional)

ACCA:


- Identification( mandatory)
- Entry requirements (mandatory)
- Upload exemptions (optional)

# Upload documents

**i** Upload either an image or document (.doc, .docx, .pdf, .tif, .bmp, .jpg, .gif, .png) **Make sure files are less than 5MB**

1
Upload identification \*
▲

Add file(s)


Customer Operations Administrator.pdf  
0.2 MB
×

We need the following to process your application

- a form of identification showing your **date of birth** (such as driver's license, passport or birth certificate)
- if your documents are not in English please provide official translations
- if your surname doesn't match your identification, your marriage licence or official notice of name change.

2
Upload entry requirements \*
▼

3
Upload exemptions
▼

# Upload documents

**i** Upload either an image or document (.doc, .docx, .pdf, .tif, .bmp, .jpg, .gif, .png) **Make sure files are less than 5MB**


1 Upload identification \*


2 Upload entry requirements \*

**Add file(s)**


✕

Signature.pdf  
15.6 KB





CH Presentation 060217.pptx  
5.7 MB  
**File size exceeds 5MB maximum.  
Please upload a different file.**

We need the following to process your application

- Upload evidence that you have the relevant entry requirements required for this accountancy qualification.
- Minimum requirements are three GCSEs and two A Levels in five separate subjects including Maths and English or their equivalent.
- We accept photographs of qualification documents.

3 Upload exemptions

Where there is an error with an uploaded document the container will turn red and a reason will be provided



Details	Qualifications	Document Upload	Payment & Summary
✓	✓	✓	4


# Complete your application

Your email address:

**john.doe@accaglobal.com**

## Qualification

You have selected to study:



**ACCA qualification**

Entry requirements: Three GCSEs and two A Levels in five separate subjects including Maths and English or their equivalent are required for this accountancy qualification.

## Registration code

If your employer or education provider has provided you with a registration code, please enter it in the field below. You may only apply one registration code per application.

**Apply code**

### Why choose ACCA?

ACCA is the world's leading body for professional accountants.

Our qualifications are recognised and recommended around the world as a mark of professional excellence – a reputation you become associated with the moment you begin studying.

### Help and support

- [Web chat](#)
- [Contact us](#)
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### Registration code

If your employer or education provider has provided you with a registration code, please enter it in the field below. You may only apply one registration code per application.

✓ Registration code successfully applied

Apply code

Registration code should be input into this field and 'Apply code' selected, this will then validate the code and present a validation message (this will enable the relevant payment options)

### Exchange Authorisation Form Upload

Please upload an Exchange Authorisation Form to accompany your exchange code

i Upload either an image or a document (.doc, .docx, .pdf, .tif, .bmp, .jpg, .gif, .png) **Make sure files are less than 5MB**

Add file(s)

For Exchange users, Exchange Authorisation forms should be uploaded at this section (this is only applicable for Exchange codes)

### Registration cost

This is your charge to register with ACCA. You will be charged separately for qualification costs.

£79.00 registration fee

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This is your charge to register with ACCA. You will be charged separately for qualification costs.

£79.00 registration fee

### Terms & conditions / Bye-law 8

To complete your application, you must read and agree to our terms and conditions.

[View terms and conditions / Bye-law 8](#)

I have read and agree to the terms & conditions / Bye-law 8 \*

Once you have read the Terms & conditions / Bye-law 8, by clicking here, the check box must be selected to proceed.

ACCA would like to keep you informed of products and services from third party organisations that may be of interest, relevance or benefit to you in your professional capacity. All are strictly vetted and the mailing/email list is never given directly to the advertising party. All campaigns are carried out by ACCA or an ACCA approved agency.

I wish to remain informed.

Submit and pay

Upon clicking 'Submit and pay' you will be redirected to the payment screen.



Details Qualifications Document Upload Payment & Summary

✓ ✓ ✓ ✓

## Thank you.

An email with confirmation of your application has been sent to your email account. We will review your details and contact you within five days. If you do not receive the confirmation message within a few minutes, please check your spam email folder.

## Before you go

Let us know how you heard about ACCA to help us better reach others who could benefit from studying with ACCA.

What encouraged you to choose ACCA?

Please select... ▼

Submit

## Exemptions

ACCA offers exemptions to students who have relevant qualifications before starting with us.

**Exemption details**

Read more about what an exemption is and how to apply.

[Find out more →](#)

**Exemption calculator**

Use our exemptions calculator to see if you're eligible.

[Go to calculator →](#)

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Please take the time to let us know what encouraged you choose ACCA by selecting from the drop down menu and clicking 'Submit'.

Following successful payment, you will receive an email confirmation that your application has been submitted for processing and this will contain your registration number.



## ACCA application

### Pick up where you left off...

To resume a previous application, enter the email address and secure code that was sent when you started your application.

Email address \*

Secure code \*

Retrieve application

Forgot secure code



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