

# ACCA REGISTRATION GUIDE

Think Ahead 

**Dear ACCA partner,**

Thank you for your interest in ACCA's qualifications.

Below are the steps you need to follow in order to benefit from the agreement signed between ACCA and your National Professional body, allowing you special registration fees.


- 1.** You will first need a letter of eligibility (annexed in the e-mail accompanying this guide) signed by your National Professional body.
- 2.** After you obtain the eligibility letter signed and stamped by the National body please send the scanned document to [mihaela.robu@accaglobal.com](mailto:mihaela.robu@accaglobal.com) by **1st of March 2020** with subject line **Registration (National professional body)** and you will obtain the code you need to use in the ACCA online application to generate the special fees.
- 3.** The application for registration is made at this [link](#), stating that you enroll for the ACCA Qualification. As a rule, you will need to load the following scanned documents for the registration:
  - a. scanned copy of ID or passport

- b. scanned copy of marriage certificate (only if the name of the ID differs from that of the diplomas of study)
- c. scanned passport photo
- d. scanned copy of your original language university diplomas, plus scanned copies of the translation of these diplomas stamped by a certified translator (no need to notarize the translations). Check this [link](#) to see what other exemptions you might obtain based on your university diplomas. Please note that the extra exemptions, besides the three (AB, MA, FA) which are discounted if you obtain them, will be paid in full.
- e. scanned copy of curricula transcripts / attachments to the university diploma (original and translation made by a certified translator, if not already in English)


**4.** The special discount code will need to be entered in the field called "Employment details" in Section 3 „Your Details” of the ACCA application form. In this field you should select "studying with an ACCA partner programme" to create the space where you enter the code you will receive from Mihaela Robu. By introducing it in the field that will appear below (as in the illustration on the next page) the discount will be generated. For general information about costs of ACCA exams, you can visit this [link](#). For any other information about ACCA please contact the local office in [accasee@accaglobal.com](mailto:accasee@accaglobal.com) or Tel: (+4031) 7800012

# Print screen – how to fill in the ACCA online registration form

.accaglobal.com/irxweb/faces/page/public/irx/IRXPayment.jspx?\_afPfm=-w9yntn7ql



## ACCA application

Contact ACCA  +44 (0) 141 582 2000

Reference number: **3886416** [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. Payment
- 9. Finish

### Your details

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

#### Contact details

##### Mobile Number

Please enter a valid mobile number that matches your country code selection (you do **not** need to enter your country code again in the 'mobile number' field). If you do not know your country code, click [here](#).

Country code  Mobile number

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

**note:** ACCA will not charge for sending results by SMS text message. Please be aware that if you choose to have results sent by text message, you can also receive them by email.

##### Other telephone number

Country code	Area code	Telephone number
<input type="text"/>	<input type="text"/>	<input type="text"/>

#### Home address

\* Address

Town/city

County/state

Zip/postcode

#### Additional support [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

\* Employment status

Please enter the code provided by your partner here

#### Other professional accountancy qualifications [What's this?](#)

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

[Back](#) [Next](#)