

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?

- Please note that the 'Save and return' functionality is not available for this release therefore any new applications must be completed in one session. This functionality will be delivered as part of a future release
- Any existing applications can still be completed using the existing process until notified otherwise

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.



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 of your entry requirements
- · One of the following payment methods:









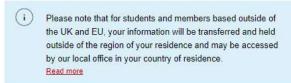






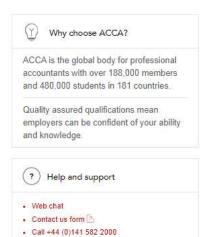
What you need to know:

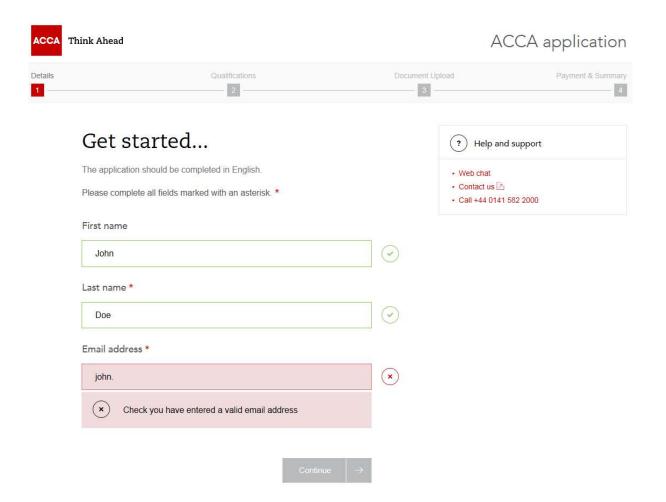
- · The application process will take around 10 minutes to complete
- You will have the opportunity to apply for exemptions during the process
- We work in partnership with national accountancy bodies in certain countries, so you may also need to register with another local organisation and pay additional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



Get started

Click here to begin the application process



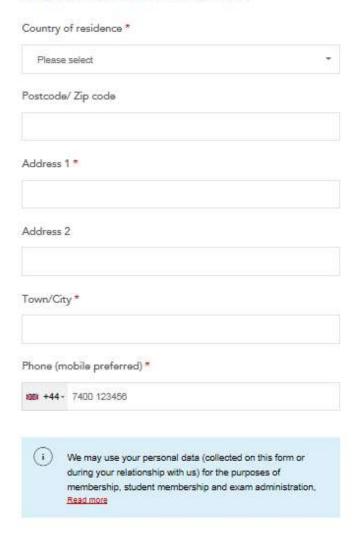


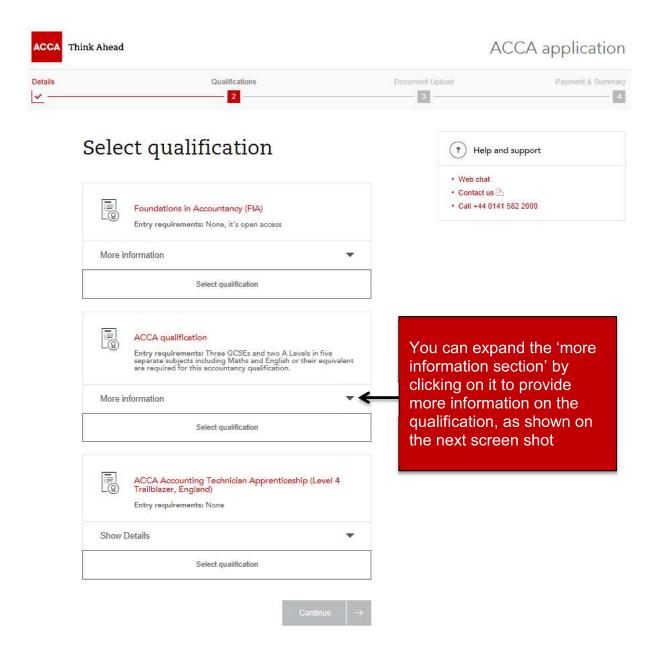
Information will be validated and if the information is incorrect you the text box will be highlighted red and a cross will appear as shown above

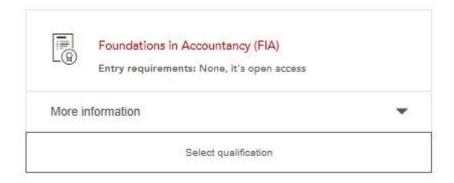
Your details...



Address information









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.

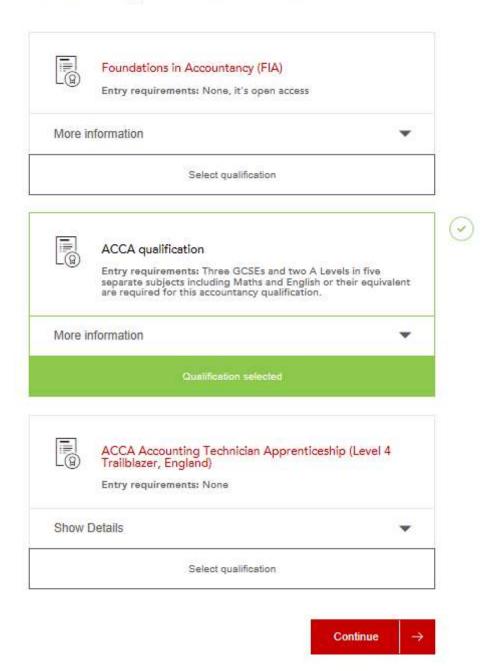
Select qualification

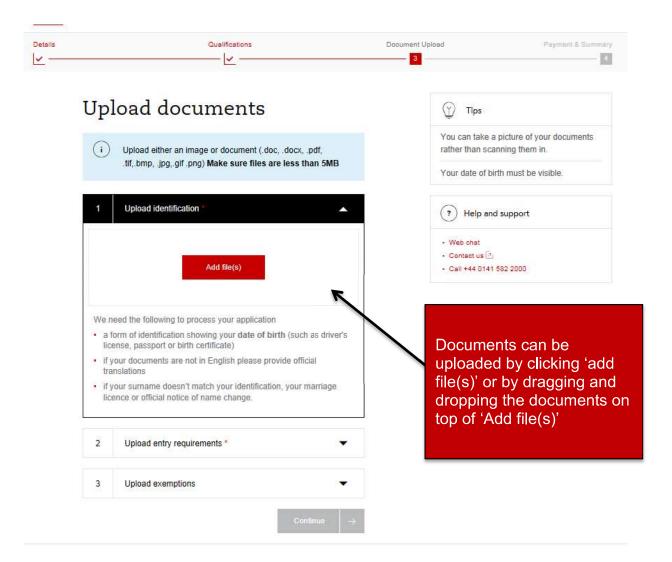


Select the qualification you want to apply for by clicking 'select qualification'.



Select qualification





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

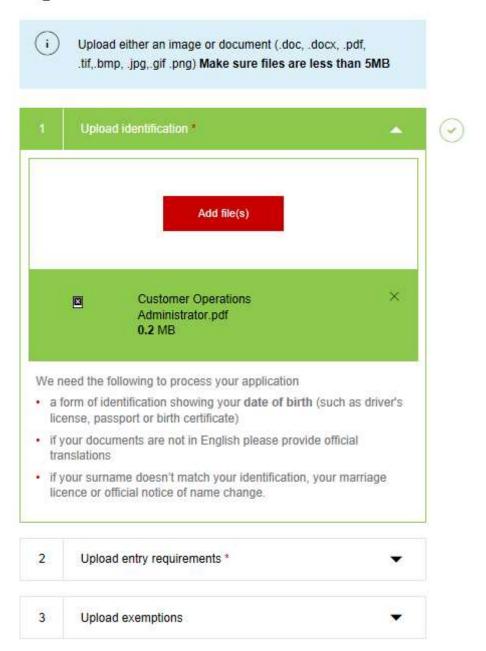
FIA:

- Identification(mandatory)
- Upload exemptions (optional)

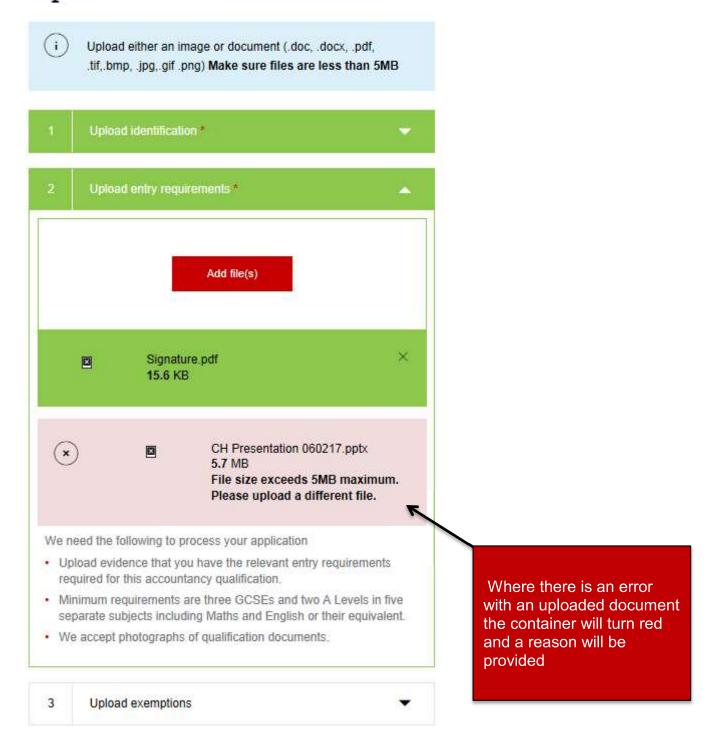
ACCA:

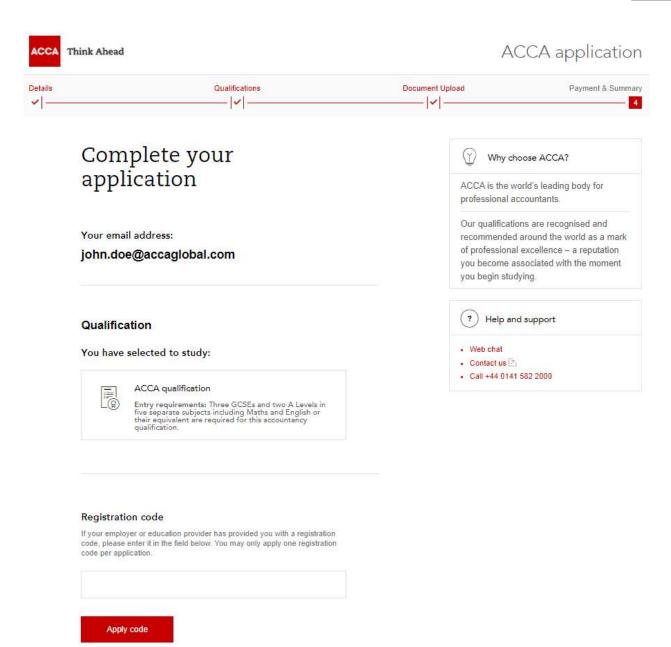
- Identification(mandatory)
- Entry requirements (mandatory)
- Upload exemptions (optional)

Upload documents



Upload documents



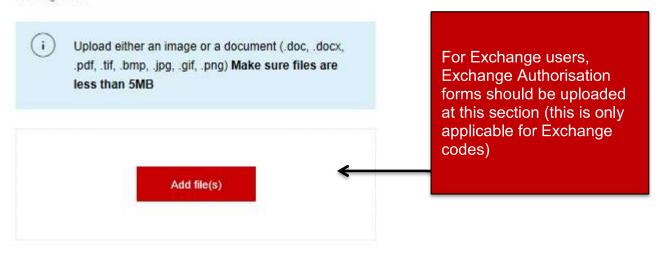


Registration code



Exchange Authorisation Form Upload

Please upload an Exchange Authorisation Form to accompany your exchange code

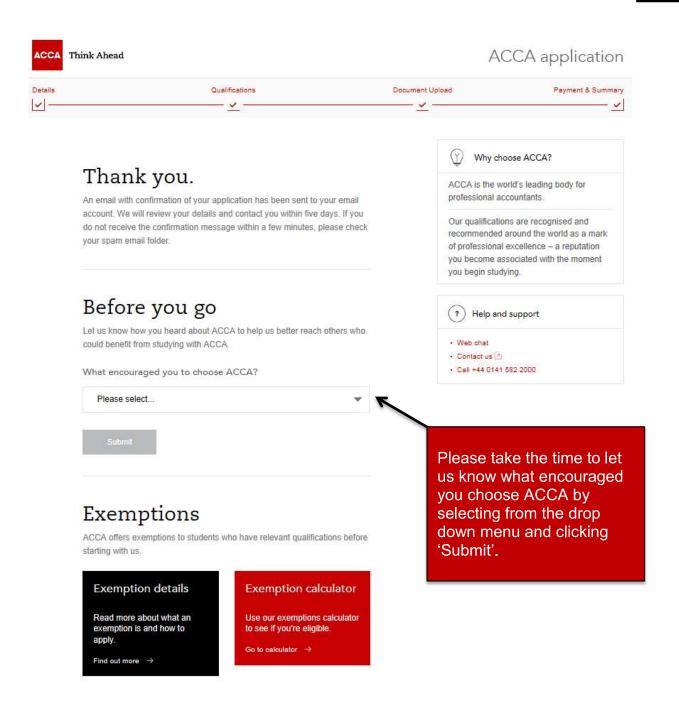


Registration cost

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

£79.00 registration fee

Registration cost 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. Once you have read the View terms and conditions / Bye-law 8 Terms & conditions / Byelaw 8, by clicking here, the I have read and agree to the terms & conditions / check box must be Bye-law 8 * 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 I wish to remain informed. Upon clicking 'Submit and pay' you will be redirected to the payment screen.



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