

ACCA Registration Process

2023

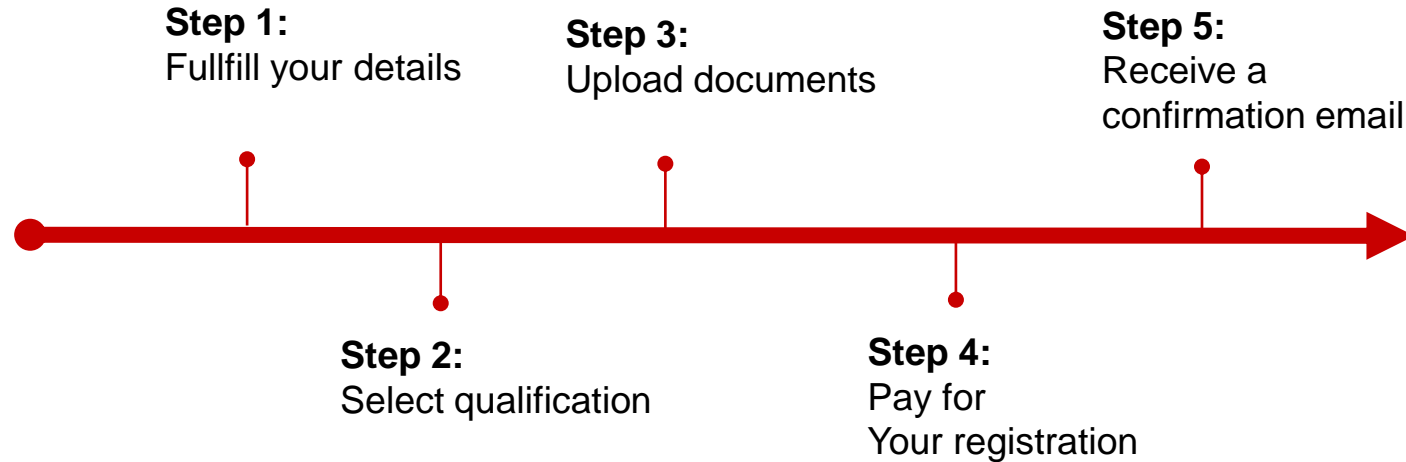
Step 1: Prepare your documents

1. Photo - This can be taken with your mobile phone
2. Accelerate Letter - Depends on the graduation date/year (if you still studying, you might ask your coordinator/Director of the Programme)
3. Identification document (ID) - This could be driving license, passport certificate of birth or any ID that shows the date of birth
4. Payment method – Debit card, credit card or other

Step 2: Go to the ACCA website

<https://www.accaglobal.com/acca-registration-intro.html>

ACCA registration process





ACCA application

Details Qualifications Document Upload Payment & Summary

1

2

3

4

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



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](#)



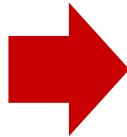
Please note that for students and members based outside of the UK and EU, your information will be transferred and held outside of the region of your residence and may be accessed by our local office in your country of residence.

[Read more](#)

Get started

Click here to begin the application process

Fullfill your name, last name
and email adress



ACCA Think Ahead ACCA application

Details Qualifications Document Upload Payment & Summary

1 2 3 4

Get started...

The application should be completed in English.
Please complete all fields marked with an asterisk. *

? Help and support

- [Web chat](#)
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- [Call +44 0141 582 2000](#)

First name ✓

Last name * ✓

Email address * ✗

✗ Check you have entered a valid email address

Continue →

Fullfill your details



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 1 *

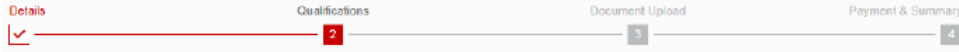
Address 2

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](#)





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


 **Help and support**


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

Select ACCA qualification




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


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

Show Details 


Select qualification


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'.


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 

Qualification selected 

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

Show Details 

Select qualification

In N1 Upload identification:
Upload your photo and ID



Progress bar: Details (✓) - Qualifications (✓) - Document Upload (3) - Payment & Summary (1)

Upload documents

Upload either an image or document (.doc, .docx, .pdf, .tiff, .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 in.
Your date of birth must be visible.

Help and support

- Web chat
- Contact us
- Call +44 0141 852 2000

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

Upload documents

Upload either an image or document (.doc, .docx, .pdf, .tiff, .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

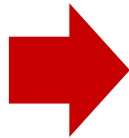
- a form of identification showing your date of birth (such as driver's license, passport or birth certificate)
- if your documents are not in English please provide official translations
- if your surname doesn't match your identification, your marriage licence or official notice of name change.

2 Upload entry requirements *

3 Upload exemptions

In N2 Upload entry requirement:

Upload the accelerate letter



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

x **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



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.

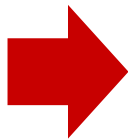
Our qualifications are recognised and recommended around the world as a mark of professional excellence – a reputation you become associated with the moment you begin studying.



Help and support

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Enter the registration code located on the left hand side of your accelerate letter



If you are part of the Accelerate Agreement, your registration fee might be 20 Pounds



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.

EXC

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)

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.

[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.

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

Exemption calculator

Why choose ACCA?

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

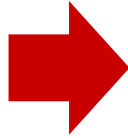
Our qualifications are recognised and recommended around the world as a mark of professional excellence – a reputation you become associated with the moment you begin studying.

Help and support

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- [Contact us](#)
- [Call +44 0141 592 2000](#)

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

Your ACCA number
might have 7 digits



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

**Good luck on your journey
to becoming an
ACCA Member!**

How to stay in touch

Email:

info@accaglobal.com

Telephone:

+44 (0)209 555 7256

Online:

www.accaglobal.com