

Think Ahead

ACCA

Accelerate your career

Online
Application
Guide

If you need help with any aspect of your application, contact our dedicated care team, *Connect*, who are available 24/7.

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ACCA

ACCELERATE

ACCA Accelerate – Online Registration Guide

Welcome to the ACCA Accelerate Online Registration Guide.

Registration is easy – you can do it at any time and it shouldn't take more than 15 minutes to submit the correct documents and provide us with everything we need.

Before you begin your application please ensure you have the following documents to hand:

- Proof of ID (birth certificate, passport or driving licence)
- A passport-sized photo (ideally with a white background) ensure the format is one of the following: .JPG, JPEG or .PDF
- ACCA Accelerate letter from your course tutor/head of department and your registration code
- If any of the documents have not been issued in English, please provide an official translation of the document in English

Please note, to simplify the process we accept pictures of your documents taken on a phone if you haven't got them in PDF format.

If you need help with any aspect of your application, or would like to speak to someone further about the different routes and options, we have a dedicated care team, *Connect*, who are available 24/7.

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- 1 Visit the ACCA Global website via: **www.accaglobal.com** and select 'apply now' which is shown on the right hand side of the screen.
- 2 Supply your personal details such as your name, date of birth, e-mail address (this will be your login) and a secure password of your choice.

Completing these details will generate a **unique reference number** which you can use to monitor the progress of your application.

- 3 Continue to fill in your details until you are required to complete your **Employment status**. Please select 'Studying with an ACCA partner programme'. On the following box, please enter the registration code as provided by your university course leader/head of department.

Employment status
 Studying with an ACCA partner programme
 Please enter the code provided by your partner here

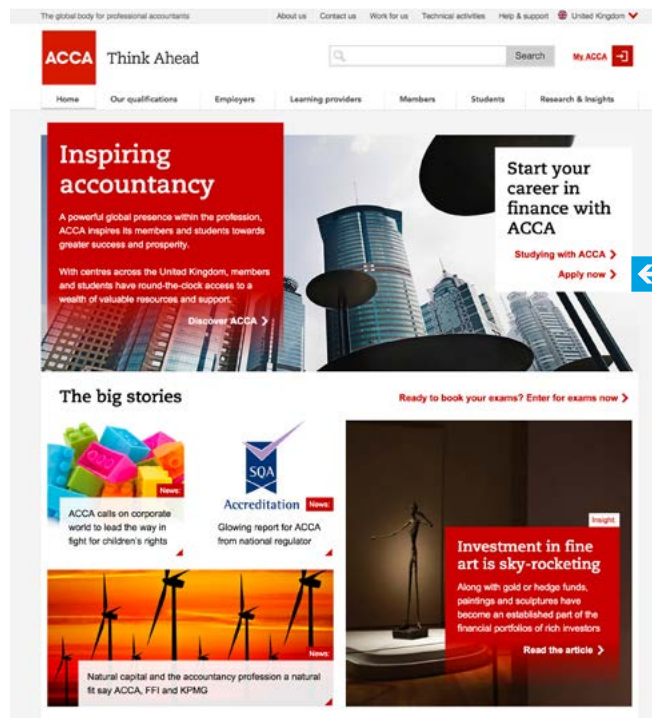
 Other professional accountancy qualifications [What's this?](#)
 If you hold a professional accountancy qualification which grants the right to practice in your country of residence, please indicate by crossing this box.

- 4 Once you have completed employment status and entered the registration code, you will see a list of qualification details followed by the following questions:

- Is a qualification you hold shown above? **'YES'**
- Does the qualification meet minimum entry requirements? **'YES'**
- Do you hold or are working towards any other qualifications not shown above? **'NO'**

Once you have selected the available options click **'next'** to continue.

- 5 The next page will be **Exam Status**; this page will determine whether you qualify for any exemptions and the exam papers you will be required to take.
- 6 The **Supporting Documents** page is where you will be required to upload any supporting documents (as previously mentioned) for your application with ACCA.



When asked for **'proof of minimum entry qualifications'** please upload Accelerate letter from your course tutor/ head of department.

- 7 Once all the relevant photo and supporting documents are uploaded, you will be able to view a summary of your application – this is important to ensure all your details are correct, however you can amend any details on the left hand side menu to return to a particular section. Once all the details are checked, tick the box to confirm that you have read and accepted ACCA's terms and conditions at the bottom of the page.
- 8 You will be directed to the payment page where the Initial Registration fee can be made. This fee is associated to your Accelerate code. Please refer to your university Accelerate agreement for details of the ACCA fees that you are liable to pay in future.

Any further discount associated to your Accelerate code will be applied within 30 days after you have received confirmation that your application has been successful.

We look forward to welcoming you to ACCA.