



## How to register to the ACCA?

### Fill in the online application

Go to [www.accaglobal.com/join/register/](http://www.accaglobal.com/join/register/)

#### **1. Account details**

- fill in your personal details and choose a password, which will enable you to log into the application anytime you wish to return

#### **2. Your application**

- read through the instructions and check the details

#### **3. Your details**

- state your employment status and fill in the details of your employer

#### **Employment details**

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\* Employment status

Employed

\* Job title

your job title

\* Company name

your company's name

\* Employment sector

Industry Commerce

If your employer is part of the ACCA Exchange employer service, please indicate their Exchange employer number

#### **Employer's address**

\* Country

\* Address

address of your employer

Town/city

County/state

Zip/postcode

#### **4. Your qualifications**

- Indicate, where have you studied your highest degree
- Add your qualifications

#### **5. Exam status**

- See the exemptions, which could be granted to you
- The ACCA qualification enables you to progress to a BSc. Diploma with the Oxford Brookes University by passing some of the ACCA exams and writing a thesis
  - If you do not wish to be included in this scheme, check the box “opt out”

Do you want to opt-out of getting a degree with Oxford Brookes University?

#### **6. Supporting documents**

- Upload your supporting documents:
  - Proof of any qualifications (with translations in English)
  - Proof of identity (copy of Passport)
  - Passport-style photo.

If your name is different from that on your ID card or passport, please include:

- photocopy of either your Marriage Certificate or Certificate of name change
- English translation of the document

#### **7. Your application summary**

- Check the summary of your application and indicate that you have read the terms and conditions

#### **8. Payment**

- click “Pay online”

The screenshot shows a navigation menu on the left with eight items, each with a red bar and a white checkmark icon. The items are: 1. Account details, 2. Your application, 3. Your details, 4. Your qualifications, 5. Exam status, 6. Supporting documents, 7. Your application summary, and 8. Payment. The '8. Payment' item is highlighted with a grey background. To the right of the menu is the 'Payment' section. It contains the following text: 'We only accept Pounds Sterling on all transactions made.', 'If you are paying with an international credit card please ensure this has been enabled to process payments in Pounds Sterling.', and 'Exchange students - we realise that your employer may have agreed to pay some or all of your fees. You can either choose to pay your registration fee now, or skip payment. If you choose to skip payment your employer will be invoiced for the fee shown below.' Below this text is a table with two columns: 'Registration Fee' and '77'. The currency 'GBP' is shown above the '77'. At the bottom right of the table are two red buttons: 'Skip' and 'Pay online'. At the bottom of the page, it says 'Refunds will only be issued where requested'.

	GBP
Registration Fee	77