

ACCA 注册及报考指引



Think Ahead

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Public

欢迎注册ACCA

注册ACCA，只需简单**4步**，用时**10分钟**

Details
填写基本资料



Qualification
选择注册ACCA或FIA



Document upload
上传资料



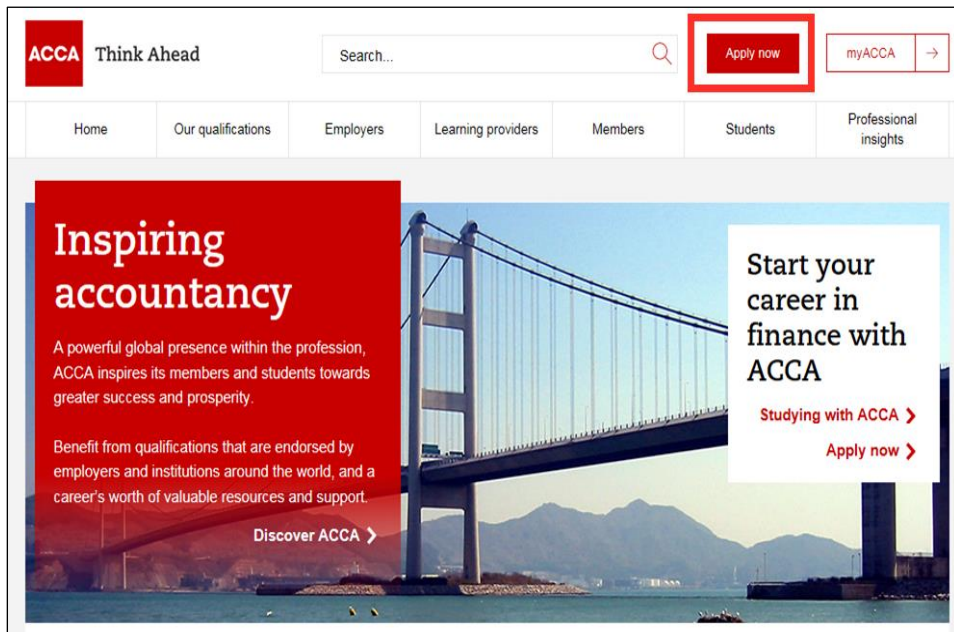
Payment & summary
支付注册费并提交申请

*您可以选择一次性完成注册，或分开几次完成。

每完成一步点击“Save and continue”都可以对已完成部分进行保存，
方便之后用邮箱再次登录，继续完成整个注册流程。

登录ACCA全球官网：www.accaglobal.com

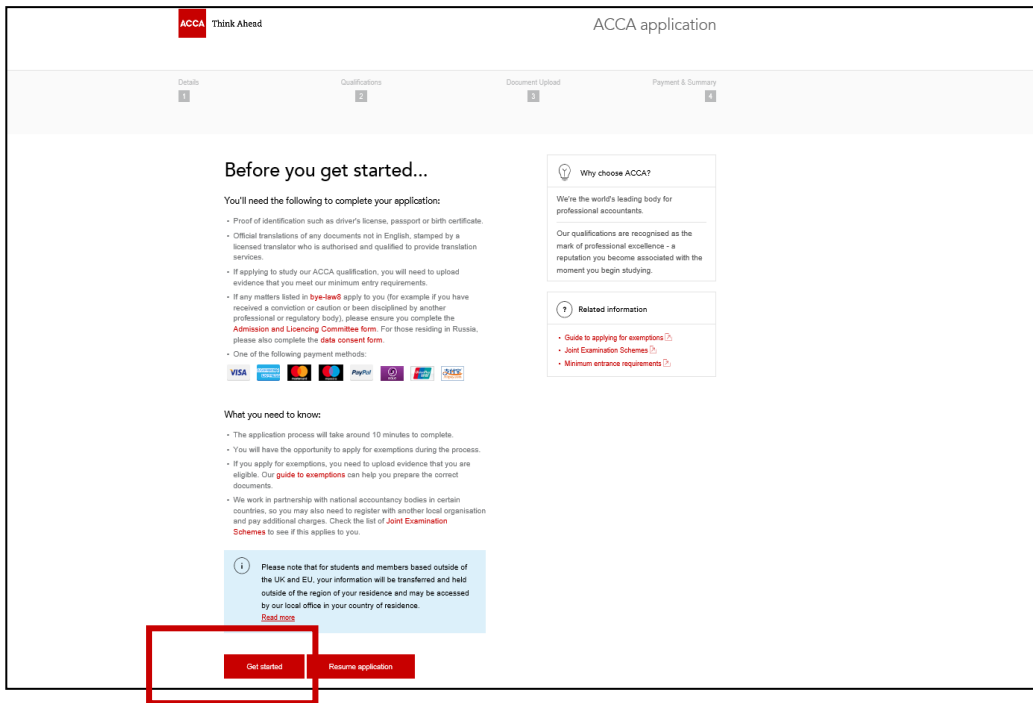
- 点击首页 “Apply now”



开始注册

■ 点击左下方红色按钮 “Get started” 。

■ 在注册过程中，如需即时帮助，您可以点击页面右侧Web chat与ACCA注册顾问在线对话。



第一步 填写基本信息

带*号为必填项

Get started

The application should be completed in English.

The name you enter here must match your official identification.

Please complete all fields marked with an asterisk. *

Title *

Miss

✓

First name

Xiaoming

✓

Last name *

li

✓

Email address *

12387467@qq.com

✓

Your details

Date of birth *

Day

Month

Year

10

August

1999

✓

Gender *

☒ Female

☐ Male

Nationality *

Chinese

✓

■ Title

选择您的称呼

■ First name

填您的名字的拼音

■ Last name

填您的姓的拼音

■ Email address

正确填写您的常用邮箱

■ Gender

选择您的性别

■ Date of Birth

正确填写您的出生日期

(需与身份证明一致)

■ Nationality

选择您的国籍

第一步 填写基本信息

带*号为必填项

Address information

Please note we can only accept english characters

Country/Region of residence *

China, Peoples Rep of

Company

ACCA

Address 1 *

Room3001, No. 138, Tianhe road

Address 2

Add another address field

Town/City *

Guangzhou

State

Province

Guangdong

Postcode/ Zip code

510000

Phone (mobile preferred) *

+86 - 13213213213

■ Country of residence

选择您的居住国

■ Company

填写目前的公司名称（如有）

■ Address 1

正确填写常住地址

■ Town/City

正确填写常住城市

■ State

不填

■ Province

正确填写常住省份

■ Passcode/ Zip code

正确填写常用地址的邮编

■ Phone

选择国家区号后，正确填写11位数手机号码

第一步 填写基本信息

带*号为必填项

i

Data and privacy

By filling in this form and clicking the tick box, I give my consent that ACCA can:

- collect, use, transfer and share the personal information I have entered according to ACCA's privacy notice
- process and contact me about industry news, events, career tips and other information relevant to their qualification or to me, e.g. ACCA Application guidance (Chinese Version) via the official email address, our monthly e-magazine, potential and relevant events/activities information
- I understand I may also receive inquiry call from ACCA and ACCA authorized partners to help me regarding my ACCA application and study for ACCA.

You can update your information or opt-out from communication at any point by [contacting us](#). ACCA may share information with suppliers and auditors.

Please note that for individuals based outside the UK, your information will be held in ACCA's main information systems which are located in the EU and maybe accessed by ACCA's local office in your country of residence. ACCA processes information within the EU, but may also transfer data outside the EU as part of its operations and service delivery.

For more information on how your information and rights are respected, please see our [privacy notice](#), or contact privacy@accaglobal.com.

☒ I agree to the above terms

Save and continue

→

■ 在注册条款处打钩，并点击“**save and continue**”进行下一步。

第二步 选择注册资格

ACCA Think Ahead

ACCA application

Details ☒ Qualifications ☒ Document Upload ☐ Payment & Summary ☐

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

Diploma in International Financial Reporting
Entry requirements:
Professional accountants and auditors working in practice and industry and qualified in national accounting standards are eligible to take the qualification. Practitioners not yet qualified, but who can verify entry requirements are also eligible.

More information

Select qualification

[Accessibility](#) [Legal & copyright](#) [Data protection & cookies](#)

根据实际情况，点击选择注册ACCA或FIA资格

■ 选择ACCA 或 FIA Qualification

■ 点击“Save and Continue”



第三步 上传资料

上传文件注意事项：

- 所有非英语的文件原件均需准备已**加盖公章的翻译件**。（翻译件可盖单位/学校/翻译公司公章）
- 原件与翻译件都需要上传。
- 翻译件模板可点击[此处](#)查看。
- 所有文件不能超过5MB，格式需为：doc, docx, pdf, tif, bmp, jpg, gif或png。



第三步 上传资料

关于免考：

- 点击[此处](#)，可查看中国大陆相关学历的免考政策。
- 点击[此处](#)，可在ACCA全球官网查找各类资格免考政策。
- 如果相同的文件已在“upload entry requirement”上传，则无需在“Apply for exemptions”处重复上传。
- 所有免考科目均以ACCA英国总部最终审核为准。

第三步 上传资料

1. Upload identification

上传身份证明

如果您使用身份证作为身份证明，请在此处上传：

- ☐ 身份证原件正反面
- ☐ 已盖公章的身份证翻译件

如果您使用护照作为身份证明，请在此处上传：

- ☐ 护照信息页，无需翻译件

注意：

- 如果您注册的是FIA，则只需上传身份证明，无需上传后面步骤所列出的学历证明。
- 如果您有参与Exchange项目，请在此处上传Exchange authorization form（EAF）。有关EAF表格的获取可咨询您的老师或项目负责人。

Upload documents

Upload either an image or document (.doc, .docx, .pdf, .tif, .bmp, .jpg, .gif, .png) **Make sure files are less than 5MB**

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 582 2000

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)
- Where documents have been issued in a language other than English, we require a copy of the original language documents and a copy of an official English translation.
- If your surname doesn't match your identification, your marriage licence or official notice of name change.

2

Upload entry requirements *

3

Apply for exemptions

Continue

→

第三步 上传资料

2. Upload entry requirements

上传注册ACCA所需的最低学历证明

如果您是大专以上学历的已毕业人士，请在此处上传：

☐ 毕业证原件

如果您是本科大二及以上的在读生，请在此处上传：

☐ 学校出具的在校证明原件

☐ 成绩单原件

注意：所有非英语原件均需同时上传及已盖章的翻译件。

Upload documents

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)

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 ALevels in five separate subjects including Maths and English or their equivalent.
- We accept photographs of qualification documents.

3

Apply for 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 [\[i\]](#)
- Call +44 0141 582 2000

第三步 上传资料

3. Apply for exemptions

如果您需要申请免考，请在此处上传文件。

1) 如果您是本科会计类专业（如会计、财务管理等）的毕业生，请在此处上传：

☐ 学位证原件

2) 如果您是会计类专业（如会计、财务管理等）本科在读及以上在读生，请在此处上传：

☐ 成绩单

☐ 在校证明

3) 如果您有CICPA等的其他国内外财会专业资格，也请一并上传相关证书或证明。

4) 海外学历和MPAcc需要上传证书和成绩单。

注意：所有非英语原件均需同时上传及已盖章的翻译件。

Upload documents

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 *

3

Apply for exemptions

Add file(s)

ACCA offers exemptions to students who have relevant qualifications before starting with us. If you would like to apply for exemptions, we will need the following:

- Official proof of any qualifications, including full academic transcripts and award certificates
- Where documents have been issued in a language other than English, we require a copy of the original language documents and a copy of an official English translation

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 582 2000

第三步 上传资料

- 每次可同时上传多份文件。
- 上传成功会显示绿色。
- 所有文件上传完毕后，点击 “Save & Continue” 继续下一步。
- 如果在注册成功后，您有新的资格证书符合免考申请，可以在之后把相关资格证明发邮件给ACCA英国总部申请追加免考。

邮箱：students@accaglobal.com

ACCA Think Ahead

ACCA application

Details Qualifications Document Upload Payment & Summary

Upload documents

Upload either an image or document (.doc, .docx, .pdf, .tif, .bmp, .jpg, .gif, .png). Make sure files are less than 5 MB

1 Upload Identification

2 Upload entry requirements

Add file(s)

Degree translation.pdf 0.2 MB

Degree.pdf 0.2 MB

Graduation certificate translation.pdf 0.2 MB

Graduation certificate.pdf 0.2 MB

3 Apply for exemptions

Back Save and continue

Accessibility Legal & copyright Data protection & cookies

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 (0)141 582 2000

第四步 支付首次注册费并提交申请

- 此页面将最后与您确认您的邮箱地址与所需注册的资格证书。
- 如确认无误，请把此页面继续往下拉。

Complete your application

Your email address:
[redacted]@hotmail.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.

输入3位字母Exchange Code

Apply code

此处为项目代码：

- 若无，则无需填写；
- 若有，填写后点击“Apply code”（如Exchange code，这个代码需要向您的老师或项目负责人咨询）。

第四步 支付首次注册费并提交申请

在此页面，显示您需要交纳的首次注册费

- 请在**Terms & Conditions**处打钩。
- 我们建议您在是否愿意接收有关ACCA资讯栏目里打钩，以便您能及时收到ACCA重要信息。
- 点击 “Go to payment”。

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 *

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.

Please be patient and do not navigate away from the payment screen until your payment has been processed.

←

Back

Go to payment

第四步 支付首次注册费并提交申请

在此页面，将显示四种支付方式，分别是：

- 信用卡
- 支付宝（仅中国大陆使用）
- 银联卡（借记卡）
- 贝宝

请选择其中一种支付方式展开继续完成支付。

i

If you are paying by credit or debit card from outside the UK, your card must be enabled to make international payments (GBP). Please contact your card provider to confirm that this has been done before making your payment.

Please select your payment method

Total payment amount GBP 79.00

Credit Card

▼

AliPay

▼


UnionPay

▼

PayPal

▼

previous



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成功提交注册

- 成功支付首次注册费后，您的ACCA注册申请将提交至ACCA英国总部进行审核。审核在**10个工作日内**完成，并以邮件的形式通知您是否已注册成功。
- 提交注册后，在此页面将显示您的**7位数字的ACCA ID**。请务必谨记您的**ACCA ID**，这也是您以后登录myACCA进行报考和缴费等事项的登录账号。您的ACCA ID 也会在您提交注册数分钟后发送到您的注册邮箱里，如无收到，请查找你的垃圾邮箱。
- 在收到ACCA ID后，您可以到ACCA全球官网上登录您的myACCA设置密码。

ACCA Think Ahead

ACCA application

Details Qualifications Document Upload Payment & Summary

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.

Your ACCA id is 3690009

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

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.

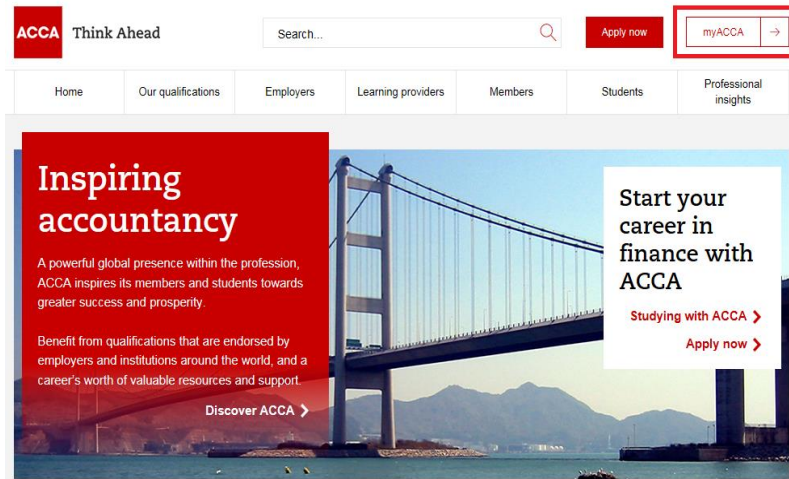
Help and support

- Web chat
- Contact us
- Call +44 141 552 2000

设置个人my ACCA账号登录密码

首次登录myACCA需要先设置密码

- 登录ACCA全球官网www.accaglobal.com，点击右上角“myACCA”。



- 输入您的7位数字ACCA ID，并点击“New user-set your password”进行密码设置。



Sign in to MyACCA

Insert your username and password below to access your secure personal MyACCA account.

Username

Password

Sign in to MyACCA

[Forgotten your username?](#)

[Forgotten your password?](#)

New user - set your password

[Existing password - signing in](#)

Keeping your contact and employment details up to date will allow us to contact you and tailor our communications to your needs.

Remember to save any changes you make. For your personal security you will automatically be logged out of your account after 10 minutes of inactivity.

考试相关信息

Exam information



Think Ahead

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ACCA 学员、准会员与会员的区别

学员 Student

- 已成功注册ACCA并正在考试当中。

准会员 Affiliate

- 已成功通过ACCA13门考试。

会员 Member

- 已通过ACCA专业资格13门课程考试、完成通过职业道德与专业技能模块、并具有36个月以上财会相关工作经验，向ACCA提出会员申请并得到ACCA总部的确认。ACCA会员可以称自己为“特许公认会计师”，并在名片上印ACCA。



ACCA考试相关常用链接

- ❑ ACCA [报名时间及其他重要日期](#)
- ❑ ACCA [考试日期](#)
- ❑ ACCA [考试费用](#)
- ❑ ACCA [学习资源](#)
- ❑ ACCA [随时机考中心](#)
- ❑ ACCA [认可教材出版](#)
- ❑ ACCA [认可培训机构（中国区）](#)
- ❑ ACCA [免考查询](#)

报考指引

Exam entry



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登录 *myACCA*

The global body for professional accountants About us Contact us Find an accountant Technical activities Help & support Hong Kong ▾

ACCA Think Ahead Search... Apply now myACCA →

Home Our qualifications Employers Learning providers Members Students Professional insights

**Inspiring
accountancy**

A powerful global presence within the profession, ACCA inspires its members and students towards greater success and prosperity.

Benefit from qualifications that are endorsed by employers and institutions around the world, and a career's worth of valuable resources and support.

Discover ACCA >

**Start your
career in
finance with
ACCA**

Studying with ACCA >

Apply now >



Sign in to MyACCA

Insert your username and password below to access your secure personal MyACCA account.

Username

Password

Sign in to MyACCA

[Forgotten your username?](#)

[Forgotten your password?](#)

[New user - set your password](#)

[Having problems signing in?](#)

在首页点击 “Book an exam” 进入Exam Entry

The screenshot displays the ACCA Student dashboard. On the left is a sidebar with navigation links: Dashboard, My qualification, Fees & transactions, Documents & downloads, and My details. The main content area is titled 'Your overview' and contains several sections. The top section is split into two columns: 'MY QUALIFICATION' showing 'ACCA Student' with a 'View progress' link, and 'ACCOUNT BALANCE' showing '£0 due' with a 'View transactions' link. The bottom section is also split: 'ACCA KEY DATES' lists 'Annual subscription was due on 01 January 2020', 'June exams 1-5 June 2020', and 'September exams 7-11 September 2020'; 'COMMON ACTIONS' contains four links: 'Book an exam' (highlighted with a red box), 'View your certificates', 'Print a transcript', and 'Record your practical experience'. Each link in the 'COMMON ACTIONS' section has a small external link icon.

Dashboard

- My qualification
- Fees & transactions
- Documents & downloads
- My details

Your overview

MY QUALIFICATION

ACCA Student

[View progress](#)

ACCOUNT BALANCE

£0 due

[View transactions](#)

ACCA KEY DATES


- Annual subscription was due on 01 January 2020
- June exams 1-5 June 2020
- September exams 7-11 September 2020

COMMON ACTIONS

- [Book an exam](#)
- [View your certificates](#)
- [Print a transcript](#)
- [Record your practical experience](#)

点击 **Add an exam**


Plan and pay for your next exams

 SPD test10 Do not suspend - Registration number: 2670846

1 Plan 2 Confirm availability 3 Pay

Your plan

Add an exam



You have no exams in your plan yet



选择考点、考季和考试科目

ACCA Think Ahead

Available exams

Choose location

June 2019 STANDARD September 2019 EARLY

Performance Management (PM)

Taxation (TX)

Financial Reporting (FR)

Audit and Assurance (AA)

Financial Management (FM)

In order to plan the Strategic Professional exams, you must first have passed or added all the Applied Knowledge and Skills exams to your plan.

[Need help?](#)

选择考试形式，确认考点，点击 “add to your plan”

The screenshot shows the ACCA 'Think Ahead' website interface. At the top, there's a header with the ACCA logo and 'Think Ahead' text. Below it, a banner for 'Available exams in Guangzhou' features a city street scene and a 'Change location' button. The main content area has two tabs: 'June 2019 STANDARD' and 'September 2019 EARLY'. Under the 'September 2019 EARLY' tab, the 'Performance Management (PM)' exam is selected. A 'Select Exam Method:' section shows three options: 'On-demand', 'Session CBE' (which is highlighted with a red border), and 'Paper'. To the right, a confirmation message states: 'You've selected Performance Management (PM) (SESSION CBE) in Guangzhou, China, Peoples Rep of in June 2019.' Below this, the price is listed as '£108.00' and there is a link for 'Further Pricing Information'. A red 'Add to your plan' button is prominently displayed. Below the exam selection, there are dropdown menus for 'Taxation (TX)', 'Financial Reporting (FR)', and 'Audit and Assurance (AA)'. The bottom of the page shows a navigation bar with 'CALL US' and 'CONTACT US' links.

- 如需报考AB-LW的机考，无需在此页操作，请直接与机考中心联系。
- 机考中心名录就点击[此处](#)。

点击 “**Confirm availability**” 和科目名称确认机考考点和考位（笔考无需此步）

1 Plan 2 Confirm availability 3 Pay

✓ Performance Management (PM) has been added to your plan.

Your plan [Add an exam](#)

June 2019

Session CBE

Performance Management (PM) ×

Pending Availability and Payment £108.00

Subtotal £108.00

[Need help?](#)

Session CBE Booking

You will now be transferred to our booking partner in order to confirm the availability of your chosen exam.

Confirm availability

Pay Now

Account balance £0.00
Total £108.00

☐ I accept the [terms and conditions](#) of booking

Please ensure that your account balance is kept up to date. You will be required to submit any outstanding fees that are due for payment with your exam entry fee.

[Proceed to Payments](#)



Confirm availability

Dashboard

Computer-Based Exams

Select Exam

- **CBE_PM_NA: Performance Management (PM)**

Exam Catalogue

- **Enemy: Enemy test**

Booked Computer-Based Exams

You do not have any computer-based exams booked.

确定机考科目的考点是否有考位

Find an appointment

CBE_PM_NA: Performance Management (PM)

Country/Region:

China

Shanghai

Shanghai

St

06/01/2020

Search

Calendar for June 2020:

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

- 选择国家和城市
- 点击蓝色图标显示日历
- 从日历中选择该科目考试日期（请留意官网不同科目的考试日期）
- 点击search 搜索考点

再次确定所预约考试的信息

Cart

!

Review and confirm personal information to avoid issues on test day.

Description	Details	Actions
Exam CBE_PM_NA: Performance Management (PM) Language: English Exam Length: 60 minutes	Appointment Wednesday, 9 December 2020 Start Time: 12:45 pm GMT Change Appointment Location ACCA Glasgow 110 Queen Street Glasgow G1 3BX United Kingdom Change Test Centre	Remove

You must schedule all pre-authorised exams before you can proceed to pay.

确认报考信息后，在terms and conditions前打钩，
点击“**Proceed payment**”支付考试费

Advanced Financial Management (AFM)

Booked

Details Cancel

June 2019

Paper

Strategic Business Leader (SBL) ×

Guangzhou (1996), China, Peoples Rep of

15:00 4th June 2019

£180.00

Pending payment

i

Dual Session Booking allows you to book across 2 exam sessions at the same time. Booking in advance ensures you always get the best available exam fees.

Subtotal

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