

The ACCA logo is a red square with the letters 'ACCA' in white, bold, sans-serif font.

ACCA

30  
IN CHINA

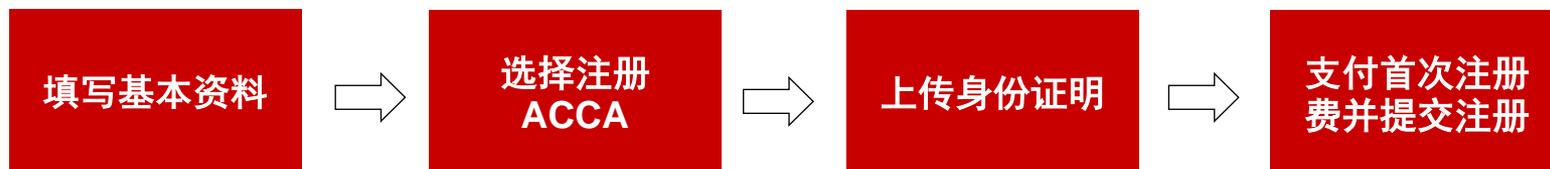
# ACCA

# Registration Guide

Think Ahead

# 欢迎注册ACCA

注册ACCA，只需简单4步，用时10分钟



\*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。

ACCA

30  
YEARS  
IN CHINA

登录ACCA全球官网  
[www.accaglobal.com](http://www.accaglobal.com)

点击首页 “Apply now”

The screenshot shows the ACCA website homepage. At the top left is the ACCA logo and the slogan "Think Ahead". A search bar is located to the right of the logo. Further right are two buttons: "Apply now" and "myACCA" with a right-pointing arrow. Below the header is a navigation menu with the following items: Home, Our qualifications, Employers, Learning providers, Members, Students, and Professional insights. The main content area features a large banner with a background image of a suspension bridge over water. On the left side of the banner, there is a red box with the text "Inspiring accountancy" and a paragraph: "A powerful global presence within the profession, ACCA inspires its members and students towards greater success and prosperity." Below this is another paragraph: "Benefit from qualifications that are endorsed by employers and institutions around the world, and a career's worth of valuable resources and support." At the bottom of this red box is a button that says "Discover ACCA" with a right-pointing arrow. On the right side of the banner, there is a white box with the text "Start your career in finance with ACCA". Below this is a button that says "Studying with ACCA" with a right-pointing arrow, and another button below it that says "Apply now" with a right-pointing arrow.

Think Ahead

## 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。

Details **1**
Qualifications **2**
Document Upload **3**
Payment & Summary **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.
- 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 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.

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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](#)

Get started

Resume application

## 第一步 Details

### 填写个人基本信息 (带\*号为必填项)

- First name  
填您的名字的拼音
- Last name  
填您的姓的拼音
- Email address  
请务必正确填写您的  
常用邮箱
- 点击“Continue”继续

ACCA Think Ahead

ACCA application

Details 1 Qualifications 2 Document Upload 3 Payment & Summary 4

### Get started

The application should be completed in English.

Please complete all fields marked with an asterisk.\*

First name

 ✓

Last name \*

 ✓

Email address \*

 ✓

Help and support

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

Continue →

## 第一步 Details

- 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
- Country of residence  
选择您的居住国
- Passcode/ Zip code  
正确填写常用地址的邮编
- Address 1  
正确填写常用地址
- Town/City  
正确填写常住城市
- Phone  
选择国家区号后，正确填写11位数手机号码

### Your details

Gender \*

Female  
 Male

Date of birth \*

Day Month Year

7 May 1990

Nationality \*

Chinese

### Address information

Country of residence \*

China, Peoples Rep of

Postcode/ Zip code

510620

Address 1 \*

Room 2107, 208 Tianhe Road

Town/City \*

Guangzhou

Phone (mobile preferred) \*

+86- 13480224745

i 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](#)

Save and continue
→

## 第二步 Qualifications

### 选择注册ACCA

- 选择ACCA Qualification
- 点击“Save and Continue”

The screenshot shows a web interface for selecting a qualification. At the top, there are four steps: Details (checked), Qualifications (2), Document Upload (3), and Payment & Summary (4). The main heading is 'Select qualification'. On the right, there is a 'Help and support' section with links for 'Web chat', 'Contact us', and 'Call +44 (0)141 582 2000'. Two qualification options are listed:

- Foundations in Accountancy (FIA)**: Entry requirements: None, it's open access. Below it is a 'More information' dropdown and a 'Select qualification' button.
- 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. Below it is a 'More information' dropdown and a green bar that says 'Qualification selected'. A green checkmark icon is to the right of this bar.

At the bottom, there are two buttons: 'Back' and 'Save and continue'.

## 第三步 Document Upload

### 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
- 如图，点击upload identification里面的 Add file(s) 开始上传

## Upload documents

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 \*
▲

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

→

💡
Tips

You can take a picture of your documents rather than scanning them.

---

Your date of birth must be visible.

?
Help and support

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

## 第三步 Document Upload

### 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



## 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 *
<div style="border: 1px dashed gray; padding: 20px; margin: 10px auto; width: 80%;"> <div style="background-color: red; color: white; text-align: center; padding: 10px; margin: 0 auto; width: 60%;">Add file(s)</div> </div> <p>We need the following to process your application</p> <ul style="list-style-type: none"> <li>A form of identification showing your <b>date of birth</b> (such as driver's license, passport or birth certificate)</li> <li>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.</li> <li>If your surname doesn't match your identification, your marriage licence or official notice of name change.</li> </ul>	

2	Upload entry requirements *
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 [📄](#)
- Call +44 0141 582 2000

## 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
- ✓ 已盖公章的毕业证翻译件

如果您是本科大一以上的在读生，请在此处上传：

- ✓ 学校出具的在校证明原件
- ✓ 已盖公章的在校证明翻译件
- ✓ 成绩单原件
- ✓ 已盖公章的成绩单翻译件



## Upload documents

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)

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 Apply for exemptions ▼

Continue →

💡 **Tips**

You can take a picture of your documents rather than scanning them in.

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Your date of birth must be visible.

? **Help and support**

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

**注意：**

如果您日后需要申请牛津布鲁克斯学位（OBU）项目，也请在此处上传英语水平证明，如英语六级或雅思等。您需要在F7，8，9任意一门均未通过之前把证明发邮件给ACCA总部。

## 第三步 Document Upload

### 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。

如果您是本科会计专业的毕业生，  
请在此处上传：

- ✓ 学位证原件
- ✓ 已盖公章的学位证翻译件

如果您是会计专业本科大三及以上在读，  
请在此处上传：

- ✓ 成绩单及在校证明
- ✓ 以上文件的已盖公章的翻译件

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。

海外学历和MPacc需要上传成绩单及已盖章的  
翻译件



### Upload documents

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 \* ▼

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

\*[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

\*如果同样的文件已经在“upload entry requirement”处上传过了，  
则无需在此处重复上传。

\*所有免考科目均以ACCA英国总部在收到免考资料后的审核为准

## 第三步 Document Upload

### 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

1 Upload identification \*

2 Upload entry requirements \*

3 Apply for exemptions

Add file(s)

DSC00369.JPG  
0.4 MB

ACCA offers exemptions to students who have relevant qualifications before starting with us. If you would like to apply for exemptions, upload your document(s) for consideration.

Back Save and continue

## 第四步 Payment & Summary

### 支付首次注册费提交注册

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。

Think Ahead

ACCA application

Details
Qualifications
Document Upload
Payment & Sum...

✓
✓
✓
4

### Complete your application

Your email address:  
46546435@qq.com

---

**Qualification**

You have selected to study:

Foundations in Accountancy (FIA)

Entry requirements: None, it's open access

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.

© ACCA

Think Ahead

## 第四步 Payment & Summary

### 支付首次注册费提交注册

在此页面，显示您需要交纳的首次注册费79英镑

- 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 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**

---

**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 \*

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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.

**Go to payment**

**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.

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**Help and support**

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

## 第四步 Payment & Summary

### 支付首次注册费提交注册

在此页面，将显示四种支付方式，分别是：

- 信用卡
- 支付宝
- 银联卡
- 贝宝

请选择其中一种支付方式展开继续完成支付



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

## 成功提交注册申请

- 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My ACCA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My ACCA设置密码（操作请看下一页），之后可登录My ACCA查看申请进度。

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 3693859

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

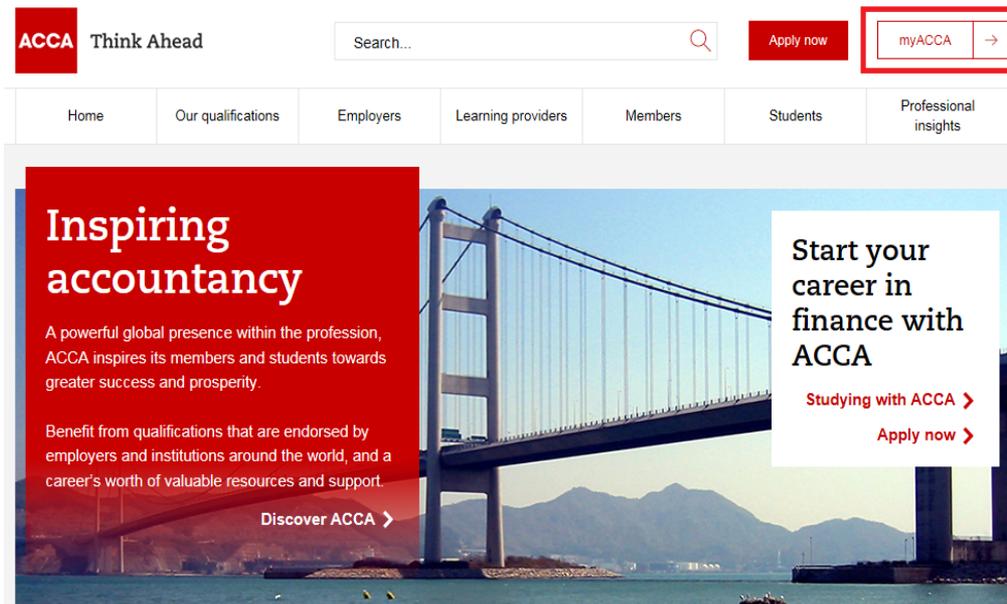
Why choose ACCA?

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 0141 562 2000



## 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?](#)

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.

## 首次登录My ACCA需要先设置密码

- 登录ACCA全球官网，点击右上方“My ACCA”
- 输入您的7位数字ACCA ID，并点击“New user-set your password”进行密码设置

ACCA

30  
YEARS  
IN CHINA

# ACCA

## 考试相关信息



Think Ahead

# ACCA学员、准会员及会员

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  
ACCA14门考试

会员

**Member**

已通过ACCA专业资格14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。

# 报名时间

以下是目前各报考时段的截止时间及出成绩时间，详情请点击[此处](#)到ACCA全球官网查看。

	2018年9月	2018年12月
报考开放时间	2018-2-6	2018-5-16
早报阶段截止到	2018-5-14	2018-8-13
常规阶段截止到	2018-7-30	2018-10-29
后期阶段截止到	2018-8-6	2018-11-5
成绩公布时间	2018-10-15	2019-1-14

**\*修改报考的截止时间是各个考季的常规报考截止时间（包括修改考点、增加、减少考试科目和退考）**

# 报考费用

以下是目前各报考时段报考价格，详情请点击[此处](#)到ACCA全球官网查看。

考试阶段	报考时间	2018年3月	2018年6月
第一阶段 知识课程 F1-3	提前时段	中国区无全球统考，请联系机考中心。  <a href="#">点击此处查看机国内机考中心名录。</a>  (其中技能课程F4也包括在内)	
	常规时段		
	后期时段		
第二阶段 技能课程 F5-9	提前时段	£ 100	
	常规时段	£ 108	
	后期时段	£ 277	

# 报考费用

以下是目前各报考时段报考价格，详情请点击[此处](#)到ACCA全球官网查看。

ACCA专业资格-成就未来（ACCA Qualification-the Future）中的创新科目“战略商业领袖”（Strategic Business Leader，简称“SBL”）将于2018年9月正式上线。原来的P1和P3 会被“战略商业领袖”考试取代。

第三阶段 核心课程SBR 第四阶段 选修课程P4-7	提前时段	£ 125
	常规时段	£ 136
	后期时段	£ 307
第三阶段 核心课程 SBL	提前时段	£ 180
	常规时段	£ 190
	后期时段	£ 307

# ACCA考试相关重要连接

点击[此处](#)，查看ACCA考试时间

点击[此处](#)，查看ACCA考点（F1-4 on-demand 机考考点）

点击[此处](#)，查看ACCA考点（分季统考考点）

点击[此处](#)，查看ACCA考试大纲和历年考题

点击[此处](#)，查看ACCA认可教材出版商

点击[此处](#)，查看ACCA认可培训机构（中国区）



ACCA



30  
YEARS  
CHINA



更多ACCA资讯  
请登录ACCA全球官网  
[www.accaglobal.com](http://www.accaglobal.com)

或ACCA中文官网查询  
[cn.accaglobal.com](http://cn.accaglobal.com)

Think Ahead



ACCA

30  
YEARS  
IN CHINA

# ACCA Connect

**全球服务中心全天24小时，  
全年365天每时每刻为您提供支持!**

+44 (0) 141 582 2000  
[students@accaglobal.com](mailto:students@accaglobal.com)

Think Ahead

## ACCA 北京代表处

邮箱: [accabj@accaglobal.com](mailto:accabj@accaglobal.com)

电话: 010-65352400

所辖范围: 北京, 黑龙江, 吉林, 辽宁, 河北, 天津, 山东, 山西, 陕西, 宁夏, 甘肃, 内蒙古, 新疆, 青海



## ACCA 上海代表处

邮箱: [accashanghai@accaglobal.com](mailto:accashanghai@accaglobal.com)

电话: 021-51535200

所辖范围: 上海, 江苏, 浙江, 湖北, 河南, 四川, 重庆, 安徽, 江西, 西藏



## ACCA 广州代表处

邮箱: [accagz@accaglobal.com](mailto:accagz@accaglobal.com)

电话: 020-87557932

所辖范围: 广东, 广西, 福建, 湖南, 云南, 贵州, 海南



The ACCA logo is a red square with the letters 'ACCA' in white, bold, sans-serif font.

ACCA

The '30 Years' logo features the number '30' in a large, bold, red font, with the word 'YEARS' in a smaller, white, sans-serif font positioned vertically to its right.

30  
YEARS

The text 'Welcome to join!' is written in a large, bold, red, sans-serif font, centered horizontally across the middle of the image.

Welcome to join !

The slogan 'Think Ahead' is written in a white, sans-serif font in the bottom right corner of the image.

Think Ahead