ACCA Online Application Guidelines

To prevent some of the internal problems that might occur during registration process all application should be started:
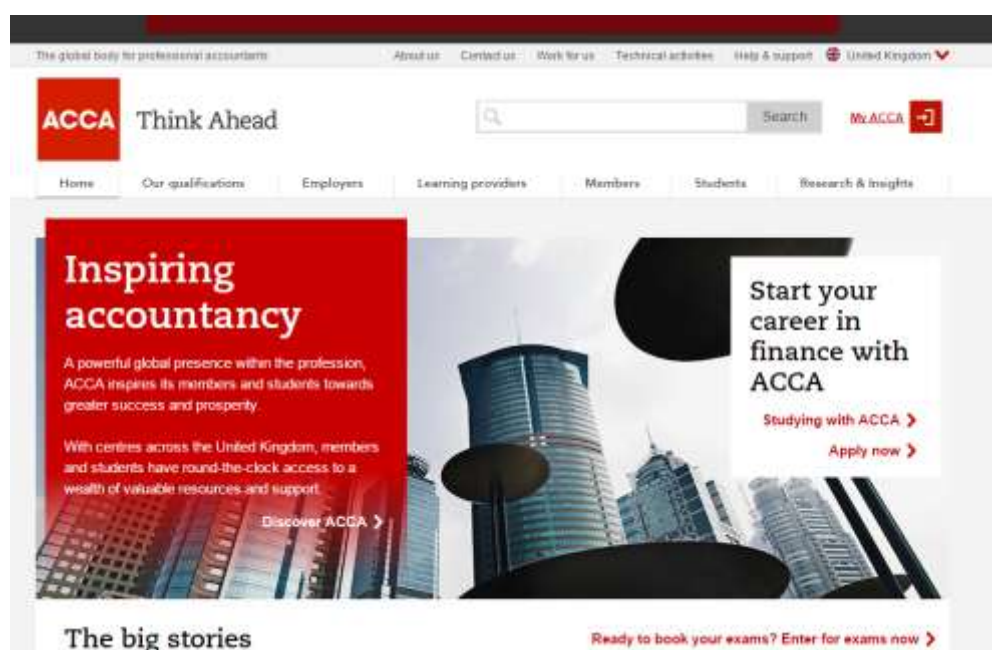
- "New Incognito window" – for Google Chrome

It is recommended by ACCA to use Google Chrome browser when creating online registration.

Other internet browsers that can be used are:

- "In Private browsing" – for Internet Explorer
- "New private window" – for Firefox
- Opera browser should not be used to register students

Using "in Private browsing" option go to http://www.accaglobal.com and click on the "**Apply Now"** button on the right hand menu as per below screenshot.

Section 1: Account details

Here you give your personal details such as your name, date of birth, email address and a secure password of your choosing. Once these details are provided you will be given a reference number which you can use to monitor the progress of your application. The password that you create in this section will be used to access the *myACCA* student portal once your registration is completed.

Your email address must be unique and not shared with anyone else. If the email address already exists on our database you can create a new address from this screen using ACCA's free email service *accamail*.

1. Account details
2. Your application
3. Your details
4. Your qualifications
5. Exam status
6. Supporting documents
7. Your application summary
8. Exam entry
9. Payment
10. Finish

Account details

To complete the application you will need:

- Proof of relevant qualifications including proof of completion certificates and transcripts
- Proof of identification
- Passport-size photograph
- Credit/debit card if completing all of your application online
- Cheque, bank draft or postal order if part completing your application online
- Official translations of any documentation not in English.

Please create an account below so that you can save your application and return to it at anytime

Please complete all fields marked with an asterisk *

Personal details

* Title

Mr. ▼

* First name

TEST

* Last name/family name

TEST

* Gender

○ Female ● Male

* Date of birth

01 ▼ 01 ▼ 1990

* What is your nationality?

Turkish ▼

* Email address: Please ensure the email address you provide has not been used already by you or anyone else when completing an application.

example@test.com

* Password (minimum of 6 characters)

●●●●●●   Password strength: **Strong**

* Re-enter password

●●●●●●

* Choose a security question What's this?

Place of birth? ▼

* Your answer

Istanbul

Image Verification   What's this?

5PEN5583   ◄))

Enter text shown above: 5PEN5583

Next

2

Section 2: Your application

There are no details to complete in this section. You will simply see confirmation of your country of residence and the qualification that you are applying for. You can return to this page to change your qualification choice if necessary. If you live in a country where ACCA has a joint examination scheme with another professional body, important information about the scheme will be provided on this screen. You should ensure you read all the information on this page before continuing with your application.

At the top of the screen you will see your ACCA reference number and also the 'save & come back later' button. You will need your reference number and password to access your saved application at a later date.

1. Account details ☑	**Your application**
2. Your application	
3. Your details	**You are applying for:** <u>change your application</u>
4. Your qualifications	ACCA Qualification
5. Exam status	**Your country of residence is:** <u>change your country</u>
6. Supporting documents	Turkey
7. Your application summary	**Saving your application**
8. Exam entry	You can save part-completed applications and return to complete it at a later stage.
9. Payment	You will need your ACCA reference number and password in order to access a saved application. Your reference number will have been emailed to you. You can also find it at the top of each application page.
10. Finish	**Provisional exam entry** <u>What's this?</u>

Your application

You are applying for: change your application

ACCA Qualification

Your country of residence is: change your country

Turkey

Saving your application

You can save part-completed applications and return to complete it at a later stage.

You will need your ACCA reference number and password in order to access a saved application. Your reference number will have been emailed to you. You can also find it at the top of each application page.

Provisional exam entry What's this?

It is possible to enter for exams as part of the initial application process. But please note, this service is only available if you are uploading all supporting documentation and making an online payment using a credit/debit or pre-paid card.

These exam entries are dependant on your application for exemptions being successful, exam entry being valid, and application to be an ACCA student being accepted.

Payment

When applying online and uploading your documents the acceptable method of payment to complete your application is by credit/debit card.

When applying online and posting your documents the acceptable method of payment to complete your application is by

- Credit/debit card
- Cheque
- Banker's draft
- Postal order

Please write your ACCA reference number on the back of any cheques/ bank drafts/ postal orders.

Next

3

Section 3: Your details

Here you provide some further personal information such as your address and employment details. You can also give us your mobile phone number so that you can choose to receive exam results and general updates by SMS.

All Learning Providers should select Employment status as "Studying with an ACCA partner programme"

1. Account details ☑	**Your details**
2. Your application ☑	Please complete all fields marked with an asterisk*. We need these details in case we have to contact you.
3. Your details	**Contact details**
4. Your qualifications	
5. Exam status	**Mobile Number**
6. Supporting documents	Please enter a valid mobile number that matches your country code selection (you do **not** need to enter your country code again in the 'mobile number' field). If you do not know your country code, click <u>here</u>.
7. Your application summary	
8. Exam entry	Country code Mobile number
9. Payment	90 ▼ 1234567890
10. Finish	

☐ I would like to receive general updates from ACCA by SMS text message
☐ I would like to receive my exam results by SMS text message

note: ACCA will not charge for sending results by SMS text message. Please be aware that if you choose to have results sent by text message, you can also receive them by email.

Other telephone number

Country code	Area code	Telephone number
▼		

Home address

* Address

Test

Town/city

Test

County/state

Test

Zip/postcode

12345678

Screen 3 – Your Details (Part 2)

As a TURMOB student, please select Employment status as "Studying with an ACCA partner programme"

Special code '1TR' should be typed in Employment details, under Studying with an ACCA partner programme field (please see screenshot below).

Additional support   What's this?

    * Do you have a long term or permanent disability, health condition or specific learning difficulty that requires support from ACCA during your examination?

    ◯ Yes ⦿ No

Employment details

    * Employment status

    | Studying with an ACCA partner programme ▾ |

    Please enter the code provided by your partner here

    | 1TR |

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

Back   **Next**

Screen 4 – Your Qualifications

In this section you can provide details of where you have studied and which academic qualifications you hold. This will determine your entry point on the ACCA Qualification or and if you are eligible for any exemptions. After you select the country where you studied, a table will appear showing qualifications that are suitable for minimum entry. You can indicate if you hold any of the listed qualifications, or any at a higher level. 7

Your qualifications

We can offer you various entry points on to the ACCA Qualification, depending on qualifications that you currently hold or are working towards.

Please select the country where you gained your qualification and then select the qualification from the dropdown list.

Entry requirements

* Country of study?

Turkey ▼

Please read the following information and check your qualification is sufficient for registration, then answer the questions below.

Qualification

Devlet Lise Diplomasi (State High School Diploma)	Insufficient for registration
Devlet Meslek Lise Diplomasi (State Vocational or Trade High School Diploma)	Insufficient for registration
Devlet Teknik Lise Diplomasi (State Technical four-year High School Diploma)	Insufficient for registration
Lise Bitirme Diplomasi (Private High School Finishing Diploma)	Insufficient for registration
Meslek Lisesi Diplomasi / Meslek Yuksek Okulu Diplomasi (Vocational High School Diploma)	Insufficient for registration

Is a qualification you hold shown above?
◉ Yes ○ No

Does the qualification meet minimum entry requirements?
○ Yes ◉ No

Do you hold or are working towards any other qualifications not shown above?
◉ Yes ○ No

Please press next to continue

Back   **Next**

Section 4: Your qualifications (cont'd)

If you do hold a qualification at a higher level you can input your course details to assess for exemptions.

If you wish to apply for exemptions you will be required to input your institution name (in your case TURMOB), your course name, estimated date of graduation with TURMOB (it doesn't need to be the exact date but just a year you think you will finish your studies with TURMOB). You should have this information available when you are completing this section.

Add qualifications - Part 1

Where did you study?

* University/Institution/Awarding body What's this?

TURMOB

* Country of study

Turkey ▼

* Graduation date

01 ▼ 01 ▼ 2018

[Find] [Clear]

Please select your University, Institute or Awarding body from the list below by clicking on the name of the university/institute/awarding body. If your institute is not shown below please try simplifying your search.

University/Institutes/Awarding body found

UNION OF CHAMBERS OF CERTIFIED PUBLIC ACCOUNTANTS OF TURKEY (TURMOB)

If you are having difficulty finding your University, Institute or awarding body using the search function, you can enter the details manually. This will allow your application to progress. However, you will not be able to assess your eligibility for exemptions.

Click here to enter a course manually.

Click here

Back

Add qualifications - Part 2a

What did you study?

Conditional exemption programmes are available at this institution, if you are still studying for your qualification you may be eligible to claim conditional exemptions by clicking the desired outcome for your qualification.

If you are only part way through your qualification and you do not want to claim conditional exemptions please refer to 'Is your course not listed?'

Please select from the table below

Course name	Data range	Outcome		Notes
TURMOB PROFESSIONAL QUALIFICATION	All Graduates	CERTIFIED PUBLIC ACCOUNTANT (SMMM)	CONDITIONAL EXEMPTIONS	ⓘ
TURMOB PROFESSIONAL QUALIFICATION	All Graduates	SWORN IN CERTIFIED PUBLIC ACCOUNTANT (YMMM)	CONDITIONAL EXEMPTIONS	ⓘ

Is your course not listed?

If your course cannot be found, please select the back option and enter your course details in the 'is your institute/course not listed' section.

Back

Country	University/ Institution/ Awarding body	Qualification/ Course name	Graduation Date	Delete
Turkey	UNION OF CHAMBERS OF CERTIFIED PUBLIC ACCOUNTANTS OF TURKEY (TURMOB)	TURMOB PROFESSIONAL QUALIFICATION	18-Jun-2018	Delete

Add another qualification

Back

Next

Screen 5 – Exam Status

Confirmation of exam status or possible exemptions awarded will be displayed in this section. You may choose to give up any exemptions you are awarded if you would prefer to sit the exam. You can give up exemptions on this page.

As a TURMOB student, you should have 9 conditional exemptions shown on this screen. These exemptions will be confirmed once your application has been reviewed and is successful.

Exam status

Qualifications added:

Country	University/ institution/ awarding body	Qualification/ course name	Grad date
Turkey	UNION OF CHAMBERS OF CERTIFIED PUBLIC ACCOUNTANTS OF TURKEY (TURMOB)	TURMOB PROFESSIONAL QUALIFICATION	18-Jun-2018

The qualification you have added is suitable for registration, however the standard and relevance of your qualification does not merit the award of any of exemptions.

Your ACCA exam papers

A maximum of nine exemptions from the Fundamentals level are available (F1-F9). No exemptions are awarded from the Professional level.

Exemptions awarded to you are denoted by the following symbol, these are the exams you do not have to complete based on your previous qualifications

Conditional exemptions sought are denoted by the following symbol, these are the exams you will not have to complete once you have attained the qualification.

For any exemptions you wish to claim, you will be charged an exemption fee to cover administration costs. The exemption fee is charged at the early exam entry fee.

We will issue you an invoice for fees covering any exemptions awarded when we have successfully processed your application and you will then have 30 days to pay for exemptions fees.

You may consider giving up exemptions, for instance, if a significant period of time has passed since you gained the qualification. If you do not want to take the exemption offered to you, they can be cancelled by selecting the 'Give Up' button.

Once an exemption has been given up, you cannot reclaim that exemption based on the same qualification.

Students eligible for exemption from all or part of the Fundamentals level gained more than five years previously (at the date of initial registration as an ACCA student) should cancel these exemptions and complete the Fundamentals level exams should they wish to subsequently apply for a UK ACCA practising certificate and audit qualification.

For more information:
www.accaglobal.com/en/member/practising-information/practising-certificates.html
You can give up your exemptions here   **Give Up**

Module	Paper
Knowledge	✪ F1 - Accountant in Business
	✪ F2 - Management Accounting
	✪ F3 - Financial Accounting
Skills	✪ F4 - Corporate and Business Law
	✪ F5 - Performance Management
	✪ F6 - Taxation
	✪ F7 - Financial Reporting
	✪ F8 - Audit and Assurance
	✪ F9 - Financial Management
Essentials	P1 - Governance, Risk and Ethics
	P2 - Corporate Reporting
	P3 - Business Analysis
Options	P4 - Advanced Financial Management
	P5 - Advanced Performance Management
	P6 - Advanced Taxation
	P7 - Advanced Audit and Assurance

BSc degree option   What's this?

Through our unique partnership with Oxford Brookes University, students studying for the ACCA Qualification can gain a BSc (Honours) degree in Applied Accounting awarded by Oxford Brookes University.

☐ Tick here if you want to **opt-out** of getting a degree with Oxford Brookes University.

Back   **Next**

Screen 6 – Supporting Documents

This section details the documents that you need to provide to ACCA in support of your application and allows you to upload these electronically.

Proof of identity, proof of your qualifications (**in your case, a letter of evidence from TURMOB stating that you are a student and have completed the first year**) and a passport sized photograph must be provided.

Digital copies of these documents can be saved onto your computer and uploaded one at a time by selecting the browse buttons.

Section 6: Supporting documents (cont'd)

Please choose file and upload required documents.
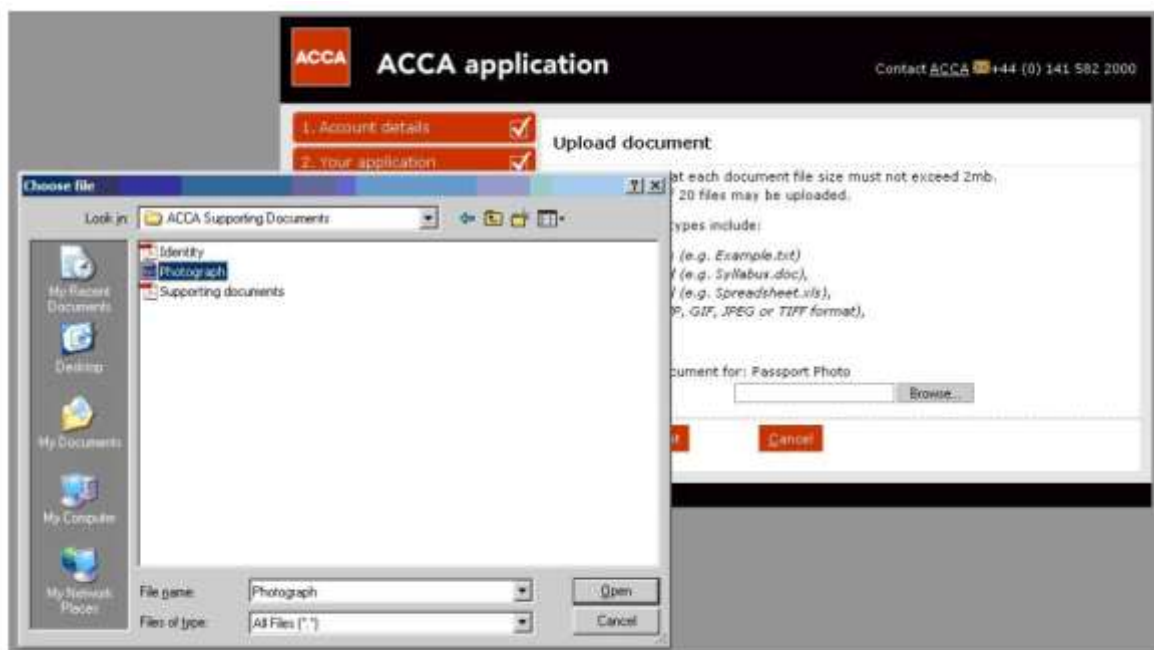
Screen 7 - Your Application Summary (Part 1)

The summary page provides details of all information you have entered up to this point. You can use the side menu to return to a particular section if you wish to amend any of the data entered.

In order to continue with the application, you must confirm that you have read and accepted ACCA's terms and conditions.

1. Account details ☑	**Your application summary**
2. Your application ☑	**Account details**
3. Your details ☑	
4. Your qualifications ☑	
5. Exam status ☑	
6. Supporting documents	
7. Your application summary	
8. Exam entry	
9. Payment	
10. Finish	

Your application summary

Account details

Email	TEST
Title	MR.
First name	TEST
Last Name/ family name	TEST
Gender	Male
Nationality	TURKISH
Date of birth	01-Jan-1990

Your application

Qualification applied for	ACCA Qualification

Contact details

Mobile number	90 123456789
Telephone number	
Home address	TEST
Town	Test
County	test
Post code	123456
Country	Turkey

Employment details

Employment status	Studying with an ACCA partner programme

You have indicated that you do hold a professional accountancy qualification which confers the right to practice in your country of residence

Your qualifications

Country	University/ institution/ awarding body	Qualification/ course name	Grad date
Turkey	UNION OF CHAMBERS OF CERTIFIED PUBLIC ACCOUNTANTS OF TURKEY (TURMOB)	TURMOB PROFESSIONAL QUALIFICATION	01-Jan-2015

Your exam status

F1 - Accountant in Business	Conditional Exemption Claimed
F2 - Management Accounting	Conditional Exemption Claimed
F3 - Financial Accounting	Conditional Exemption Claimed
F4 - Corporate and Business Law	Conditional Exemption Claimed
F5 - Performance Management	Conditional Exemption Claimed
F6 - Taxation	Conditional Exemption Claimed
F7 - Financial Reporting	Conditional Exemption Claimed
F8 - Audit and Assurance	Conditional Exemption Claimed
F9 - Financial Management	Conditional Exemption Claimed

Screen 7 - Your Application Summary (Part 2)

Supporting documents

Passport sized photograph: Uploaded

Proof of identity: Uploaded

Proof of minimum entry: Uploaded

	University/institution	Qualification/course name	
Proof of qualification:	UNION OF CHAMBERS OF CERTIFIED PUBLIC ACCOUNTANTS OF TURKEY (TURMOB)	TURMOB PROFESSIONAL QUALIFICATION	Sending by post

Communications and data protection

This section sets out certain information and options on how ACCA may communicate with you, the types of materials which ACCA may send to you and the extent to which ACCA will discuss your details with certain third parties. By ticking that you have read and accept the terms and conditions, you give your consent to ACCA using your data for the purposes and in the manner indicated in this section, except to the extent you opt out. For Third party mailings you may opt out by ticking the box below; for updates from ACCA and ACCA employers you may opt out by logging on to myACCA and changing your preferences.

Communication Methods

ACCA may communicate with you by email, phone or by post using the contact details provided on this form or otherwise provided by you. Email is ACCA's preferred method of sending general correspondence, publications and promotional information.

Updates from ACCA

In order to assist you with your studies, ACCA may send you information and updates relating to ACCA services and events (using the communication methods indicated above).

ACCA employers

ACCA often communicates with employers to discuss improvements and ways in which ACCA can provide enhanced support for members and students. When communicating with employers it is often helpful to provide a list of ACCA students and trainees who are working at that company.

Third party mailings

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 studies and career development. All third party organisations are strictly vetted and the mailing/email list is never supplied directly to them. All campaigns are carried out by ACCA or an ACCA-approved agency.

☐ I do not wish to receive third party marketing materials.

Data Protection

ACCA may use your personal data (provided on this form or otherwise collected during the course of your relationship with ACCA) in order to:

- Administer your application and any subsequent ACCA membership
- Administer and monitor exams, courses and experience(if applicable)
- Send you publications and other communications produced by ACCA
- Respond to enquiries and investigate complaints and
- Comply with ACCA's regulatory obligations.

For more details on how we collect and use your personal data, please refer to our data protection notice.

Declaration Statement   Bye-law 8

☑ I have read and accept the terms and conditions

Back   Next

Please note that a customer cannot proceed with registration if they do not tick the declaration statement.

Screen 8 – Payment

In order to finalise your application, choose the pay online option to pay for your £100 registration fee. This will redirect you to a credit card payment page.
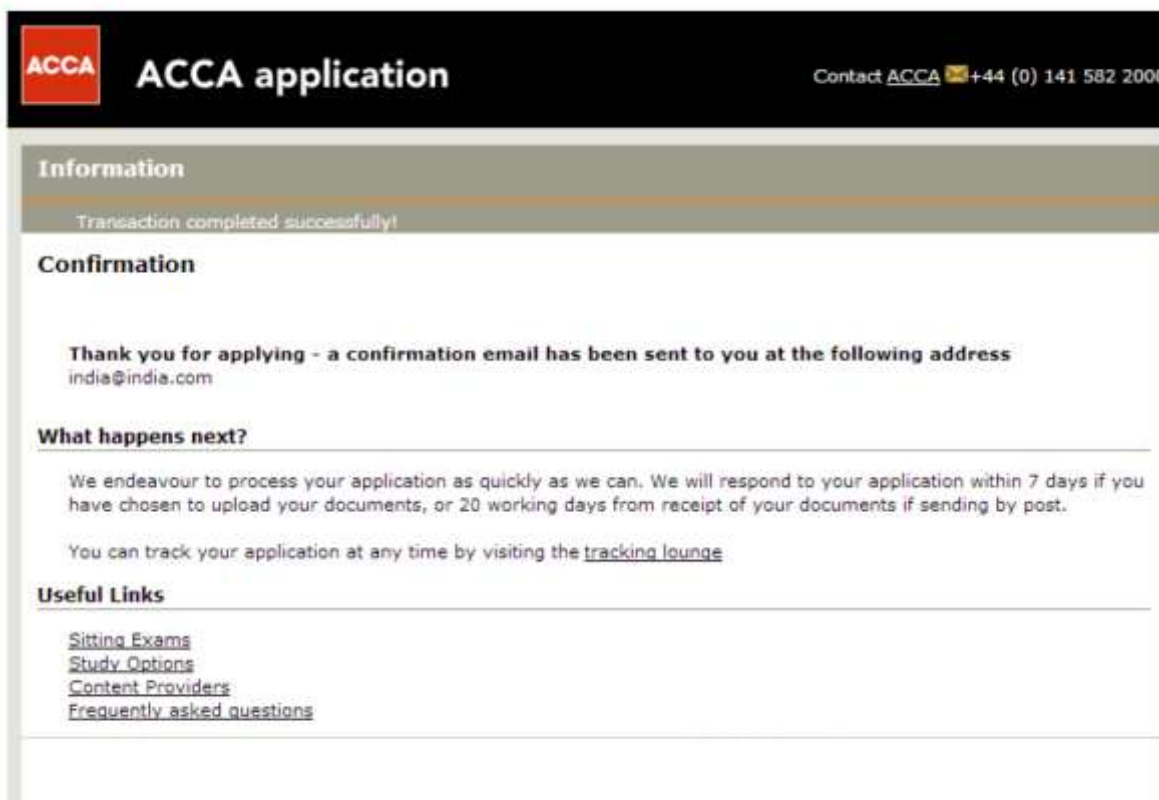
Confirmation

The confirmation screen shown will depend on whether you are uploading your supporting documents or submitting them by post.

If you have submitted your application fully online there is no further action required and you will receive an email from ACCA within 7 working days, this is the recommended application method.

For any issue you are facing during registration, please do not hesitate to contact us by email at: turkey@accaglobal.com.