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 <u>http://www.accaglobal.com</u> and click on the "**Apply Now**" button on the right hand menu as per below screenshot.



email or telephone using the details you provide on subsequent registration pages. We will not contact you until you receive a registration ID from us and at that point you may log into myACCA to amend your communication preferences. We will also provide you with further opportunities to be removed from communications regarding registration. Further information on how ACCA uses your personal data can be found on our <u>Data Protection Notice</u>.



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	Account details
2. Your application	To complete the application you will need:
3. Your details	 Proof of relevant qualifications including proof of completion certificates and
4. Your qualifications	transcripts Proof of identification
5 Evam status	Passport-size photograph Conditional time and ti
	 Creativebic card in completing an or your application online Cheque, bank draft or postal order if part completing your application online
6. Supporting documents	 Official translations of any documentation not in English.
7. Your application summary	Diabas graphs an account below so that you can save your application and return to
8. Exam entry	it at anytime
9. Payment	Please complete all fields marked with an asterisk *
10. Finish	Personal details
	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) ••••••• * Re-enter password ••••••• * Choose a security question What's this? Place of birth? • Your answer Istanbul Image Verification What's this? SPENS 5 83 ●() Enter text shown above: SPEN5583

Next

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	You are applying for	
3. Your details	tou are apprying for:	change your application
4. Your qualifications	ACCA Qualification	
5. Exam status	Your country of residence is:	change your country
6. Supporting documents	Turkey	
7. Your application summary	Saving your application	
9. Evom ontry	You can save part-completed applications and retu stage.	rn to complete it at a later
o. Exam entry	You will need your ACCA reference number and pa	assword in order to access a
9. Payment	saved application. Your reference number will have	e been emailed to you. You can
10. Finish	Browicional exam ontry	Whether this?
	It is possible to enter for exams as part of the initi please note, this service is only available if you are documentation and making an online payment usin card. These exam entries are dependent on your applica- successful exam entry being walls, and application	al application process. But e uploading all supporting 1g a credit/debit or pre-paid ation for exemptions being
	accepted.	T to be all ACCA student being
	Payment	
	When applying online and uploading your documer payment to complete your application is by credit/	its the acceptable method of debit card.
	When applying online and posting your documents payment to complete your application is by	the acceptable method of
	 Credit/debit card Cheque Banker's draft Postal order 	
	Please write your ACCA reference number on the drafts/ postal orders.	back of any cheques/ bank
		Next

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
3. Your details	we have to contact you.
4. Your qualifications	Contact details
5. Exam status	Mobile Number
6. Supporting documents	Please enter a valid mobile number that matches your country code selection (you
7. Your application summary	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> .
8. Exam entry	Country Mobile number
9. Payment	code 1234567890
10. Finish	
	 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 Area Telephone code code number Image: Country Area Telephone Image:
	+ 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	<u>What's this?</u>
 ★ Do you have a long term or permanent disability, health condit learning difficulty that requires support from ACCA during your e ○ Yes ● No 	ion or specific examination?
Employment details	
* Employment status	
Studying with an ACCA partner programme v	
Please enter the code provided by your partner here	
Other professional accountancy qualifications	<u>What's this?</u>
If you hold a professional accountancy qualification which grap practice in your country of residence, please indicate by crossing	nts the right to 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 an qualification from the dropdown list.	d then select the				
Entry requirements					
* Country of study?					
Turkey 🔻					
Please read the following information and check your qua sufficient for registration, then answer the questions belo	lification is w.				
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? Ves No					
Do you hold or are working towards any other qualifications not ● Yes ○ No	shown above?				
Please pr	ess next to continue				
<u>Back</u>	<u>N</u> ext				

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/Av	varding body <u>Wh</u>	nat's this?	
TURMOB				
* Country of	study			
Turkey			•	
 Graduation 01 ▼ 01 	n date ▼ 2018			
<u>F</u> ind	<u>C</u> lear			

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.

Back

Click here

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 OUALIFICATION	All Graduates	<u>CERTIFIED PUBLIC</u> ACCOUNTANT (SMMM)	CONDITIONAL EXEMPTIONS	()
TURMOB PROFESSIONAL QUALIFICATION	All Graduates	SWORN IN CERTIFIED PUBLIC ACCOUNTANT (YMMM)	CONDITIONAL EXEMPTIONS	1

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				<u>N</u> e:

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.

Country	University/ institution/ awarding body	Qualification/ course name	Grad date
	UNION OF CHAMBERS OF CERTIFIED	TURMOB	18-
furkey	PUBLIC ACCOUNTANTS OF TURKEY	PROFESSIONAL	Jun-
	(TURMOB)	QUALIFICATION	2018
he qualif nd relev	ication you have added is suitable for regi ance of your qualification does not merit t	stration, however the s he award of any of exe	standard emptions.
ur ACC	A exam papers		
A maxim F9). No (um of nine exemptions from the Fundame exemptions are awarded from the Profess	entals level are availabl ional level.	le (F1-
Exe the	mptions awarded to you are denoted by t exams you do not have to complete base	he following symbol, th d on your previous qua	ese are lifications
Cor are qua	ditional exemptions sought are denoted by the exams you will not have to complete lification.	y the following symbol, once you have attained	these I the
For any cover ad fee.	exemptions you wish to claim, you will be ministration costs. The exemption fee is cl	charged an exemption harged at the early exa	fee to am entry
We will is have suc pay for e	ssue you an invoice for fees covering any cessfully processed your application and y exemptions fees.	exemptions awarded w ou will then have 30 da	rhen we iys to
You may has pass exemptio	consider giving up exemptions, for instan ed since you gained the qualification. If yo on offered to you, they can be cancelled b	ce, if a significant perio u do not want to take I y selecting the 'Give Up	d of time the o' button.
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BSc degree option

What's this?

Next

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.

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.

ACCA Application for F suite of qualifica	Tions Contact ACCA =+44 (0) 141 582 2000
1. Account details 🗹	Upload document
2. Your application	Please note that each document file size must not exceed 2mb.
3. Your details 🛛 🗹	A maximum of 20 files may be uploaded. File names can contain only English letters and should not exceed 90 characters.
4. Your qualifications 🛛 🗹	permitted file types include:
5. Exam status 🗹	Images (in GIF or JPEG format)
6. Supporting documents	Supporting document for: Passport Dinto
7. Your application summary	+ Select File Choose File No file chosen
8. Exam entry	
9. Payment	
10. Finish	

2. Your a	e details 🛛 🗹	Upload document	ent file size must not exceed 2mb.
Look in ACCA Supporing Documents	. • © # I	TING 20 files may b per include: (e.g. Example (e.g. SyNabux (e.g. Spreads) P. GIF, JPEG or sument for: Par	ie uploaded. .tot) .doc), heet.x(s), eTZPF format), ssport Photo Browse.
Doctomento Congester		a a	Çance"

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 summ	nary		
2. Your application				
3. Your details	Account details	TEST		
4. Your qualifications	Title First name	MR. TEST		
5. Exam status 🗹	Last Name/ family name Gender	TEST Male		
6. Supporting documents	Nationality Date of birth	TURKISH 01-Jan-1990		
7. Your application summary	Your application			
8. Exam entry	Qualification applied for	ACCA Qualification		
0. Paymont	Contact details			
10. Finish	Mobile number Telephone number	90 123456789		
	Home address	TEST		
	Town County Post code	Test test 123456		
	Country	Turkey		
	Employment details			
	Employment status	Studying with an A	CCA partner programm	e
	You have indicated that you confers the right to practice	u do hold a professional e in your country of resi	accountancy qualificati dence	on which
	Your qualifications			
	Country University/ ins	titution/ awarding bo	dy Qualification/ course name	Grad date
	UNION OF CHAME Turkey PUBLIC ACCOUN (TURMOB)	BERS OF CERTIFIED TANTS OF TURKEY	TURMOB PROFESSIONAL QUALIFICATION	01- Jan- 2015
	Your exam status			
	F1 - Accountant in Business	s Conditi	onal Exemption Claimed	
	F2 - Management Accounting	ng Conditi	onal Exemption Claimed	
	F3 - Financial Accounting	Conditi	onal Exemption Claimed	
	F4 - Corporate and Busines	ss Law Conditi	onal Exemption Claimed	
	F5 - Performance Manager	nent Conditi	onal Exemption Claimed	
	F6 - Taxation	Conditi	onal Exemption Claimed	
	F7 - Financial Reporting	Conditi	onal Exemption Claimed	
	F8 - Audit and Assurance	Conditi	onal Exemption Claimed	
	F9 - Financial Management	Conditi	onal Exemption Claimed	

Screen 7 - Your Application Summary (Part 2)

Supporting documents

Passport siz	ed photograph:	Uploa	ded	
Proof of ide	ntity:	Uploat	ded.	
Proof of mir	nimum entry:	Uploa	ded	
2007 - 24-261-2	University/institut	tion	Qualification/cour name	se
Proof of	UNION OF CHAMBERS	OF	TURMOB	Sending
qualification	OF TURKEY (TURMOB)	COUNTANTS	QUALIFICATION	by post
Communio	cations and data pro	tection		
with you, th which ACCA have read a your data for extent you below; for u to myACCA	e types of materials whi will discuss your details and accept the terms and or the purposes and in the opt out. For Third party r updates from ACCA and A and changing your prefe- ation Methods	ch ACCA may with certain t conditions, y e manner ind mailings you r ACCA employ- rences.	send to you and the of hird parties. By ticking ou give your consent t cated in this section, of nay opt out by ticking ars you may opt out b	extent to that you to ACCA using except to the the box y logging on
ACCA may o details provi method of s information.	communicate with you by ided on this form or othe sending general correspon-	y email, phon rwise provide ndence, public	e or by post using the d by you. Email is ACC rations and promotions	contact IA's preferred I
Updates fr	om ACCA			
In order to a updates rela indicated at	assist you with your stud sting to ACCA services an love).	ies, ACCA ma 1d events (usi	y send you information ng the communication	n and methods
ACCA empl	loyers			
ACCA often which ACCA communical and traineer	communicates with emp can provide enhanced s ting with employers it is s who are working at tha	loyers to disc upport for me often helpful t t company.	uss improvements and mbers and students. V to provide a list of ACC	l ways in Vhen A students
Third party	y mailings			
ACCA would organisation career deve mailing/emu ACCA or an I do no	I like to keep you inform is that may be of interest lopment. All third party o all list is never supplied d ACCA-approved agency. t wish to receive third pa	ed of product t, relevance o organisations : irrectly to ther arty marketing	s and services from thi r benefit to you in you are strictly vetted and n. All campaigns are c p materials.	nd party ir studies and the arried out by
Data Prote	ection			
ACCA may i during the c	use your personal data (pourse of your relationship	provided on ti p with ACCA)	his form or otherwise o in order to:	ollected
 Administe Administe Send you Respond t Comply w 	r your application and an r and monitor exams, co publications and other co to enquiries and investiga with ACCA's regulatory ob	y subsequent urses and exp ommunication ste complaints ligations.	ACCA membership verience(if applicable) s produced by ACCA s and	
For more de data protect	stails on how we collect a tion notice.	and use your	personal data, piease i	refer to our
Declaratio	on Statement			Bye-law 8
I have	read and accept the terr	ms and condit	ions	
<u>k</u>				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.

1			
		Referenc	e number: 3715871
1. Account details	Payment		
2. Your application	Before proceeding with the carefully:	payment, please read the following	information
3. Your details	We only accept pounds sto	rling for payments	
4. Your qualifications	 Ensure you have set up th issuer 	e facility to make international payr	nents with the card
5. Exam status	Enter all information care issuer	ully so it matches the information by	eld with the card
6. Supporting documents	Sufficient funds or credit i	s available when the payment is ma	de
7. Your application summary 🗹		Fee Type	GBP
8. Payment	Registration fee	Registration	100
9. Finish	Total		100
			Pay Online Send By Post
	Back		

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.

ACCA application	Contact ACCA 🔤+44 (0) 141 582 200
Information	
Transaction completed successfully!	
Confirmation	
Thank you for applying - a confirmation email has be india@india.com	en sent to you at the following address
What hannone used?	
What happens next? We endeavour to process your application as quickly as we of have chosen to upload your documents, or 20 working days i	an. We will respond to your application within 7 days if γou from receipt of your documents if sending by post.
What happens next? We endeavour to process your application as quickly as we on have chosen to upload your documents, or 20 working days to You can track your application at any time by visiting the track	an. We will respond to your application within 7 days if you from receipt of your documents if sending by post. cking lounge
What happens next? We endeavour to process your application as quickly as we of have chosen to upload your documents, or 20 working days You can track your application at any time by visiting the trac Useful Links	an. We will respond to your application within 7 days if you from receipt of your documents if sending by post. <u>Sking lounge</u>

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