

HOW TO REGISTER AS AN ACA STUDENT



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If you're ready to register as an ACA student, this handy guide tells you how. Each step of the registration process is outlined for you, whether you are registering as a student in a training agreement, an apprenticeship student, an independent student or a member of another professional body.

GET STARTED

To register as a student go to icaew.com/studentregistration.

You will need to log in to our website to complete your registration. So, if you don't already have a username and password, please click on 'Register' to continue. Complete the short online form and choose your login username and password. An email confirming your username and password will be sent to you within 24 hours.

If you already have a username and password, go to icaew.com/studentregistration and log in.

Once you have logged in, you will need to select a qualification and student category. You will be studying for the ACA qualification. You then need to pick one of the following options:

ACA STUDENT IN A TRAINING AGREEMENT OR APPRENTICESHIP

Select this option if you have started, or have a date to start, an ACA training agreement or a Level 4 or Level 7 apprenticeship. Click on 'View qualifications' and select ACA standard, Level 4 or Level 7 apprenticeship. **If you are starting a Level 4 or Level 7 apprenticeship, it is important that you choose this from the options. If you select ACA standard by mistake, you will need to wait for your training agreement to start and then you can register the apprenticeship.**

ACA - Student in training agreement or an ACA - Apprenticeship

Register here if you have started or have a date to start an ACA training agreement or an ACA Apprenticeship training agreement

[View qualifications](#)

ACA INDEPENDENT STUDENT

If you are going to study the ACA independently and don't already have an ACA training agreement confirmed, choose this option.

ACA - Independent student

Register here if you are going to study the ACA independently and don't have an ACA training agreement confirmed

[View qualifications](#)

ACA MEMBER OF A PROFESSIONAL BODY

Use this option if you are already a full member of ICAB, ICAI (India), ICAP, ICASL or ICPAK (independently). Click on 'View qualifications' and select the relevant member body from the options.

ACA - Member of a professional body

If you are a full member of ICAB, ICAI (India), ICAP or ICASL, you can join ICAEW by passing our Advanced Level ACA exams - register here

[View qualifications](#)

Once you are registered as a student you can apply for credit for prior learning (CPL), exams and access support and guidance from ICAEW. Good luck! We wish you every success with your training and look forward to welcoming you as an ICAEW Chartered Accountant.

Don't forget to keep your student number safe. You will need to reference it every time you contact us, apply for CPL and/or exams, or log in to your student resources at icaew.com/dashboard.

On the following pages, please find instructions to guide you through the correct registration process for your circumstances.

REGISTER AS A STUDENT IN A TRAINING AGREEMENT

You have selected this option as you have already started, or you have a date to start, an ACA training agreement or you are on a Level 4 or Level 7 apprenticeship.

1

MANDATORY STATEMENT

You will be presented with our mandatory statement to declare any past act or default that may be perceived as bringing discredit to yourself, ICAEW or the profession of accountancy. Please note, if you make a disclosure, this will not automatically result in your registration being refused, however we may wish to make further enquiries before reaching a decision. Once you have completed this, you may select 'Next' to proceed.

2

ADD YOUR EDUCATIONAL QUALIFICATIONS

Add your qualifications here, you will need to select:

qualification level	qualification
country in which you achieved the qualification	course (your actual course may not be listed, so select the closest option)
qualification type	grade
course type	date of qualification

You can add all your qualifications or just your most recent. If you are trying to register with a qualification that was obtained outside of the UK, you may receive a message saying that your qualification does not meet our minimum entry requirements. If this happens, please continue with the registration and follow the instructions on the final screen.

3

TRAINING OFFICE NUMBER

Here, you need to input your training office number – your employer or principal will give this to you. As soon as you enter the number, your employer's or principal's details will appear.

4

ADDITIONAL INFORMATION

Now add the start date and duration of your training agreement. If you have started your training agreement, you will only be able to go back four months when setting your start date. If you are completing this form after four months, you will need to claim credit for prior work experience, find out more at [icaew.com/priorworkexperience](https://www.icaew.com/priorworkexperience).

You will also be asked how you found out about ICAEW and the ACA qualification. If you wish, you can also complete the optional disability information, ethnic origin and social mobility sections before moving onto terms and conditions.

Here you will also add unique learner number (ULN), if you're registering as a Level 4 or Level 7 apprenticeship student. If you don't have these numbers to hand, you will need to add them to the apprenticeship portal within your ICAEW online training file before you apply for your end-point assessment. You will also be asked to add your tutor and if you will be working less than 35 hours per week.

5

TERMS AND CONDITIONS

Read through the terms and conditions, please accept them to continue.

6

YOUR APPLICATION SUMMARY

The summary of your application will now appear. Be sure to check all the details; if they're all correct, click 'Submit'. Please allow 24 hours to receive access to your online training file. If your training agreement begins at a future date, you will only be able to access your online training file on this date.

REGISTER AS AN INDEPENDENT STUDENT

You have selected this option as you are studying the ACA as an independent student and don't already have an ACA training agreement confirmed.

1

MANDATORY STATEMENT

You will be presented with our mandatory statement to declare any past act or default that may be perceived as bringing discredit to yourself, ICAEW or the profession of accountancy. Please note, if you make a disclosure, this will not automatically result in your registration being refused, however we may wish to make further enquiries before reaching a decision. Once you have completed this, you may select 'Next' to proceed.

2

ADD YOUR EDUCATIONAL QUALIFICATIONS

Add your qualifications here, you will need to select:

qualification level
country in which you achieved the qualification
qualification type
course type
qualification
COURSE (your actual course may not be listed, so select the closest option)
grade
date of qualification

You can add all your qualifications or just your most recent. If you are trying to register with a qualification that was obtained outside of the UK, you may receive a message saying that your qualification does not meet our minimum entry requirements. If this happens, please continue with the registration and follow the instructions on the final screen.

3

ADDITIONAL INFORMATION

Here you will be asked for employer details. If you're working for an employer but are self-funding please still enter your employer information. If you do not have an employer simply enter N/A or not applicable into the company postcode, industry sector and job title fields. You will be asked how you found out about the ICAEW and the ACA qualification.

If you wish, you can complete the optional disability information, ethnic origin and social mobility sections before moving onto terms and conditions.

4

TERMS AND CONDITIONS

Read through the terms and conditions, please accept them to continue.

5

YOUR APPLICATION SUMMARY

The summary of your application will now appear. Be sure to check all the details; if they're all correct, click 'Submit'.

You will then see payment options. You will need to pay for registration to complete your application (please note that all EU residents will be subject to VAT). Click on your preferred payment method and it will direct you to a secure payment server. Here you will be able to pay with a credit or debit card, in your preferred currency.

Once complete we will email you a copy of your invoice. Now all you need to do is upload or email a copy of your qualifications certificate to applications@icaew.com, we will send an email prompting you to do this.

Once your application has been verified please allow 24 hours to receive access to your online training file.

REGISTER AS A MEMBER OF A PROFESSIONAL BODY

You have selected this option as you are already a full member of ICAB, ICAI (India), ICAP, ICASL or ICPAK (independently). If you have selected this route, please note that this is for registration only. Credit for prior learning (CPL) will be automatically awarded.

1

MANDATORY STATEMENT

You will be presented with our mandatory statement to declare any past act or default that may be perceived as bringing discredit to yourself, ICAEW or the profession of accountancy. Please note, if you make a disclosure, this will not automatically result in your registration being refused, however we may wish to make further enquiries before reaching a decision. Once you have completed this, you may select 'Next' to proceed.

2

ADD YOUR EDUCATIONAL QUALIFICATIONS

Add the details of your professional qualification. Here you will need to select:

- qualification level – you should be selecting professional membership if you have taken this route
- country awarding the qualification
- qualification – which qualification you obtained from this country
- grade – you should be selecting member
- qualification date

Once you have added your professional qualification, you can also add other educational qualifications if you wish.

3

ADDITIONAL INFORMATION

Here you will be asked to input your member number from your current professional body and how you found out about ICAEW and the ACA qualification.

If you wish, you can complete the optional disability information, ethnic origin and social mobility sections before moving onto terms and conditions.

4

TERMS AND CONDITIONS

Read through the terms and conditions, please accept them to continue.

Please note that you must agree to complete the online Ethics Learning Programme before applying for ICAEW membership. If you are a member of ICAP, please state whether you are compliant with the ICAP CPD regulations.

5

YOUR APPLICATION SUMMARY

The summary of your application will now appear. Be sure to check all the details; if they're all correct, click 'Submit'. You will then see payment options. You will need to pay for registration to complete your application (please note that all EU residents will be subject to VAT). Click on your preferred payment method and it will direct you to a secure payment server. Here you will be able to pay with a credit or debit card, in your preferred currency. Once complete we will email you a copy of your invoice. Once these documents have been checked and verified please allow 24 hours to receive access to your online training file.



HAVE A QUESTION?

You can email us or ask a question at [icaew.com/webchat](https://www.icaew.com/webchat). There are also live help boxes throughout our website to answer your queries. Or you can fill out our [contact us](#) form.

Chartered accountants are talented, ethical and committed professionals. ICAEW represents more than 208,000 members and students around the world. 99 of the top 100 global brands employ ICAEW Chartered Accountants.*

Founded in 1880, ICAEW has a long history of serving the public interest and we continue to work with governments, regulators and business leaders globally. And, as a world-leading improvement regulator, we supervise and monitor around 11,500 firms, holding them, and all ICAEW members and students, to the highest standards of professional competency and conduct.

We promote inclusivity, diversity and fairness and we give talented professionals the skills and values they need to build resilient businesses, economies and societies, while ensuring our planet's resources are managed sustainably.

ICAEW is working towards becoming net zero, demonstrating our commitment to tackle climate change and supporting the UN Sustainable Development Goal 13.

ICAEW is a founding member of Chartered Accountants Worldwide (CAW), a global family that connects over 1.8m chartered accountants and students in more than 190 countries. Together, we support, develop and promote the role of chartered accountants as trusted business leaders, difference makers and advisers.

We believe that chartered accountancy can be a force for positive change. By sharing our insight, expertise and understanding we can help to create sustainable economies and a better future for all.

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* includes parent companies. Source: ICAEW member data
February 2024, Interbrand, Best Global Brands 2023