

## How to register to for CFAB and USS /Students platform

UNWE students register to CFAB/USS platform free of charge.

**With the codes given below you can register till the end of December 2020**

To register you need to follow the steps below:

1. Register your account
2. Sign up for the platform.

### **Step 1**

To register your account please go to the address below and follow the steps shown in the pictures.

<https://my.icaew.com/studentregistration>

1.The red arrow shows where you need to click – click register

1 Login details 2 ICAEW qualifications 3 Educational qualifications 4 Other information 5 Terms and conditions 6 Application summary 7 All done

## Student Registration

### *Register*

Register here for any of the following ICAEW qualifications:

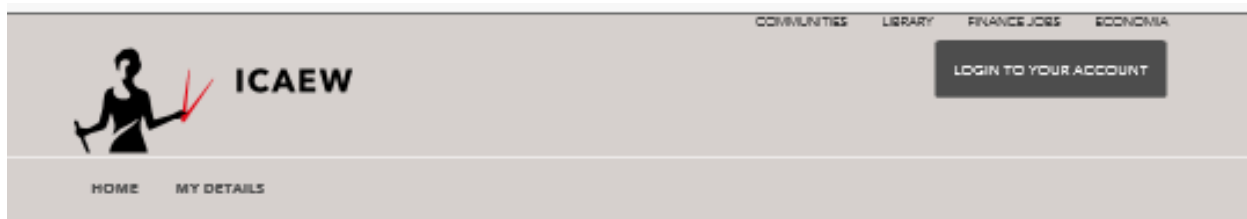
- ACA (Training agreement and independent student)
- ICAEW Certificate in Finance, Accountancy and Business (ICAEW CFAB)
- Apprenticeship (via Training Agreement or ICAEW CFAB)
- ICAEW Student Scheme (USS)
- ICAEW Certificate in Insolvency
- Pathways

In order to proceed with your registration, you will need to [Log in](#)

If you've forgotten your password, you can use the [password reminder](#) system to retrieve it.

If you don't have a login, please [register](#) to continue.

1. Insert your personal information and click next



## Main registration form

Required field \*

Your details > Login details > Add address

**Please enter your details**

Title \*

First name \*

Surname \*

Gender \*

Date of birth \*

Job title

Email address \*

Mobile number

Telephone number

Next

2. Create your username and password which you will use since this time to log in.  
Take a note not to forget it.

# Main registration form

Required field \*

Your details > Login details > Add address

## Choose your log-in details

Username \*

Ross12345

Choose password \*

\*\*\*\*\*

Confirm password \*

\*\*\*\*\*

Security question \*

What is your mother's maiden name?



Enter answer \*

White



If you forget your password we will be able to identify you with this information.

Next

Back



3. Write your address under **overseas** address and follow the arrow

# Add a registered address

Your details

Login details

Add address

## ***UK address holders only***

Please enter your UK address here. You can enter an overseas address further down the page.

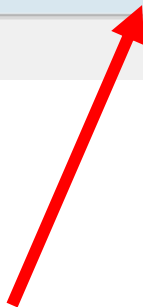
UK postcode

Find

[Enter UK address manually](#)

## ***Or an overseas address***

Add overseas address



4. The address has to have all the details. It will be used to send you your certificate as well as any printed materials.

Your details

Login details

Change address

## ***Enter your address***

**Address** \*

Leo street 7 flat 8  
Peter King district  
code 00345  
New Town

**Town** \*

New Town

**Area**

Germany

**Postcode / Area Code / Zip Code**

00345

**Country** \*

GERMANY



5. Make sure all the information given is right before confirming.  
If there is any mistake, you can always edit the information.

# Your address details

Required field \*

Your details

Login details

Add address

## *Registered address*

Leo street 7 flat 8

Peter King district code 00345 New Town

New Town

Germany

GERMANY

00345

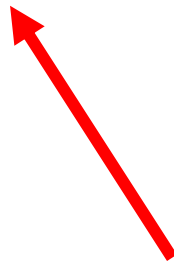
Edit address

Type \*

Non-business



Continue student  
registration



After finalising your registering your profile please go to USS registration.

Or you will be taken automatically

## **Step 2 – CFAB/ USS registration**

After registering the profile, you might be taken automatically to the registration site. If not, please go to the address:

<https://my.icaew.com/studentregistration/Qualification>

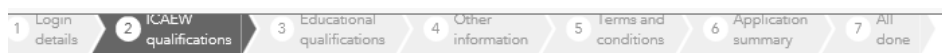
Please have these two codes in front of you. You will use them as an identification and payment method.

Code 1 : **X004598167**

Code 2 : **8167UNBUL2020**

**Please follow the visual instruction below**

1. You should start with the page at the provided address and chose the programme USS indicated by the arrow.



## **ICAEW qualifications registration**

Please select your qualification and student category from the below options.

### ***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 - 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](#)

### ***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](#)

### ***ICAEW CFAB, or CFAB Apprenticeship***

Register here to become a student on the ICAEW Certificate in Finance, Accounting and Business or CFAB Apprenticeship

[View qualifications](#)

### ***ICAEW Student Scheme (USS)***

Register here to join the ICAEW Student Scheme (USS)

[View qualifications](#)

### ***ICAEW Certificate in Insolvency***

According to our records you are not eligible to apply for Insolvency.

[View qualifications](#)



2. Here you should tick the answer “NO”. The question is if you have any criminal record. You can only proceed if you don’t.

Ilery ▾ ICAEW ▾ Iabs

EW

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## Mandatory statement

At the point of registration with ICAEW, individuals are required to declare any past act or default that might be perceived as bringing discredit on themselves, ICAEW or the profession of accountancy, however long ago the act or default occurred and wherever it took place. Acts or defaults occurring following registration with ICAEW should be declared to ICAEW as soon as is practicably possible. If you are found to have failed to disclose relevant information, your registration/application may be revoked or membership prevented or withdrawn.

Acts requiring disclosure would include (but are not limited to):

- being found guilty of (or having pleaded guilty to) any criminal offences;
- having been charged with a criminal offence which is as yet to come to trial;
- entering into an Individual Voluntary Arrangement or similar composition with creditors;
- failing to satisfy a judgement debt;
- being the subject of an adverse finding by a professional body or regulator;
- having had a disqualification order made, or having given a disqualification undertaking, under the Company Directors Disqualification Act 1986, or similar overseas legislation; or
- having entered into bankruptcy or being a discharged bankrupt.

This application is not exempt from the Rehabilitation of Offenders Act 1974. We only ask applicants to disclose convictions which are not yet 'spent' under the Rehabilitation of Offenders Act 1974. If you are not sure whether your convictions are spent, further guidance is available on the Disclosure and Barring Service (<https://dbscheckonline.org.uk>) and Nacro (<https://www.nacro.org.uk>) websites.

Do any of the above circumstances (or similar) apply to you?

- ☐ Yes  
☒ No

If any of the acts or defaults listed above do apply to you, or you think that there are similar matters which you should declare, please answer 'Yes' to the question above, after which you will be asked to provide details of your declaration. Some of the matters listed are UK-specific, but you should always declare any equivalent act or default which occurred outside the UK.

Please note that if you make a disclosure, this will not automatically result in your registration being refused. ICAEW may, however, wish to make further enquiries before reaching a decision.

Next Back





3. Fill in the fields, give the date when you think you will graduate and click blue “Add” at the bottom.

## Educational qualifications

If you do not see your country or qualification please email your details to [applications@icaew.com](mailto:applications@icaew.com) and continue with your registration.

Please upload your certificates and/or documents when you get to the summary page at the end of this registration in order for us to be able to verify your qualifications. Alternatively, you can scan and email your documents to [applications@icaew.com](mailto:applications@icaew.com). Your application will remain on hold until the copies of qualifications have been reviewed so we recommend uploading these at the time of application to avoid any unnecessary delays in processing your application.

### Qualification level

Academic qualifications

Required field \*

### \* Country where you studied

CZECH REPUBLIC

### \* Qualification type

Degree

### \* Course type

Full Time

### \* Educational establishment

*If you do not see your educational establishment, please email details of your educational establishment to [applications@icaew.com](mailto:applications@icaew.com)*

Brno University of Technology

### \* Qualification

Bachelor Degree

### \* Subject

*If you do not see your subject in the drop down, please email details of your qualifications to [applications@icaew.com](mailto:applications@icaew.com)*

Accounting

☐ Tick if Joint Honours

**\* Educational establishment**

*If you do not see your educational establishment, please email details of your educational establishment to [applications@icacw.com](mailto:applications@icacw.com)*

Brno University of Technology ▼

**\* Qualification**

Bachelor Degree ▼

**\* Subject**

*If you do not see your subject in the drop down, please email details of your qualifications to [applications@icacw.com](mailto:applications@icacw.com)*

Accounting ▼

☐ Tick if Joint Honours

**\* Grade**

Pass ▼

☒ Tick if grade is predicted?

**\* Date of qualification**

20 Oct 2022

**Designatory Title**

Bachelor

☒ Tick if you would like this title used in correspondence

Add



#### 4. Check the details and continue

EW

1 Login details

2 ICAEW qualifications

3 Educational qualifications

4 Other information

5 Terms and conditions

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7 All done

## Educational qualifications

Accounting - Degree

X

Date: 20 Oct 2022	Grade: Pass (predicted)
Place of study: Brno University of Technology	Country: CZECH REPUBLIC
Course Type: Full Time	Level: Bachelor Degree
	Qualification: Degree

If you do not see your country or qualification please email your details to [applications@icaew.com](mailto:applications@icaew.com) and continue with your registration.


Please upload your certificates and/or documents when you get to the summary page at the end of this registration in order for us to be able to verify your qualifications. Alternatively, you can scan and email your documents to [applications@icaew.com](mailto:applications@icaew.com). Your application will remain on hold until the copies of qualifications have been reviewed so we recommend uploading these at the time of application to avoid any unnecessary delays in processing your application.

**Qualification level**

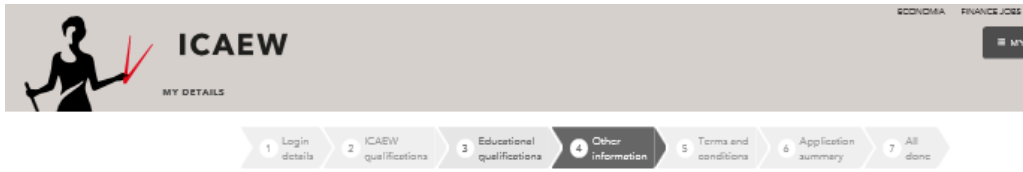
-- Please Select --

Next

Back



5. Please enter code number 1: **X004598167** and next.



## Other information

**Required field\***

### 1. University/school details

To sign up for the ICAEW Student Scheme you will need to use a dedicated number provided by your university or school. The number starts with an 'X' followed by 9 digits e.g. 'X001234567'. This is the number given to universities & schools when they are approved for the ICAEW Student Scheme (USS).

**\* University or School Number**

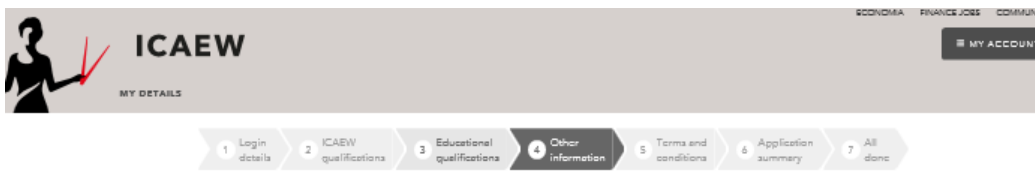
Confirm Name

### 2. Additional information

### 3. Disability information

### 4. Ethnic origin

Back



## Other information

**Required field\***

### 1. University/school details

To sign up for the ICAEW Student Scheme you will need to use a dedicated number provided by your university or school. The number starts with an 'X' followed by 9 digits e.g. 'X001234567'. This is the number given to universities & schools when they are approved for the ICAEW Student Scheme (USS).

**\* University or School Number**

University/School Number X005915077

University/School Name Brno University of Technology

Next

### 2. Additional information

### 3. Disability information

### 4. Ethnic origin

Next Back

6. Follow the instructions in the picture below and click red next.

## Other information

Required field \*

### 1. University/school details

### 2. Additional information

#### \* How did you hear about us?

Please tell us how you heard about us. You can choose as many options as you want from the list below.

Event ▼

- ☐ ICAEW event - school/college
- ☐ ICAEW event - BASE competition
- ☒ ICAEW event - university
- ☐ Employer event

Please specify

Technical University Brno

#### Why are you joining?

Please tell us why you have joined this scheme by choosing up to 3 options from the list below. This information will help us provide the resources that are most relevant to you.

- ☒ I will be studying for, or am currently studying for, an ICAEW qualification (ICAEW CFAB or ACA)
- ☐ I am interested in studying for an ICAEW qualification
- ☐ I want to develop my digital accounting and technology skills
- ☐ I want to develop my CV, professionalism and interview skills

Next

### 3. Disability information

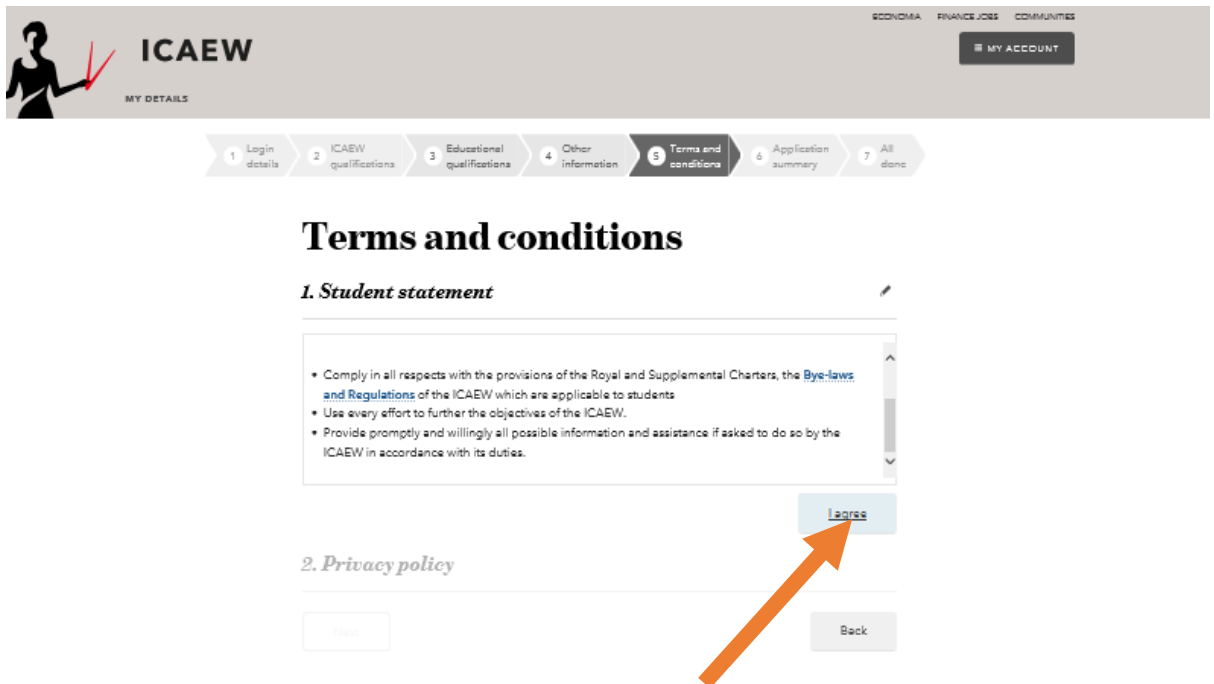
### 4. Ethnic origin

Next

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## 7. Agree to terms and conditions



ICAEW MY DETAILS

ECONOMIA FINANCE JOBS COMMUNITIES

MY ACCOUNT

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### Terms and conditions

#### 1. Student statement

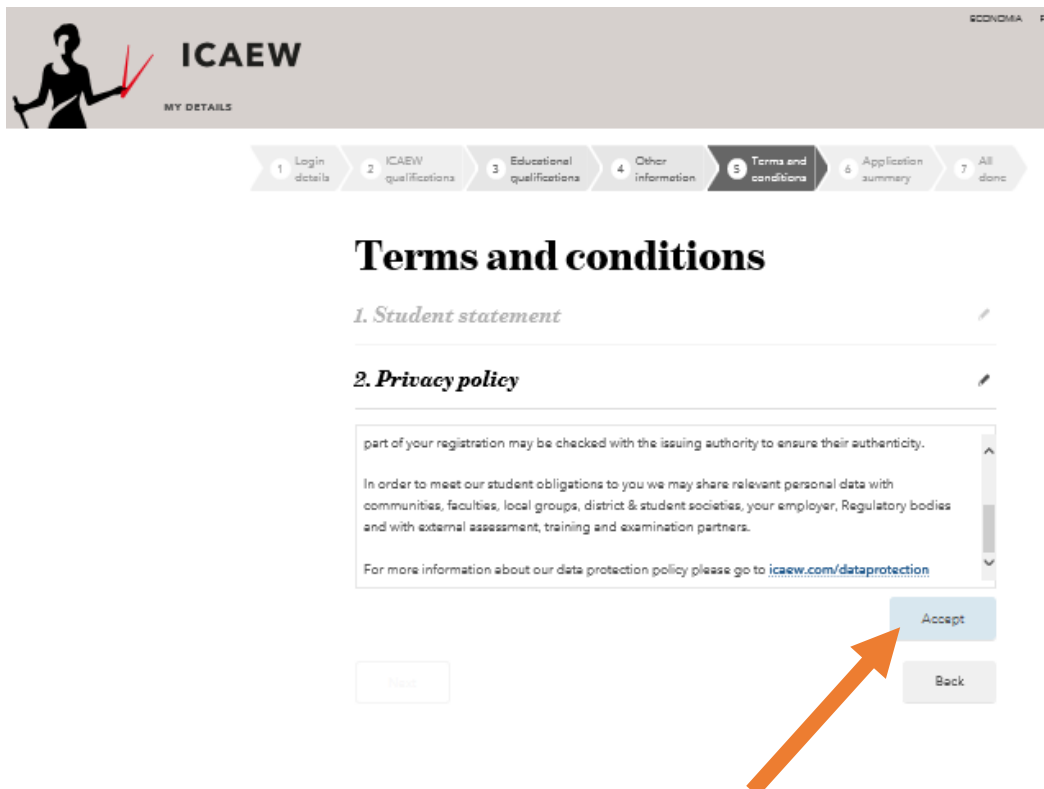
- Comply in all respects with the provisions of the Royal and Supplemental Charters, the [Bye-laws and Regulations](#) of the ICAEW which are applicable to students
- Use every effort to further the objectives of the ICAEW.
- Provide promptly and willingly all possible information and assistance if asked to do so by the ICAEW in accordance with its duties.

I agree

#### 2. Privacy policy

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## 8. Agree to “ Privacy Policy” and click “next”



ICAEW MY DETAILS

ECONOMIA FIN

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### Terms and conditions

#### 1. Student statement

#### 2. Privacy policy

part of your registration may be checked with the issuing authority to ensure their authenticity.


In order to meet our student obligations to you we may share relevant personal data with communities, faculties, local groups, district & student societies, your employer, Regulatory bodies and with external assessment, training and examination partners.

For more information about our data protection policy please go to [icaew.com/dataprotection](https://www.icaew.com/dataprotection)

Accept

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9. Here you will be paying for the access. You will choose method – “Pay by Voucher” and use code number 2. **8167UNBUL2020**

**ICAEW**MY DETAILS©2019 ICAEW

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### Application summary


Please review the details of your application and submit this page to register your application. If you would like to change the information in a section, please click the pencil icon and update.

 **Registration type**


ICAEW USS

£20.00

No VAT

 **Personal details**

Name	Eva Ski KralovaS, 12345 BRNO,	Date of birth	01/01/2000
Email	evaski943@gmail.com		
Address	No description provided (Web Update), CZECH REPUBLIC		

 **Educational qualifications**

Accounting - Degree

Accounting - Degree


Upload your documents Eg. Exams certificates:

Important: If you are uploading your letter of good standing as part of our eligibility checks we will contact your home professional body to gain confirmation of your membership.

Browse...

Upload file(s)...

Allowable file types: Microsoft Word (.doc), PDF (.pdf), Rich Text (.rtf), Images (.jpg, .jpeg or .png) with a limit of 1MB per file


 **Other details**

University/school number

X005915077

University/school name

Brno University of Technology

 **Payment details**

☐ Pay by debit or credit card

☐ Pay by non-GBP currency credit card

☐ Pay by Alipay

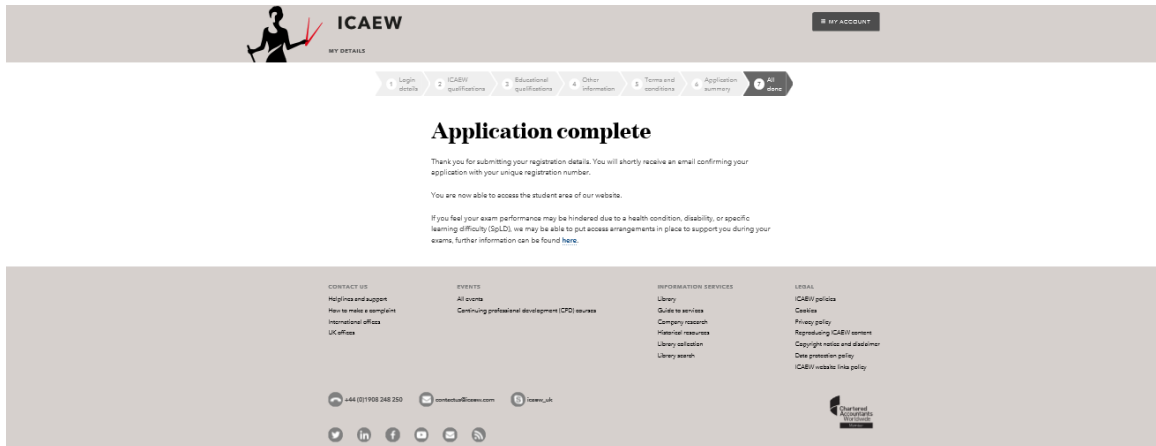
☒ Pay by voucher

Have a voucher code? Enter it here:

Thank you for applying to register with the ICAEW. Once you have completed and submitted this application we will email you confirmation of receipt of your registration for this qualification. You should receive this within two working days. If you do not receive this email please check your spam or junk mail folders.

Submit your registration

10. This is the final stage of registration. You should receive a confirmation email with your student number to your email address.  
**In 24 hours** you should receive access to the learning platform.



The screenshot shows the ICAEW website's registration completion page. At the top, there is a navigation bar with the ICAEW logo and a 'MY ACCOUNT' button. Below this is a progress bar with six steps: 1. Login details, 2. ICAEW qualifications, 3. Educational qualifications, 4. Other information, 5. Terms and conditions, and 6. Application summary. Step 6 is highlighted as 'All done'. The main heading is 'Application complete'. Below this, a message states: 'Thank you for submitting your registration details. You will shortly receive an email confirming your application with your unique registration number.' It also mentions that the user can now access the student area of the website. A note about Special Educational Needs (SEN) is also present. The footer contains contact information, events, information services, and legal notices.

ICAEW

MY DETAILS

1 Login details 2 ICAEW qualifications 3 Educational qualifications 4 Other information 5 Terms and conditions 6 Application summary All done

### Application complete

Thank you for submitting your registration details. You will shortly receive an email confirming your application with your unique registration number.

You are now able to access the student area of our website.

If you feel your exam performance may be hindered due to a health condition, disability, or specific learning difficulty (SpLD), we may be able to put access arrangements in place to support you during your exams, further information can be found [here](#).

**CONTACT US**  
Help/feedback  
How to make a complaint  
International offices  
UK offices

**EVENTS**  
All events  
Continuing professional development (CPD) courses

**INFORMATION SERVICES**  
Library  
Guide to services  
Company research  
Material resources  
Library collection  
Library search

**LEGAL**  
ICAEW policies  
Cookies  
Privacy policy  
Reproducing ICAEW content  
Copyright notice and disclaimer  
Data protection policy  
ICAEW website link policy

+44 (0)1908 248 250 contactus@icaww.com icaww.uk

Twitter LinkedIn Facebook YouTube Instagram

Chartered Accountants Institute

**GOOD Luck!!! 😊**