



Hong Kong Institute of  
**Certified Public Accountants**  
香港會計師公會



# **Qualification Programme (QP)**

## **Online Application System (New Application)**

### **User Guide**



## **Online Application for Qualification Programme (QP)**

The online application supports the following browsers only:

Recommended – **Google Chrome version 15.0 or above;**

Others – **MS Internet Explorer version 9.0 or above**

To process, you should visit the Institute's website:

**[www.hkicpa.org.hk](http://www.hkicpa.org.hk) > Become a Hong Kong CPA >**

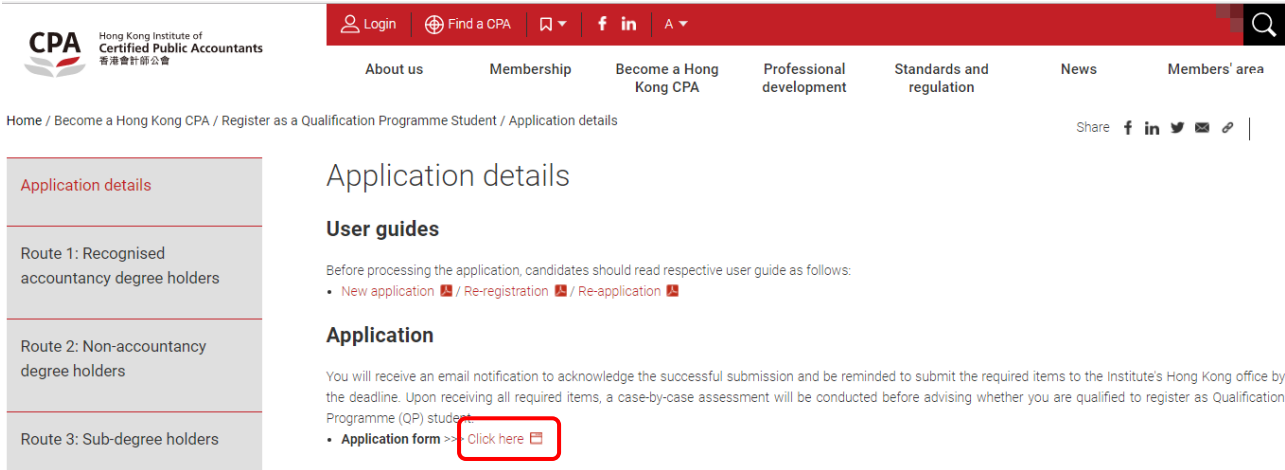
**Register as a Qualification Programme Student > [Application details](#)**

Applicants will receive an auto-reply email after submitting the application and payment. To complete the application procedures, applicants should follow the instruction in the email and submit all required items (e.g. certified true copies, signed application summary, etc.) to the Institute's office by the application deadline.

Should you have any questions, please contact the Student Admission Team by email to [students.reg@hkicpa.org.hk](mailto:students.reg@hkicpa.org.hk) or phone at (852)2287-7068 / 7289 for assistance.

## Register a web user account

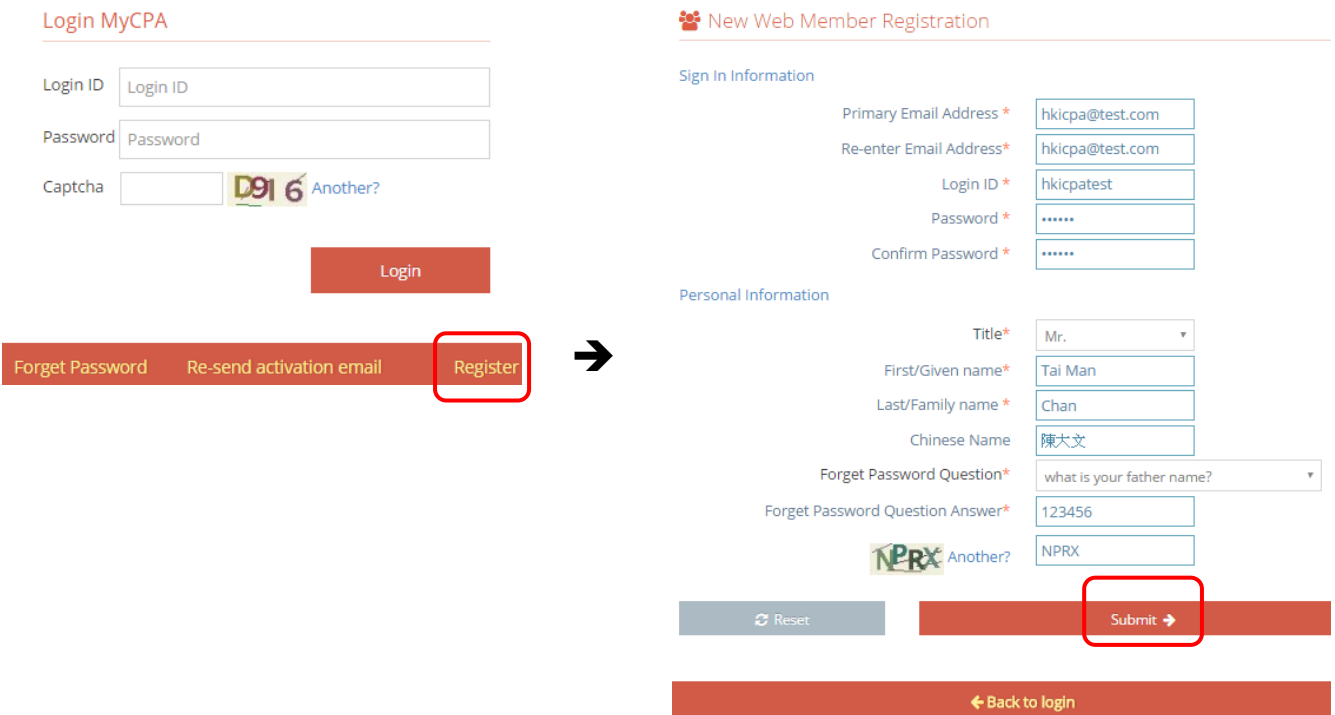
### 1. Choose "Click here"



The screenshot shows the CPA website's navigation menu with options: About us, Membership, Become a Hong Kong CPA, Professional development, Standards and regulation, News, and Members' area. Below the menu, there are links for 'New application', 'Re-registration', and 'Re-application'. Under the 'Application' section, the 'Application form' link is highlighted with a red box and labeled 'Click here'.

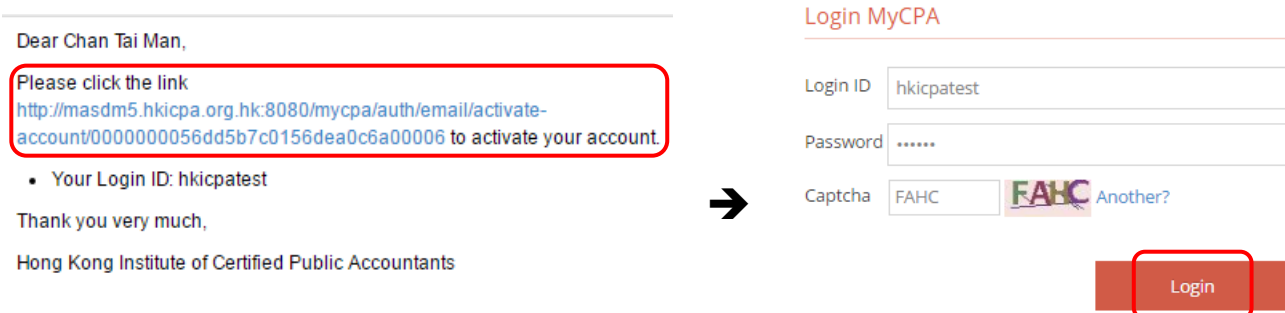
### 2. Choose "Register" and then fill in the information:

**Note: Please provide a valid email address which will be the major communication channel between the Institute and applicant.**



The first screenshot shows the 'Login MyCPA' page with fields for Login ID, Password, and a Captcha. A red box highlights the 'Register' button in the bottom navigation bar. An arrow points to the second screenshot, which shows the 'New Web Member Registration' page. This page has sections for 'Sign In Information' (Primary Email Address, Re-enter Email Address, Login ID, Password, Confirm Password) and 'Personal Information' (Title, First/Given name, Last/Family name, Chinese Name, Forget Password Question, Forget Password Question Answer, and another Captcha). A red box highlights the 'Submit' button at the bottom right.

### 3. Check your email box for the account activation email and then login:



The first part of the screenshot shows an email addressed to 'Dear Chan Tai Man,' with a red box around the activation link: <http://masdm5.hkicpa.org.hk:8080/mycpa/auth/email/activate-account/0000000056dd5b7c0156dea0c6a00006> to activate your account. Below the link, it lists the Login ID: hkicpatest. The second part shows the 'Login MyCPA' page with the Login ID field filled with 'hkicpatest' and the Password field filled with '\*\*\*\*\*'. A red box highlights the 'Login' button.

## Steps to complete online application

### 1. Fill in your personal particulars in Section 1:

Section 1 - Personal Particulars

1

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Title \* ▼

Family Name \* CHAN

Given Name \* Tai Man

Chinese Name 陳大文

Gender \*  Male  Female

Date of Birth \* 1916 - 01 - 01


At least one type of identity number is required

HKID# Check

PRC ID#

Passport# K123456789

Click to upload photo < 500kb



→ Cont'd

### 2. Choose the application route and provide your qualification in Section 2:

**Note: Different questions will be displayed according to your choices**

1 2

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Section 2 - Education & Qualification

**Which qualification are you using to apply for QP?**

Degree / Conversion Programmes

Membership of HKICPA's recognised overseas professional CPA body

Accredited Accounting Technician Examination & Professional Bridging Examination

**Please answer the following questions by the sequence of first awarded bachelor degree, then follow by accredited conversion programme (if any), and sub-degree / other degree (if any) at last.**

Do you hold an **accredited bachelor degree?** / Are you studying an **accredited bachelor degree programme?**  
List of accredited bachelor degree programme: [To view](#) (please allow pop-ups in your explorer)

Yes

No

**What is the country / district of your institute ?**

Hong Kong

**What is your institute / university?**

The University of Hong Kong

**What is your degree title?**

→ Cont'd

### 3. Complete Sections 3– 5 (employment record, other particulars and declaration), then upload the scanned documents in Section 6:

**Note: You should further submit the certified true copy of the uploaded documents in person / by post. Acceptable methods to certify the documents will be shown in the auto-reply email after you submit the online application.**

Section 6 - Upload Documents

1 Hong Kong Identity Card, PRC Identity Card or Passport

SEQ.	File Name	Action
1	Please select file	

Add

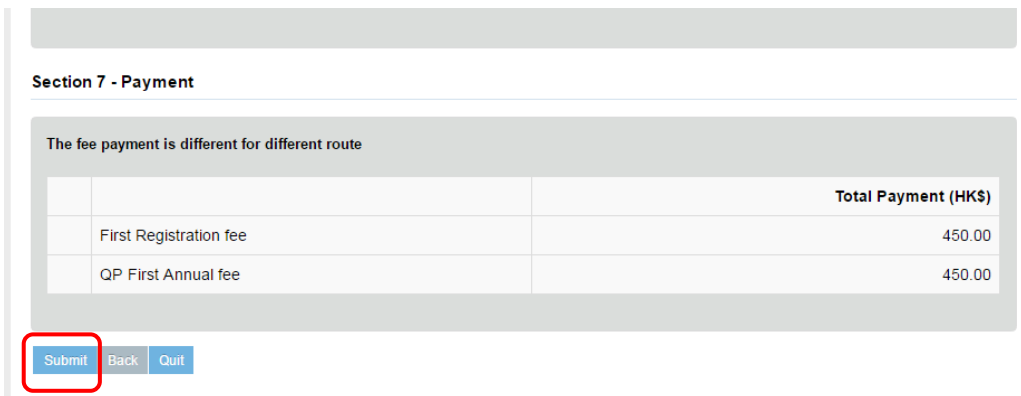
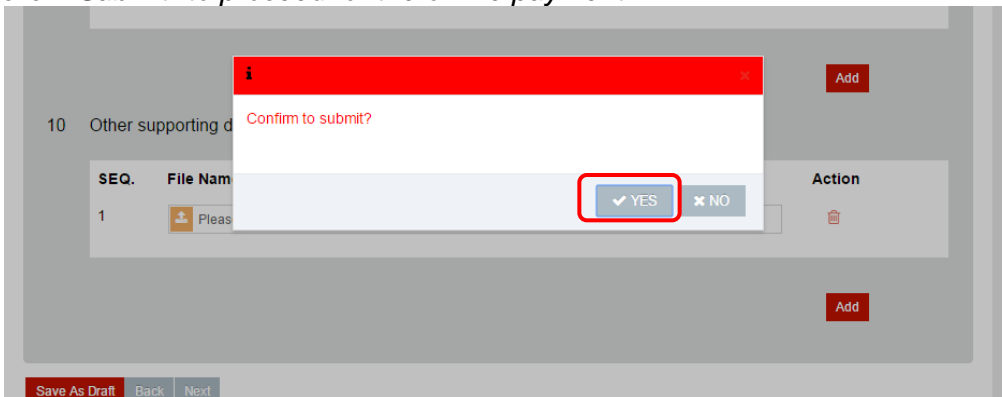
2 Official full transcript & certificate of sub-degree level and above

Country	Institute / University	Degree	Major	Honour	GPA	Intake Date	Award Date
Hong Kong	The University of Hong Kong	Business Administration	Accounting & Finance	1st	4	03-09-2012	31-08-2016

SEQ.	File Name	Action
1	Please select file	

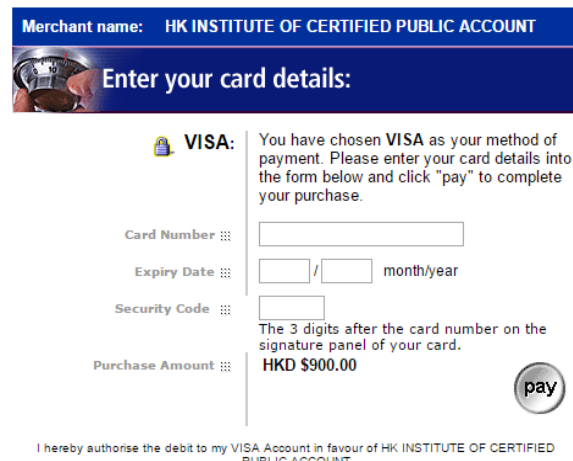
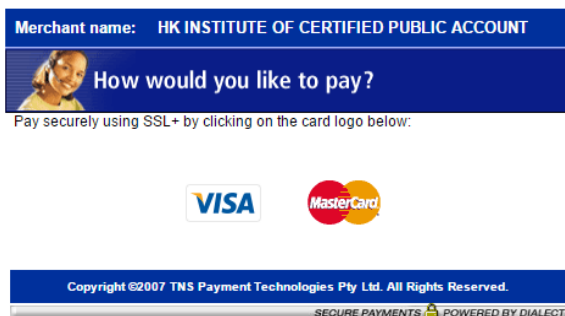
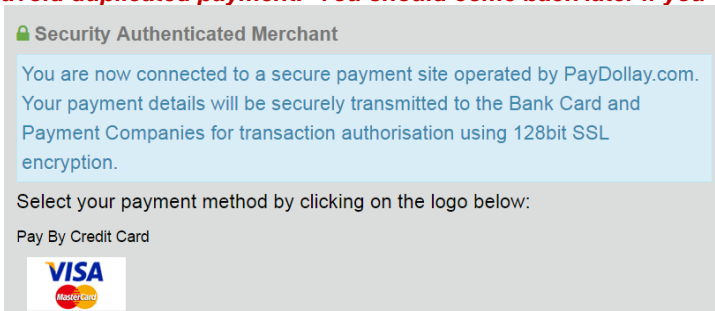
→ Cont'd

4. Confirm to submit. Then double check the information as well as payment items in Section 7 and click "Submit" to proceed for the online payment:



5. Settle the payment by VISA or MasterCard:

**Note: If the transaction fails in first attempt, the system will re-try and your application will be locked for 30mins to avoid duplicated payment. You should come back later if you want to try another credit card.**





6. You will see the notification page and receive an auto-reply email if the payment is successful:  
**Note: You should read the instruction in the email carefully.**

Notification

This is to confirm that you have successfully completed the online application for QP registration.

Transaction information

Transaction code : 2016-OL-RE00090145

Reference Number : [REDACTED]

Name : CHAN, Tai Man

Application Type : Degree / Conversion Programmes

You will receive an **email notification** to acknowledge this online application and be reminded to submit the required items (e.g. certified true copies, etc.) to the Institute's Hong Kong office.

Applicants fail to submit the required items for assessment within 6 months from the application date, their application would be deemed un-successful and the fees paid are non-refundable. Applicants are required to submit a new application and provide supporting documents together with the appropriate fees should they wish to re-apply.

If you do not receive the email notification, please contact the Student Registration Section by email to [students.reg@hki CPA.org.hk](mailto:students.reg@hki CPA.org.hk) or phone at (852)2287-7068 / 7397 for assistance.

Print this page

Quit

7. Follow the instruction in the email to submit all required items (e.g. certified true copies, signed application summary, etc.) to the Institute's office by the application deadline.

**Note: Your application will ONLY be processed until all required items have been received.**

5. Non-Hong Kong Accountant Holder:

I confirm that I understand QP-graduate members with non-Hong Kong accountancy degree who register as QP students on or after 1 January 2008 are required to take the Institute's Aptitude Test - Hong Kong Law for issuance of a Practising Certificate.

Yes

10. I declare that the information given in this form is true and correct to the best of my knowledge and belief. I hereby make application for registration as a student of the Hong Kong Institute of CPAs and undertake, if registered, that so long as I remain a registered student of the Hong Kong Institute of CPAs, I shall observe and abide by the Professional Accountants Ordinance and Professional Accountants By-Laws which are in force to regulate registered students, and Professional Ethics Statements of the Hong Kong Institute of CPAs.

Yes

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

End