



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



# **Qualification Programme (QP)**

## **Online Application System (Re-registration)**

### **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:

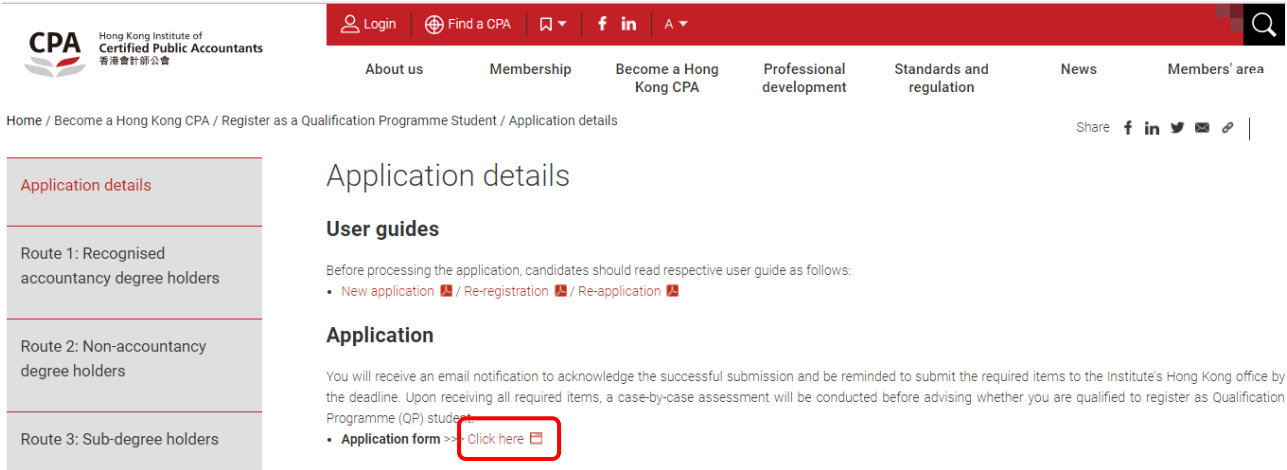
**[www.hkicpa.org.hk](http://www.hkicpa.org.hk) > Become a Hong Kong CPA >  
Register as a Qualification Programme Student > [Application details](#)**

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.

## Login with your previous QP student account

### 1. Choose "Click here"



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

Home / Become a Hong Kong CPA / Register as a Qualification Programme Student / Application details

Application details

User guides

Before processing the application, candidates should read respective user guide as follows:

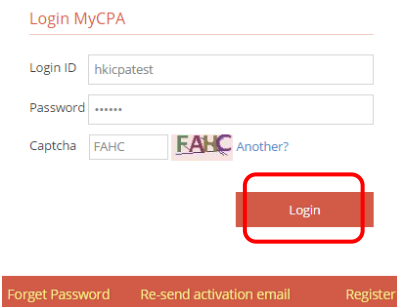
- New application / Re-registration / Re-application

Application

You will receive an email notification to acknowledge the successful submission and be reminded to submit the required items to the institute's Hong Kong office by the deadline. Upon receiving all required items, a case-by-case assessment will be conducted before advising whether you are qualified to register as Qualification Programme (QP) student.

- Application form >>> **Click here**

### 2. Login with your previous QP student account:



Login MyCPA

Login ID: hkicpatest

Password: .....

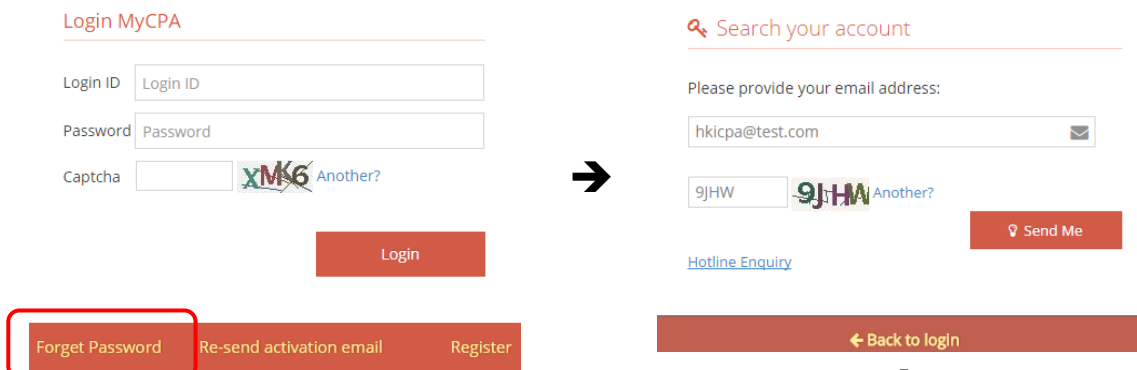
Captcha: FAHC **FAHC** Another?

**Login**

Forget Password Re-send activation email Register

### 3. If you forget the QP student account, click "Forget Password" and provide your previous registered email address. Then, you will receive an email for retrieval:

**Note: If you no longer use the previous email address, kindly contact us and provide your identity card number at [students.reg@hkicpa.org.hk](mailto:students.reg@hkicpa.org.hk) for assistance.**



Login MyCPA

Login ID: Login ID

Password: Password

Captcha: **XMK6** Another?

**Forget Password** Re-send activation email Register

Search your account

Please provide your email address:

hkicpa@test.com

9JHW **9JHW** Another?

Send Me

Hotline Enquiry

Back to login

Dear Tai Man Chan,

Thank you for your enquiry of acquiring Login Account and Password via the Institute's website.

Please kindly note that your Login ID is as follows:

- Login ID: hkicpatest

Please [click here](#) to reset your password.

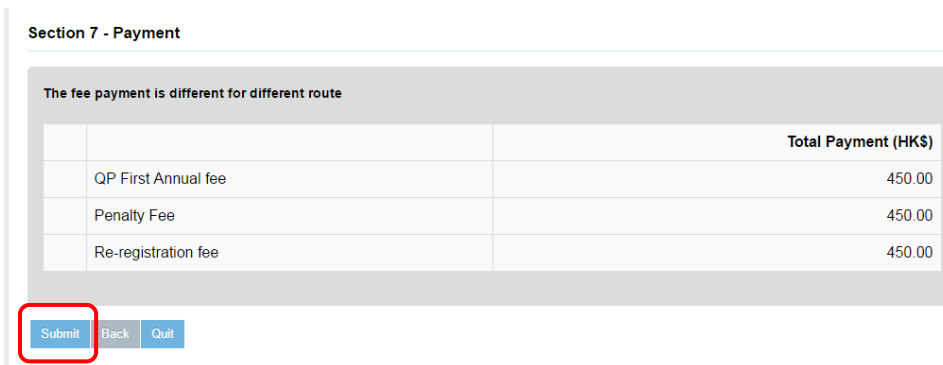
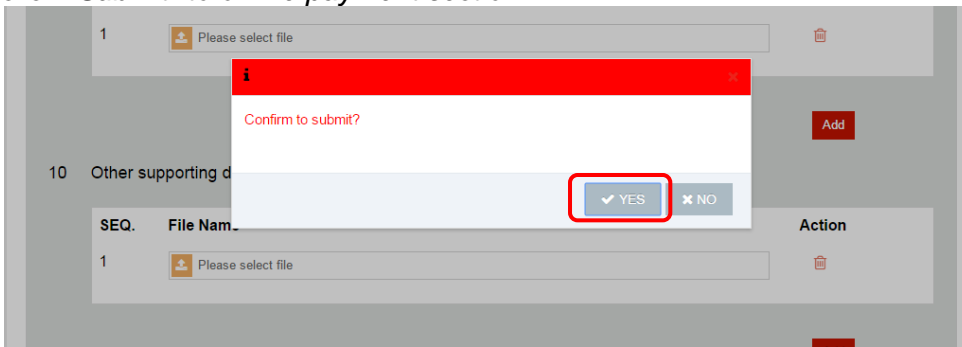
If you require any assistance, please contact 2287 7800 for technical support.

Best Regards,

IT Section  
 HKICPA

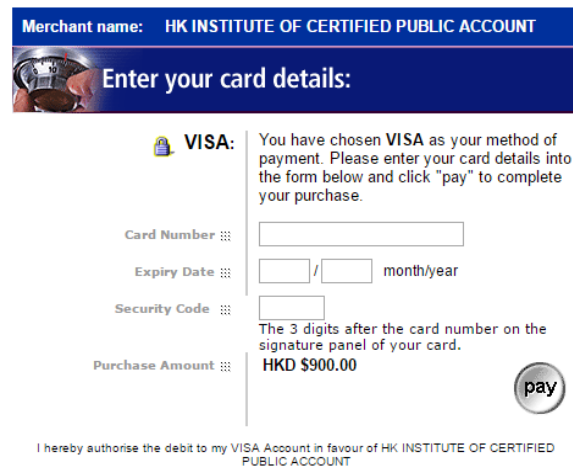
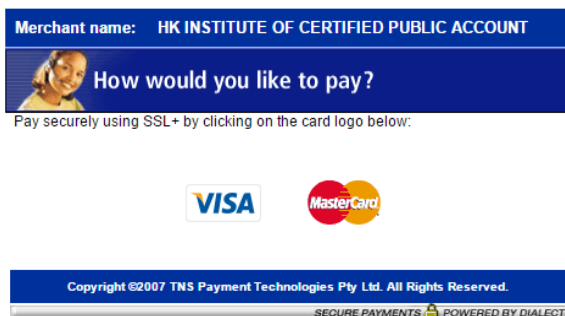
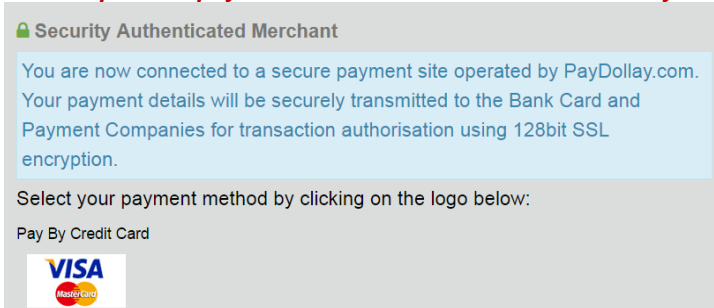


4. Confirm to submit. Then double check the information as well as payment items in Section 7 and click "Submit" to online payment section:



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@hkcipa.org.hk](mailto:students.reg@hkcipa.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. 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**