

Result Release Authorization and Undertaking for Qualification Programme (QP) Special Arrangement

Important Notes

- You must complete and submit this form with [online application](#) on or before the application deadline.
- Your application may be delayed/ rejected for process if it is not submitted together with the required payment/ supporting document(s).
- Incomplete application will be pending in this office for at most **six months** from the date of first receipt of the application by the Institute. It will be rejected for failure to provide appropriate payment and/ or sufficient information for processing after the lapse of the six-month period.
- All application fees paid are non-refundable, non-deferrable and non-transferable. Please refer to the [fee schedule](#) for the prevailing fees required.
- Personal Data (Privacy) Ordinance:
 Your personal data collected from this application will be used for the purposes relating to the administration of the Professional Accountants Ordinance and Professional Accountants By-laws. In addition, Hong Kong Institute of Certified Public Accountants ("the Institute") may use the collected data for statistical research and analysis, and for keeping students informed of its services. The provision of personal data by means of this application is voluntary. However, insufficient information may result in rejection of an application. Such data collected may be accessible by the Institute's officers, persons or committees processing the registration, examination and related matters. The data may also be accessible by or transferred to any authorized personnel including (but not limited to) agents, contractors, consultants, or advisers performing any statutory or administrative functions on behalf of the Institute.

Unless otherwise agreed, hard copies of any documents containing your personal data that you provide to the Institute will become the property of the Institute and will not be returned to you. The Institute will destroy any documents it holds in accordance with its internal policy and applicable laws. Please refer to the Institute's privacy policy and personal information collection statement on its website at:

<http://www.hkicpa.org.hk/en/Tools/Privacy-policy>.

Please put a “√” in the appropriate boxes below:

I confirm that I have submitted the following required items with a “√” in my application.

Section A	
Required items	Remarks
<input type="checkbox"/> HKID Card/ PRC ID Card/ Passport	<ul style="list-style-type: none"> ▪ Marked “COPY” across the image
<input type="checkbox"/> Passport standard photo	<ul style="list-style-type: none"> ▪ in JPEG format ▪ ratio of length to width is 4:3 ▪ plain coloured background
<input type="checkbox"/> Latest Transcript of the accredited master/ postgraduate diploma programme	<ul style="list-style-type: none"> ▪ exam results up to the 2nd semester of final year ▪ e-transcript is acceptable
<input type="checkbox"/> Transcript of Boot-Camp/ Pre-entry course(s) for the accredited Master programme (if any)	
<input type="checkbox"/> Course(s) to be completed in the summer semester of final year, please specify and provide the enrolled list (if available): _____	
Bachelor degree	For bachelor degree completed in China
<input type="checkbox"/> Official Full Transcript	<ul style="list-style-type: none"> ▪ Certificate of Degree (本科學士學位證書)
<input type="checkbox"/> Official Certificate	

Additional items for applicants who completed Hong Kong sub-degree or study exchange programme in non-Hong Kong institution	Remarks
Sub-degree (if any) <input type="checkbox"/> Official Full Transcript <input type="checkbox"/> Official Certificate <input type="checkbox"/> Credit Transfer Letter/ Exemption Letter	<ul style="list-style-type: none"> ▪ Associate degree ▪ Higher diploma/ Diploma
Study exchange programme in non-Hong Kong institution (if any) <input type="checkbox"/> Official Transcript of study exchange programme in non-Hong Kong institution <input type="checkbox"/> Credit Transfer Letter/ Exemption Letter	
Additional items for applicants who would like to apply module exemption by non-accredited course(s)	Remarks
<input type="checkbox"/> Assessment Fee	<ul style="list-style-type: none"> ▪ Please click HERE to download the Payment form, and fill in and submit it together with online application
<input type="checkbox"/> Syllabus of the non-accredited course(s)	
Section B	
<input type="checkbox"/> Result Release Authorization With respect to my application for QP registration, I hereby authorize my tertiary institution to send the proof of completion of my academic qualification(s) and all my course results to the Hong Kong Institute of Certified Public Accountants (the Institute) for student registration.	
<input type="checkbox"/> Being an applicant of the captioned scheme, I hereby confirm my understanding that: <ul style="list-style-type: none"> • If I do not complete the relevant course(s) in my accredited master/ postgraduate diploma programme to secure exemption of the QP Associate Modules at the time of QP enrolment, I may not be eligible to register as a QP student under this special arrangement and all the fees paid are non-refundable, non-deferrable and non-transferable. • I should upload all the required items listed above together with my application to the Institute. I am also aware that failure to provide the required items may delay the processing of my application and render the exemption unsuccessful. • If my tertiary institution is unable to confirm my graduation status by mid-August 2024, I will be removed from the QP Student Register immediately. In this case, I will need to re-register the QP studentship to continue the remaining parts of the QP upon confirmation of the graduation status and payment of the required fees upon re-registration. • I should apply for the official full transcript (with graduate status confirmed) from my tertiary institution and submit it together with the master degree/ graduation certificate to the Institute at students.reg@hki CPA.org.hk by 31 December 2024. 	

Name of tertiary institution: _____

Name: _____

ID Card #: _____

(Please provide the first 4 digits of ID card #)

Signature: _____

Date: _____