

### **Step 1: Apply to UoL MSc in Professional Accountancy (Pathway 2)**

You have to apply for the programme directly with UoL [here](#), and will need the following information at hand to complete the application:

- ACCA registration number
- Year of your last ACCA professional examination (if this was more than 5 years ago you will need a PDF version of your 'Keeping up with Change: Issues for the Finance Professional' results – see \* below)
- Compliance with ACCA CPD requirements

If you are planning to attend our Online Live programme, ensure you sign up for the First Intuition recognised teaching centre course: Click 'United Kingdom' then 'First Intuition Limited'.

Once you've submitted your application, UoL will email you directly to provide you with a Student Record number and confirmation that they have received your application. It will typically take 2-5 days to process your application.

*\*If your last ACCA pass was over five years ago, you'll need to demonstrate that your Continuing Professional Development (CPD) record meets ACCA policy, including an up-to-date CPD declaration.*

*You'll also need to complete a certified online preparation course. It takes about 3-5 hours a week over four weeks (although you can complete it faster). There is a fee of US\$49 to take the test and receive the certificate.*

*[Sign up for 'Issues for the Finance Professional'](#)*

### **Step 2: Once you've got your offer from UoL, contact First Intuition**

When you receive your offer from UoL, you will be emailed a link to register for the course – please contact First Intuition BEFORE you click to register.

You can email us at [uol@fi.co.uk](mailto:uol@fi.co.uk) or call us on 0207 323 9636.

We will take payment for both the FI and UoL fees, passing the payment to UoL on your behalf. We will provide you with a payment code and a guidance document that you will then use complete the registration process with UoL.

### **Step 3: After getting your payment code from FI, complete your registration with UoL**

Using the registration link sent to you with your offer email from UoL, AND the payment code from FI, you can now complete your registration with UoL.

This is to confirm your place on the programme, and UoL will provide you with online access to the course.

UoL will provide confirmation to FI that you have successfully registered on the programme.

### **Step 4: Following successful registration, FI will confirm your place on the January Online Live course**

We will contact you to confirm your place on the FI Online Live course starting in January 2021, once we've received confirmation from UoL of your successful registration.

We will provide you with joining instructions for the FI programme and introduce you via email to your tutors.