

Learning and Development Department

Frequently Asked Questions on JES Student Registration



Copyright ICPAC 2025 ©

Note: Unauthorised reproduction or distribution of this material or any part of it, is strictly prohibited without prior written consent.

Σημείωση : Η μη εξουσιοδοτημένη αναπαραγωγή ή διανομή του παρόντος υλικού ή οποιουδήποτε μέρους αυτού απαγορεύεται αυστηρά χωρίς προηγούμενη έγγραφη συγκατάθεση.

Q1. How can I register in ICPAC's Student Register?

A1. Registration is done through the ICPAC online portal, accessible via the following [link](#). A PDF file is available, which must be completed by the applicant and uploaded to the platform in the appropriate field.

Q2. What other supporting documents do I need to attach along with the completed registration form?

A2. Along with the completed registration form, you must attach a copy of your ID or passport, your degree/postgraduate certificates (if applicable), and your academic transcript (if available).

Q3. Am I required to register in ICPAC's Student Register?

A3. Yes. Every ACCA student residing in Cyprus is required to register in the corresponding ICPAC Student Register. This is a condition of the Joint Examination Scheme (JES) between ACCA and ICPAC. ACCA has agreements with each country it collaborates with on a student level, and each student has obligations both towards the local body of their country (in this case ICPAC), and towards ACCA. The two bodies exchange information about each student.

Q4. Is it necessary to register with ACCA first in order to register in the ICPAC Student Register?

A4. Yes, it is necessary. Applications that do not include an ACCA student registration number cannot be accepted. Registration with ACCA is a prerequisite.

Q5. How will I know that my application has been submitted successfully and when should I expect a response?

A5. Within one week at the latest from the day the application is submitted, you will receive an email confirming receipt of the application and providing instructions for payment of the annual subscription to ICPAC. Once payment is completed, the registration is finalized, and your name is entered into the Register. Incomplete applications will not be accepted, and no notification will be sent to the applicant. New students whose applications are approved will receive login credentials for accessing ICPAC's website.

Q6. How can I retrieve my login credentials if I've forgotten them?

A6. If a student needs new login credentials for ICPAC's website, they must request them by emailing students@icpac.org.cy.

Q7. What is the cost of the annual student subscription to ICPAC and how is payment made?

A7. The annual student subscription to ICPAC is €50. Payment is made through the online [JCCSmart portal](#) by selecting:
"Professional Bodies → ICPAC → Student Registration". There is no additional registration fee.

Q8. What happens if I fail to pay my annual subscription?

A8. For new applications, if the annual fee is not paid, the application will not be processed. For existing students, three reminders are sent throughout the year to settle the fee. If payment is still not made after the third reminder, the student's account in the Register is deactivated. ICPAC will also inform ACCA, and the student's ACCA account will also be deactivated, preventing further participation in exams and studies.

Q9. What is the procedure for re-registration and continuing studies after a break?

A9. If a student wishes to continue their studies, they must email students@icpac.org.cy including their full details (full name, email, ID number, phone number, and ACCA registration number), requesting re-registration. The email must be in English as it will be forwarded to ACCA. The student will then receive information on the amounts due to both ICPAC and ACCA to reactivate their accounts and continue their studies.

Q10. Does ICPAC provide any training or study material for the ACCA exams?

A10. No, ICPAC does not provide any training material except for the updated resources available on the ACCA learning portal, which is accessible to all active JES students. However, ICPAC's Learning and Development Department Officers are available to assist students with any queries or clarification required, at 22870030 (ext. 5) or via email to students@icpac.org.cy.

Q11. Where can I find information about Approved Learning Partners (ALPs) in Cyprus and study materials?

A11. Relevant information is available on ACCA's Global website. For available ALPs in Cyprus, you can visit the following link [Approved Learning Providers](#). Study material is also accessible through a separate link, where you can select your course of interest [study material per course](#).

Q12. Is it mandatory to attend classes at a learning center, or can I study independently?

A12. No, it is not mandatory. Each student may choose the preparation method that suits them best.

Q13. What is the format of the exams? Is it mandatory to attend a test center, or can I take exams remotely?

A13. All exams are computer-based. Yes, attendance at an approved exam center is mandatory. Remote exams are only allowed in exceptional cases and require a direct request to ACCA. For more details on remote exams, refer to the following link [Remote Exams - ACCA](#).

Q14. After completing my studies, am I automatically removed from ICPAC's Student Register or transferred to another Register?

A14. After each exam session, ACCA sends ICPAC a list of graduates. These individuals are automatically transferred to the Graduate Accountants Register maintained by ICPAC and are informed of their new status.

The annual subscription for Graduate Accountants is €80 and applies for up to three years after graduation. After that, the fee increases to €200, the same as that for ICPAC Members.

Note: Remaining in the Graduate Register is not mandatory as you are no longer under JES. However, staying in the Register offers benefits such as discounted seminar fees and ongoing updates on relevant professional matters.

Q15. When am I considered a Member of ICPAC?

A15. A Graduate Accountant is not considered a Member of ICPAC, nor are they automatically transferred to the Members Register. Membership involves a separate



process managed by the ICPAC Admissions and Licensing Department. For more information you can contact the department at the e-mail address:

admissions@icpac.org.cy.

Q16. As a student or graduate, am I required to complete Continuing Professional Development (CPD) units?

A16. No, CPD is mandatory only for Members. However, students and Graduate Accountants are encouraged to stay updated with professional and educational developments.

Q17. Can students and/or Graduate Accountants register for and attend ICPAC seminars?

A17. Yes, students and Graduate Accountants can attend ICPAC seminars and benefit from reduced registration fees.