

# ADIT STUDENT REGISTRATION STEP-BY-STEP GUIDE



This guide is designed to assist new ADIT students completing their student registration online. To access the student registration form directly, please visit <https://www.tax.org.uk/adit/register>.

You can go back to the previous page, at any stage of the student registration form, by clicking **Back**.

## Please enter your email address

Enter your preferred email address in both the 'Email' and 'Confirm Email' fields, and click **Check Email**.

## Your Application

Our sites are being re-developed, if you have any issues during registration please contact the Education team at [education@tax.org.uk](mailto:education@tax.org.uk) or 020 7340 0551.

### Please enter your email address

Email

Confirm Email

If you have previously begun a student registration application, your email address will be detected and you will be able to resume your application from the point at which you previously left it.

## Page 1: Select Route

Select **ADIT** from the 'Qualification' menu and click **Submit**.

### I wish to register

Please note that you will be eligible to sit the Computer Based Examinations (CBEs) following acceptance of your registration as a student, subject to a **21 day period** to allow your profile to be created on the CBE system. If you eligible for an exemption, this is also subject to the 21 day period before you are able to make an application. As a reminder, you need to be a registered student for at least **four** months before you are allowed to enter for a written examination.


\* required field

Qualification:

## Page 2: Your Details

Select your preferred title from the 'Title' menu, and enter your first name, middle name(s) and last name in the corresponding fields. Select your gender from the 'Gender' menu, and enter your mobile number (including country code) and date of birth (in the format DD/MM/YYYY).

### Your details

Email:	adambriggstax@outlook.com
Title: *	Mr
First Name: *	Adam
Middle Name:	Michael
Last Name: *	Briggs
Gender: *	Male
Mobile: *	+44 7700 900675
Date of Birth: *	 07/03/1982
<div style="display: flex; justify-content: space-between;"> <span>&lt; Back</span> <span>Next</span> </div>	

Click **Next**.

## Page 3: Personal Data

Enter your home address details in the corresponding fields within **Section 1**.

### Personal Data

Section 1	
Home Address Country: *	United Kingdom
Post / Zip Code:	SW8 1JX
Home Address Line 1: *	9 Rita Road
Home Address Line 2:	
Home Address Line 3:	
Home Address City: *	London

If you would like to provide your work address and employer details, you will need to select the 'Add Work Address?' checkbox and then enter your work details in the additional fields which will now appear.

If you would like to use your work address as your primary ADIT correspondence address, select the corresponding checkbox.

Add Work Address?	<input checked="" type="checkbox"/>
Is your work address your correspondence address?:	<input type="checkbox"/>
Job Title:	<input type="text" value="Tax Manager"/>
Work Email: *	<input type="text" value="abriggs@hammer.co.uk"/>
Company Name: *	<input type="text" value="Hammer Enterprises"/>
Work Address Country: *	<input type="text" value="United Kingdom"/>
Work Address Post / Zip Code:	<input type="text" value="WC1A 1DB"/>
Work Address Line 1: *	<input type="text" value="Hammer Enterprises Ltd"/>
Work Address Line 2:	<input type="text" value="101-103 New Oxford Street"/>
Work Address Line 3:	<input type="text"/>

Please note: if you intend your ADIT fees to be paid via employer invoice, you will need to select both the 'Add Work Address?' and 'Invoice Employer?' checkboxes, and complete your work details as well as the name, email address and job title of your employer's designated invoice recipient in the corresponding fields.

Invoice Employer?	<input checked="" type="checkbox"/>
Please provide contact details of who to send the invoice	
Contact name: *	<input type="text" value="Jyoti Kanwar"/>
Contact Email: *	<input type="text" value="jkanwar@hammer.co.uk"/>
Contact job Title: *	<input type="text" value="Head of Finance"/>

Select your previous academic and professional qualifications using the available checkboxes within **Section 2**. If a qualification is not listed, you may add it by selecting **Other** and entering the degree abbreviation or professional qualification postnominal in the additional field which will now appear.

**Section 2**

Degrees:

- BA (Hons)
- BSc (Hons)
- LLB
- Other (please specify)

Higher / Postgraduate Degrees:

- MA
- MSc
- LLM
- MBA
- PhD
- Other (please specify)

Other: \*

Let us know how you discovered ADIT by selecting an option from the 'Where did you hear about us?' menu, and then click **Next**.

## Page 4: Branches

To join your local or regional CIOT branch, click on the corresponding button in the branch list.

- Sussex
- Thames Valley
- HMRC
- Hampshire
- Hong Kong
- Asia Pacific
- Australasia
- European Branch
- MENA
- North America
- Overseas

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Next

Click **Next**.

## Page 5: Summary

Once you have read our Data Protection policy and indicated your agreement to the Student Declaration, click **Next**.

I am willing to have such information disclosed

### Examination Pass Lists

After every examination session, the Institute publishes a list of candidates who have successfully passed each examination. Pass lists are published via the Institute's website as well as in Tax Adviser Journal. If you do not wish to have your name listed on an examination pass list, please contact the Institute.

### Declaration

I declare that to the best of my knowledge the information I have provided is true and correct. I understand that my ADIT registration fee is non-refundable\* and is payable in addition to entry fee for the certificate examination.

\*Please note if your situation changes significantly within a month of the date you made your application for student registration and you no longer wish to proceed (provided you have not registered for the Final Certificate examination) then a refund can be made, less a small administration charge. \*

I agree with the stated declaration

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## Page 6: Security Details

Enter and confirm your password, and click **Create Account**.

### Security Details



Please enter a password for your account

Your password must contain at least one special character, at least one number, at least one upper case character, and be at least 8 characters in total length.

Enter Password \*

Confirm Password \*

Please be aware that it may take a couple of minutes to create an account.

[< Back](#) [Create Account](#)

## Payment Page

You will now be directed to the payment page, from which you may pay your student registration fee via credit or debit card (this page will automatically be skipped if you have selected the employer invoice option).

You will then be directed to our **Diversity Monitoring** page, and an email confirming your student registration application will be sent to your preferred email address.

If you are unable to pay via credit or debit card, and the employer invoice option is not available to you, then you may instead arrange manual collection of your student registration fee; you will need to email the ADIT team at [education@adit.org](mailto:education@adit.org).