ADIT STUDENT REGISTRATION STEP-BY-STEP GUIDE



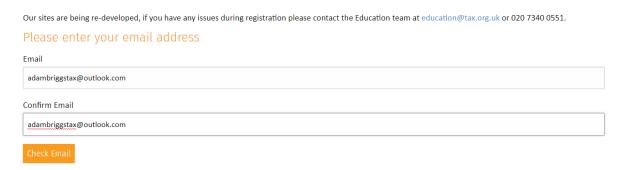
This guide is designed to assist new ADIT students completing their student registration online. To access the student registration form directly, please visit https://www.tax.org.uk/adit/register.

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



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.

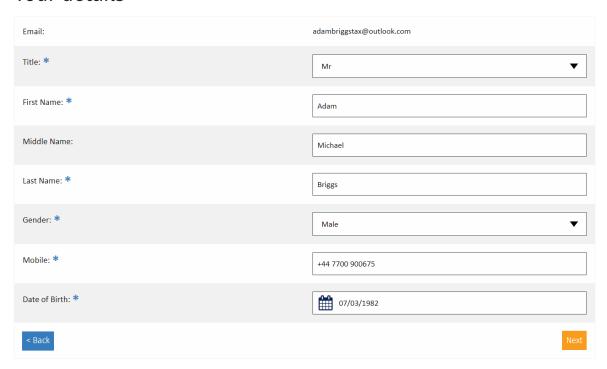
I wish to register Please note that you will be eligible to sit the Computer Based Examinations (CBEs) following acceptance of your registration as a student, subject to a 21 day period to allow your profile to be created on the CBE system. If you eligible for an exemption, this is also subject to the 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: ADIT



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

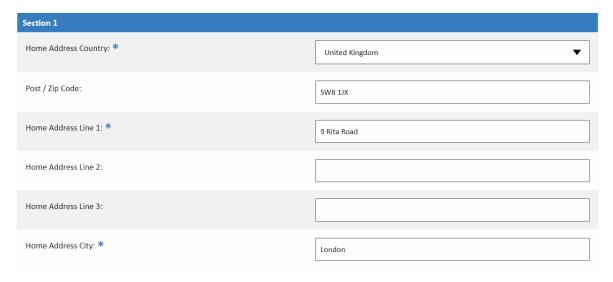


Click Next.

Page 3: Personal Data

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

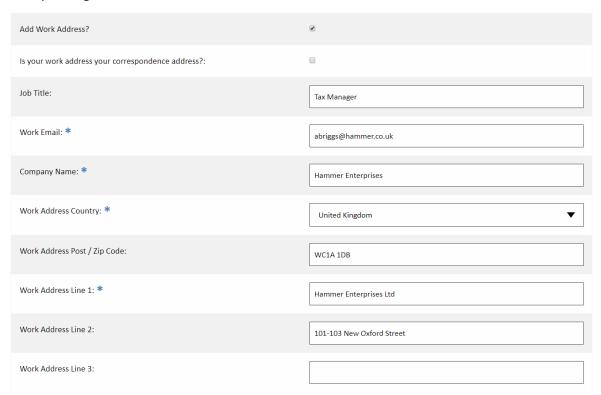
Personal Data



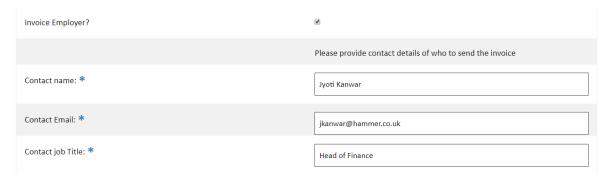


If you would like to provide your work address and employer details, you will need to select the 'Add Work Address?' checkbox and then enter your work details in the additional fields which will now appear.

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

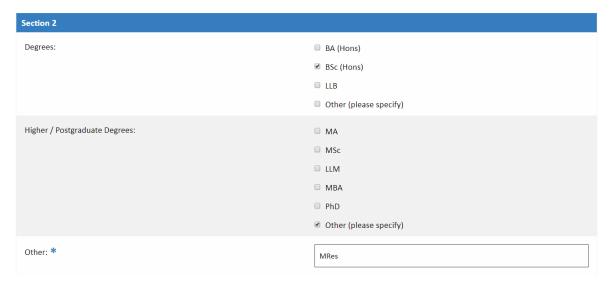


Please note: if you intend your ADIT fees to be paid via employer invoice, you will need to select both the 'Add Work Address?' and 'Invoice Employer?' checkboxes, and complete your work details as well as the name, email address and job title of your employer's designated invoice recipient in the corresponding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





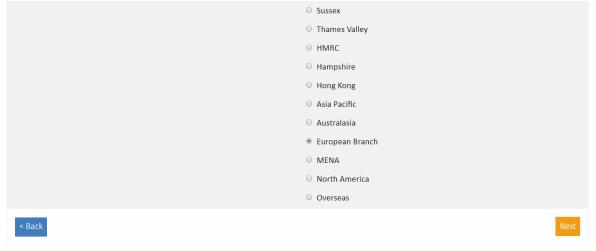
Select your previous academic and professional qualifications using the available checkboxes within **Section 2**. If a qualification is not listed, you may add it by selecting **Other** and entering the degree abbreviation or professional qualification postnominal in the additional field which will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



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.

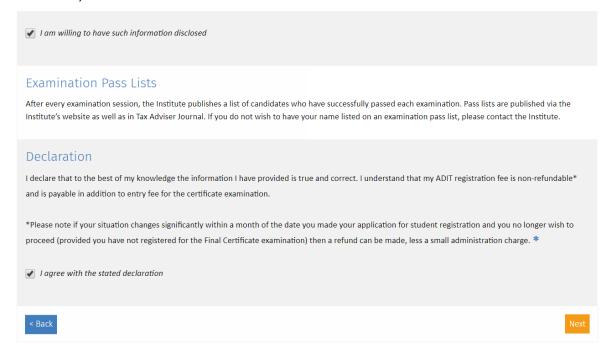


Click Next.



Page 5: Summary

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



Page 6: Security Detalis

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.





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.