



**INSTITUTE OF
CERTIFIED PUBLIC ACCOUNTANTS
OF UGANDA**



FREQUENTLY ASKED QUESTIONS
BY
STUDENTS *AND* SUGGESTED
ANSWERS

1. Why should I study CPA (U) course?

- a) The Certified Public Accountants(CPA) course is the highest standard of competence in the field of accountancy across the globe. It bestows upon an individual a title of a qualified accountant in numerous countries. The Course equips an individual with knowledge, skills, and competences in finance, audit, management, governance, tax advisory, consultancy etc. It is designed to produce competent professional accountants, capable of making a positive contribution to the profession and the national economy in general.
- b) The graduates of the CPA(U) course have the potential to serve in many capacities, which include financial and management accountants, finance managers, auditors, tax and financial consultants, Chief executive officers, chief operating officers etc. **CPAs** are qualified to give you financial advice since they have a strong understanding of your taxation requirements and financial reports.

2. Is it possible to extend my study period after it has expired?

- a) Yes, it is possible, the student clears their annual renewal arrears if any that have accumulated for the years they have been inactive then the study period is extended.
- b) A student whose studentship lapses due to non-payment of annual dues may, on application renew their studentship by paying the appropriate penalty and the outstanding dues, as determined by the Institute. The student will thereafter be re-activated.

3. What are the requirements for registration as a new student?

- a) For anyone to register as a new student, you need to have all your original academic documents starting from 'O' Level to the most recent qualification, plus your photocopies, two recent passport size photographs that are coloured with a white background, a national identity card/ passport.
- b) The above-mentioned items should be scanned and saved in pdf format to support your online application process.
- c) Visit our website www.icpau.co.ug, select 'register' and then follow the prompts.

4. On what basis do I qualify for exemptions?

- a) Exemptions are granted to holders of recognised qualifications, on a subject per subject basis. Please visit the Institutes Website and read through the students brochure (www.icpau.co.ug). It has a list of universities and other tertiary institutions with approved courses and their exemptions
- b) Please note that the Institute reviews your academic documents and then grants the exemptions in accordance with your qualifications.

5. What are the tuition charges for the different training institutions?

- a) ICPAU is not engaged in the provision of tuition. This function is carried out by various training institutions that charge fees differently.
- b) A student is advised to contact the institution of their choice to get the fees structure. You can also visit <https://www.icpau.co.ug/sudents> to get contacts of training institutions.

6. Is it possible to do CPA and a degree co-currently?

Yes, it is possible, you can study your degree course alongside your CPA course. You only need to register and start on the CPA course and study both courses concurrently

7. Where are the examinations centres in the country?

- a) Examinations centres are strategically located in various parts of the country to assist students manage the cost of their learning.
- b) They are located in; Arua, Fortportal, Gulu, Kampala, Mbale, Mbarara and Nkozi.

Note: The Nkozi centre is restricted to Uganda Martrys University students only.

8. How do I register for the examinations?

You can register for the examination by following the steps below;

- a) Visit ICPAU website; https://icpauportal.com/index.php/online/online_application
- b) Read through the application guidelines which contain requirements for studentship application, payment, confirmation of your application and structure.
- c) Confirm having read and understood the guidelines then choose one of the 2 options;
 - i) I am a new applicant (if you are registering with ICPAU for the first time)
 - ii) I have a student/member account with ICPAU (if you have ever registered with ICPAU for ATD, CPA courses)
- d) Proceed with registration and make sure to attach the required documents namely, passport photo, National ID/Passport and academic documents.
- e) Make sure to fill in all the required fields.
- f) Once you are done with registration, download the registration form and print it.
- g) On the registration form, there is a payment procedure for minimum payment of registration fees depending on the course.
- h) Submit to the Institute the registration form together with two (2) passport photos, proof of payment and both originals and photocopies of the academic documents.
- i) The Officer in-charge of registration will confirm your registration by comparing the physical documents and form to those submitted online.
- j) An ID number will be issued to you which will be your user name and permanent payment code.

An online procedure will be issued to you which will guide you on how to login into your studentship account where you will access past papers, examiners' comments, solutions, acceptance of exemptions and registration of exams.

9. How do I create an online account with ICPAU?

For anyone to possess an online account, they need to first register with ICPAU as a student then an online account will be created.

10. When do I pay my NCHE fees?

National Council for Higher Education fees is an annual fee that should be paid every year before qualifying to sit for any tertiary examinations including those of ICPAU. It is advisable that it's paid in the first quarter of the year.

11. How do I get reading material?

- a) Study packs for CPA(U) papers 1 – 18 are readily available at the Institute's offices at Plot 42, Bukoto street, Kololo at fee of only 50,000/= per copy.
- b) The student is advised to deposit the money on their account then pick the book from our main offices. You can also advise us to send you the study pack of your choice through your preferred courier at your own cost.

12. How do I log onto the website as a student?

Visit www.icpau.co.ug select student login. A pop-up menu requesting for your username and password will be displayed. For the username, use the ID Number and should have your password ready to login. If you forgot the password, select 'forgot password' and the password reset will be sent to your email.

13. When do I pay registration/application fees?

There are no application fees to pay. Registration fees are paid after the student has completed the online application process and has printed the form. Payments can be made using Airtel money or MTN Mobile money or through Centenary or Stanbic Bank. The payment procedure can be accessed on the application form.

14. How do I access my account after I forgot the password?

Go to the log-in menu at the ICPAU website, your username will be required then select 'Forgot password'. The reset password will be sent to your email address that you used when registering with ICPAU. This can take about 15 to 30 minutes before the system synchronises the changes.

15. What are the entry requirements for CPA Course?

To register as a CPA student, one must possess one of the following;

- i) A Degree from a recognised university
- ii) An accounting Technicians Certificate/ diploma from a recognised professional accountancy body such as ICPAU, KASNEB, NBAA, ICPAR etc
- iii) A diploma pursued in a period of at least two years from a recognised institution of Higher learning.
- iv) A professional certificate offered by another body such as KASNEB, CIPS, CIM, ACCA, etc
- v) A-level with at least two principal passes at A-level and with at least 5 credits at O'level including English Language and Mathematics.

Note: A qualification obtained from outside Uganda, must be accredited by the respective government and NCHE or UNEB may be required to validate it at the applicant's cost.

16. When do I pay studentship annual renewal fees?

- a) Annual renewal fees for studentship are due on 1 January of each year and should be paid not later than 31 March of each year.
- b) Studentship elapses if the annual renewal fees remain unpaid after 31 March of the year.

This is paid whether the student is intending to sit for the examinations that year or not.

17. When are examinations conducted?

The CPA examinations are held three times a year i.e. May/June, August and November/December and twice a year i.e. May/June and November/ December for ATD and CTA.

18. How does one register for examinations?

- a) Registration for examinations must be done online via the Institute's website. For any exception, one must seek guidance from the Institute.
- b) Examinations registration or entry must be preceded by payment of the examinations fees using the ICPAU ID No. in the bank or using mobile payment.

19. When is the deadline for registration of new students?

- a) Registration of new entrants is continuous throughout the year. Applications must be made online: https://icpauportal.com/index.php/online/online_application or <https://www.icpau.co.ug>students> Apply online>. Read carefully the guidelines on completing the application form and payment.
- b) However, if one desires to attempt May/June or November/December examinations, he or she must have registered as a student by 31 March or 30 September respectively.

20. How do I get a replacement for my lost certificate?

To replace a lost certificate, one pays a replacement fee [For the year 2020 is 30,000/=] to their studentship account. Write a letter to the Secretary/CEO of Institute of Certified Public Accountants of Uganda applying for a replacement.

21. Is it possible to replace my lost result-slip?

Yes, it is possible. You deposit a replacement fee [For the year 2020 is 10,000/=] on your studentship account then collect a print out from our offices at Plot 42, Bukoto street, Kololo.

22. When is the deadline to pay for the exemptions?

- a) Exemptions are payable immediately they are granted. It is advisable to apply for exemptions when your students account has enough credit to clear the exemptions fees.
- b) Students with outstanding exemptions dues are not allowed to sit for subsequent examinations as per progression rules.

23. How can I access past papers?

- a) Past papers are accessed through the student's online account.
- b) Upon log into the online student portal menu, select exam results and follow the prompts.

24. How can one get a syllabus outline for all the 18 papers of CPA?

A syllabus outline can be accessed on our website. www.icpau.co.ug, select students menu, then from the pop-up menu select syllabus.

25. How do I replace my lost studentship identity card?

To replace a lost identity card, one pays a card replacement fee [For the year 2020 is 20,000/=] to their studentship account. You write a letter to the Secretary/CEO of Institute of Certified Public Accountants of Uganda requesting for an ID replacement, attach a police letter, scan a passport photo that has a white background, send an email to students@icpau.co.ug then deliver the hard copies including your receipt to our offices at plot 42, Bukoto street, Kololo.

26. Which other course do you offer for someone with only A' and O' level?

We have Accounting Technicians Diploma (ATD). The course is aimed at training individuals in accounting, finance, auditing, taxation and management functions. The course is mainly aimed at producing competent accounting staff with comprehensive and a wide range of technical knowledge, skills and attitudes which enable them to work in any sector of the economy.

To register as an ATD student, one must have at least one of the following qualifications:

- i) A-level certificate with at least one principle pass or the equivalent.
- ii) UNEB/UBTEB Group Certificate for Business Education of at least stage two.
- iii) Mature age Entry certificate obtained from a recognised university or institution.
- iv) Other certificates as maybe approved by PAEB.

27. What is the duration for CPA(U) and ATD courses?

The CPA course must be completed within a maximum 10 years and 6 years for ATD Course, from the date of registration.

28. What modes of study can I use to do any of your courses?

There are four distinct methods of study:

- a) A full-time study at a training Institution.
- b) Part-time study (i.e. evening or weekend classes) at a training institution.
- c) Private study.
- d) Correspondence by a training institution.

Note: It is up to the student to choose the appropriate method of study. However, the students are encouraged to make sufficient preparation for the examinations.

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