

# CIMA Induction for New-Registered Student

新学员须知

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## About CIMA

The Chartered Institute of Management Accountants, founded in 1919, is the world's leading and largest professional body of Management Accountants, with 171,000 members and students operating in 165 countries, working at the heart of business. CIMA members and students work in industry, commerce and not-for-profit organisations. CIMA works closely with employers and sponsors leading-edge research, constantly updating its qualification, professional experience requirements and continuing professional development to ensure it remains the employers' choice when recruiting financially-trained business leaders. CIMA is committed to upholding the highest ethical and professional standards of members and students, and to maintaining public confidence in management accountancy. CIMA is proud to be the first professional accounting body to offer a truly global product in the fast-moving area of Islamic Finance.

CIMA 特许管理会计师公会成立于 1919 年，是世界最大的职业管理会计师认证机构，拥有 17.1 万会员和学员，遍布 165 个国家。CIMA 会员身居管理要职，以扎实的财务知识，卓越的管理能力和出色的战略思维在工商界、政府及各类非盈利机构发挥着举足轻重的作用。

According to independent research conducted by the University of Bath School of Management, CIMA's syllabus and examination structure are the most relevant to the needs of business of all the accountancy bodies assessed. See the CIMA Difference report for further information at [www.cimaglobal.com/thecimadifference](http://www.cimaglobal.com/thecimadifference). CIMA has been awarded "Superbrand" status in the UK for a third year in a row this year and for the first time in Sri Lanka.

CIMA 通过与雇主企业的紧密合作及资助前沿研究，不断更新教育认证体系，职业资格要求及职业发展计划，使 CIMA 成为雇主网罗财务背景经营人才时的首选资格。CIMA 致力于不断提高会员及学员的专业水准及职业道德，普及管理会计师的公信力。

To find out more about how CIMA can deliver value to you and your organisation, please visit: [www.cimaglobal.com](http://www.cimaglobal.com) or [www.cncima](http://www.cncima) or contact our China Office.

需要了解更多 CIMA 如何为您与您的企业增值，请登陆我们的网站 [www.cimaglobal.com](http://www.cimaglobal.com) 或中文网站 [www.cncima.com](http://www.cncima.com) 或向 CIMA 中国代表处垂询。



## About CIMA

CIMA China has opened offices in Beijing, Shanghai and Shenzhen. If you have any question about CIMA or any content in the induction brochure, please don't hesitate contact us.

CIMA 中国办事处已经在北京、上海、深圳开设了官方办公室。如果您对 CIMA 或本册内容有任何问题，请通过以下方式咨询我们。

**China Hotline:**

**400-820-4080**

**China Inquiry Email:**

**[infochina@cimaglobal.com](mailto:infochina@cimaglobal.com)**

You may also contact us at our local office for one-to-one inquiry about CIMA qualification.

您也可以联系我们各地办公室, 预约一对一咨询。

### **Shanghai** 上海

Unit 1905 Westgate Tower 1038 Nanjing Road (W), Jing'an District 200041

上海市静安区南京西路 1038 号梅龙镇广场 1905 室

T. 021-5228 5119      F. 021-52285120

### **Beijing** 北京

V204, 2/F Landmark Tower 2, 8 North Dongsanhuan Rd, Chaoyang District 100004

北京市朝阳区东三环北路八号亮马河大厦二座二层 V204 室

T. 010-6590 0751

### **Shenzhen** 深圳

Room A20, 2/F Business Centre, Shangri-La Hotel, 1002 Jianshe Road, Luohu District 518001

深圳市罗湖区建设路 1002 号深圳香格里拉大酒店 2 楼商务中心 A20 室

T. 0755-8396 1162

Please provide your Contact ID, Full name as well as date of birth (e.g. ID: 1-3\*\*\*\*\*, David Maroon, July 14 1972) when you contact us. We may help you faster with that.

请您联系我们时, 向我们提供您的 CIMA 学员号 (Contact ID), 中文全名和拼音以及生日 (例如 ID: 1-3\*\*\*\*\*, 王芳 Wang Fang, 生日: 1982 年 9 月 8 日), 以便我们更快为您提供帮助。

You may also contact CIMA UK directly about CIMA qualification via the following information. 您也可以直接联系 CIMA 英国总部, 具体联系方式如下。

26 Chapter Street

London SW1P 4NP

United Kingdom

T. 0044 (0)20 8849 2251

# CIMA Qualification



To qualify as a Chartered Management Accountant, you need to complete all 15 exam papers as well as to gain at least three years' relevant practical experience. If you enter without a relevant degree, you must sit 15 papers in total to get full exam success including:

成为 CIMA 会员，您需要首先通过 CIMA 15 门考试（或相应免试），并取得至少三年相关工作经验。如果您没有申请免试，需要参加总共 15 门 CIMA 考试：

- **STEP ONE: Fundamental Level 基础级**

C01 Fundamentals of Management Accounting	管理会计基础
C02 Fundamentals of Financial Accounting	财务会计基础
C03 Fundamentals of Business Maths	商业数学基础
C04 Fundamentals of Business Economics	商业经济学基础
C05 Fundamentals of Ethics, Corporate Governance and Business Law	职业道德、公司治理和商法基础

Fundamental Level, known as CBA, uses computer-based assessment to test your performance.  
基础级也称 CBA 考试，使用计算机考试方式进行测试。

You may take exams in any order within the Fundamental level.  
您可以自行安排参加基础级课程的考试顺序。

If you pass all papers in this level, you will be awarded *CIMA Certificate in Business Accounting*. If you are awarded full exemption, you need waive and pass at least one paper to get the *Certificate*. 如果您通过这个级别的考试（获得免试的话，至少参加并通过一门考试），您将被授予“CIMA 商业会计证书”。

- **STEP TWO: Operational Level 运营级**

Paper E1 Enterprise Operations	公司运营
Paper P1 Performance Operations	绩效运营
Paper F1 Financial Operations	财务运营

From operational level, you are tested by paper-based assessment. You may take these papers twice a year, respectively in May and November.

从运营级开始，所有考试都以笔考方式进行。每年有两次全球统一考试，分别在 5 月和 11 月。

You may take exams in any order within the Managerial level.  
您可以自行安排参加管理级课程的考试顺序。

If you pass all papers in this level, you will be awarded *CIMA Diploma in Management Accounting*. 如果您通过这个级别的所有考试，您将被授予“CIMA 管理会计文凭”。

# CIMA Qualification



- **STEP THREE: Management Level 管理级**

Paper E2	Enterprise Management	公司管理
Paper P2	Performance Management	绩效管理
Paper F2	Financial Management	财务管理

If you pass all papers in this level, you will be awarded *CIMA Advanced Diploma in Management Accounting*. 如果您通过这个级别的所有考试，您将被授予“CIMA 管理会计高级文凭”。

- **STEP FOUR: Strategic Level 战略级**

Paper E3	Enterprise Strategy	公司战略
Paper P3	Performance Strategy	绩效战略
Paper F3	Financial Strategy	财务战略

Due to the integrated nature of the syllabus, you must sit all three Strategic level exams at your first attempt. You may resit in any order. 由于课程大纲的内在联系，您第一次参加战略级的考试需要同时报考三门。没有通过可以逐门补考。

- **Step FIVE: T4 – 管理会计职业能力测试**

**T4**, the Test of Professional Competence in Management Accounting, is a case study that requires you to apply strategic management accounting techniques to make support decisions within a simulated business context.

TOPCIMA 以案例分析为主，要求考试在模拟的商业背景下通过战略管理会计技巧进行决策。

The scenario will be released on CIMAGlobal website six weeks before exam.

每次考试的案例将于考试 6 周前在 CIMA 全球官方网站上公布。

If you pass T4, you will be awarded “*CIMA Certificate of Full Exam Success*”. 如果您通过 T4 考试，您将被授予“CIMA 全科合格证”。

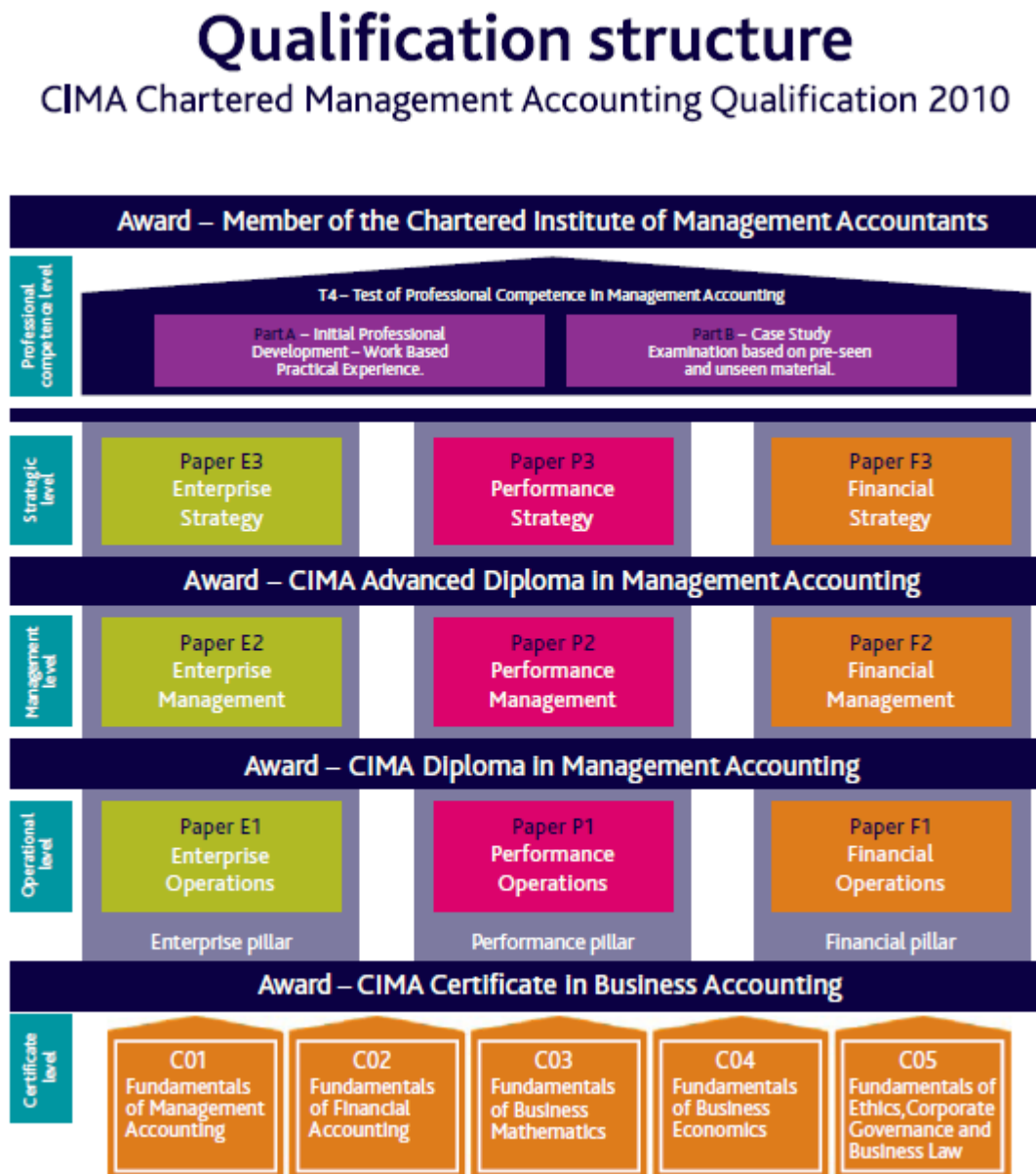
For further details about each paper, please visit 以上课程详情，请登录以下网址查询：

[www.cimaglobal.com/cima2010](http://www.cimaglobal.com/cima2010)

# CIMA Qualification



This diagram shows the CIMA Professional Qualification structure.





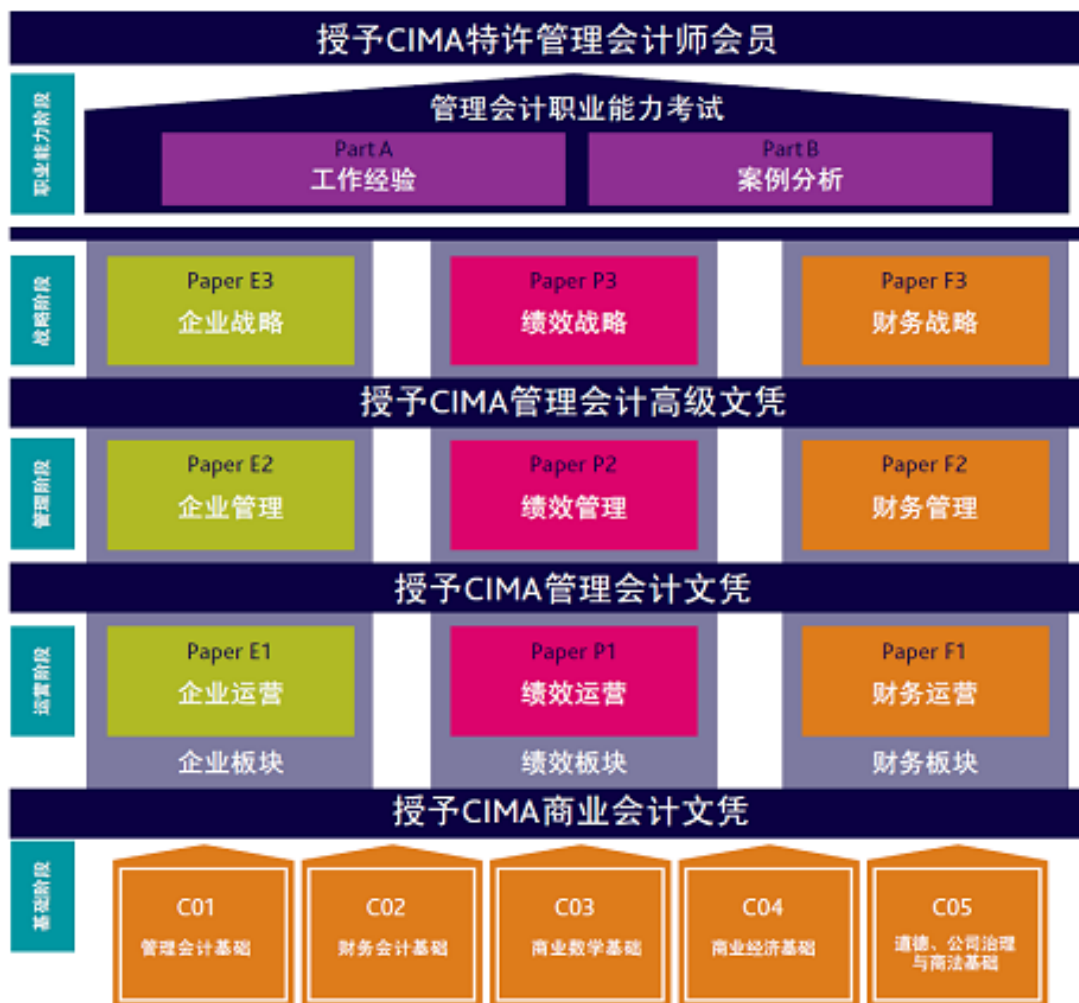
# CIMA Qualification



下面是 CIMA 职业资格的示意图。

## CIMA 职业资格认证体系

CIMA 2010年特许管理会计师职业资格认证



# Student Life Circle



## Getting Started

The Road to CIMA membership is open to those who are interested in CIMA qualifications. We recommend you start when you are over 18 years old and competent in Mathematics and the English Language.

CIMA 对于入学有弹性的政策，只要您是大专以上学历，年满 18 周岁即可报考。但您需有一定英语和数学基础。

## Registration Deadline

If you are taking the CIMA Certificate in Business Accounting, there're no deadlines, as you can sit the assessment when you're ready.

如果您计划参加基础级考试，那么对于考试时间就没有限制。只要您准备好了，随时能参加考试。

However, you must complete the full certificate level by March 1 in order to sit paper-based exams in May and by 1 September if you want to sit paper-based exams in November.

如果你想参加 CIMA 5 月以及 11 月的笔考，就必须分别在 3 月 1 日和 9 月 1 日前通过基础级的所有考试。

If you are expecting to enter directly for Operational level, you should preferably **full-register** as a CIMA student and send CIMA China Office your documents applying exemptions by the following date if you want to enter for the corresponding exam sittings:

如果您想直接参加运营级的考试，您必须在以下日期前**完全注册**成为 CIMA 学生，并向中国代表处递交您的免试资料：

May exams:	Register by 31 January
November exams:	Register by 31 July

参加 5 月考试:	1 月 31 日前注册
参加 11 月考试:	7 月 31 日前注册

For further details about registration, please go to Page 12. 想要了解更多注册信息，请参考本册 12 页。



Prospect  
注册前

### Tips: What is full-registration? 什么是完全注册？

**Full-registration** stands for the status that you have filled in all required details according to CIMA online registration standards and also made payment successfully. Otherwise you are only a **part-registered** student and expected to pay within 6 weeks after your first online registration.

**完全注册**指按照网站提示输入必要的个人信息，并付费成功。**不完全注册**指输入必要个人信息后，尚未付费或费用还未到帐。不完全注册后 6 个星期内需完成付费。

### Tips: What should I do if I 如果我在不完全注册后的 6 个星期内，没来得及递交年费或交足年费，怎么办？

Your registration will be postponed but the payment will be recorded under your CIMA account. Since registration fee is not refundable, other fee you have paid will be kept in the same account or refunded according to your request. If you would continue to register with CIMA, you must restart the registration process. Please contact CIMA China Office if you no longer want to register with CIMA.

如果您在 6 个星期后没有交全所有费用，注册程序就会被中断。注册费是不可返还的。如果您支付的费用超过了注册费，那么余下的部分就自动记入您在 **CIMA** 的账户或根据您的要项返还。如果您希望继续注册，则需要重新注册。如果您不想注册成为 **CIMA** 的学生，请联系 **CIMA** 中国代表处获得帮助。

# Student Life Circle

## Preparation before registration

Please visit our official website or consult our offices to confirm the necessary preparation before your registration.

请在注册前登陆我们的官方网站或咨询客服专员，确认需要准备的物件和资料。

Usually you need the followings to register with CIMA:  
通常您需要在注册前准备以下物件：

1. Copies of your educational certificates and transcripts;  
学历、学位证书（或职业资格证书）以及全部成绩单的复印件；
2. Translation of your educational certificates and transcripts if the originals are not in English language;  
学历、学位证书（或职业资格证书）以及全部成绩单的翻译件（如果原件使用英语以外的文字）；
3. Notification of student status in English  
(for undergraduates only);  
在校证明 (当您为在校学生时)；
4. A credit card supporting online & international payment  
(for online payment only);  
一张支持在线支付和国际结汇的信用卡(当您使用在线支付方式)；

### Note:

The translations should strictly correspond to originals. A responsible person should write "Translation from original" and sign on the **each** page of the translation sheet.

You may find translation samples on [www.cncima.com/help](http://www.cncima.com/help).

### 说明:

翻译件必须严格依照原件内容。翻译件的每一页上需有证明人确认签字并书写"Translation from original"。

您能在 [www.cncima.com/help](http://www.cncima.com/help) 上找到翻译件的模版。



Prospect  
注册前

### Tips: Requirements for responsible person? 证明人有什么要求?

The responsible person could be your line manager, HR manager, School Dean or CIMA member.

证明人可以是您的直接报告人，公司人力资源部、学校院长或者 CIMA 会员。

### Tips: Cannot pay by credit card? 不能使用信用卡付费怎么办?

If you don't have a required credit card, you may choose pay by bank draft. Please send China Office the original bank draft together with your part-registration confirmation sheet. We will help you courier them to CIMA UK.

如果您不能使用信用卡付费，也可选用银行汇票的方式。请将汇票原件连同注册确认函一起交至中国代表处，我们将帮您快递至英国总部。

Please note that online payment is the most effective option. It usually takes 24 hours for CIMA to allocate the payment to your CIMA account. While it takes nearly 1 month for payment by bank draft.

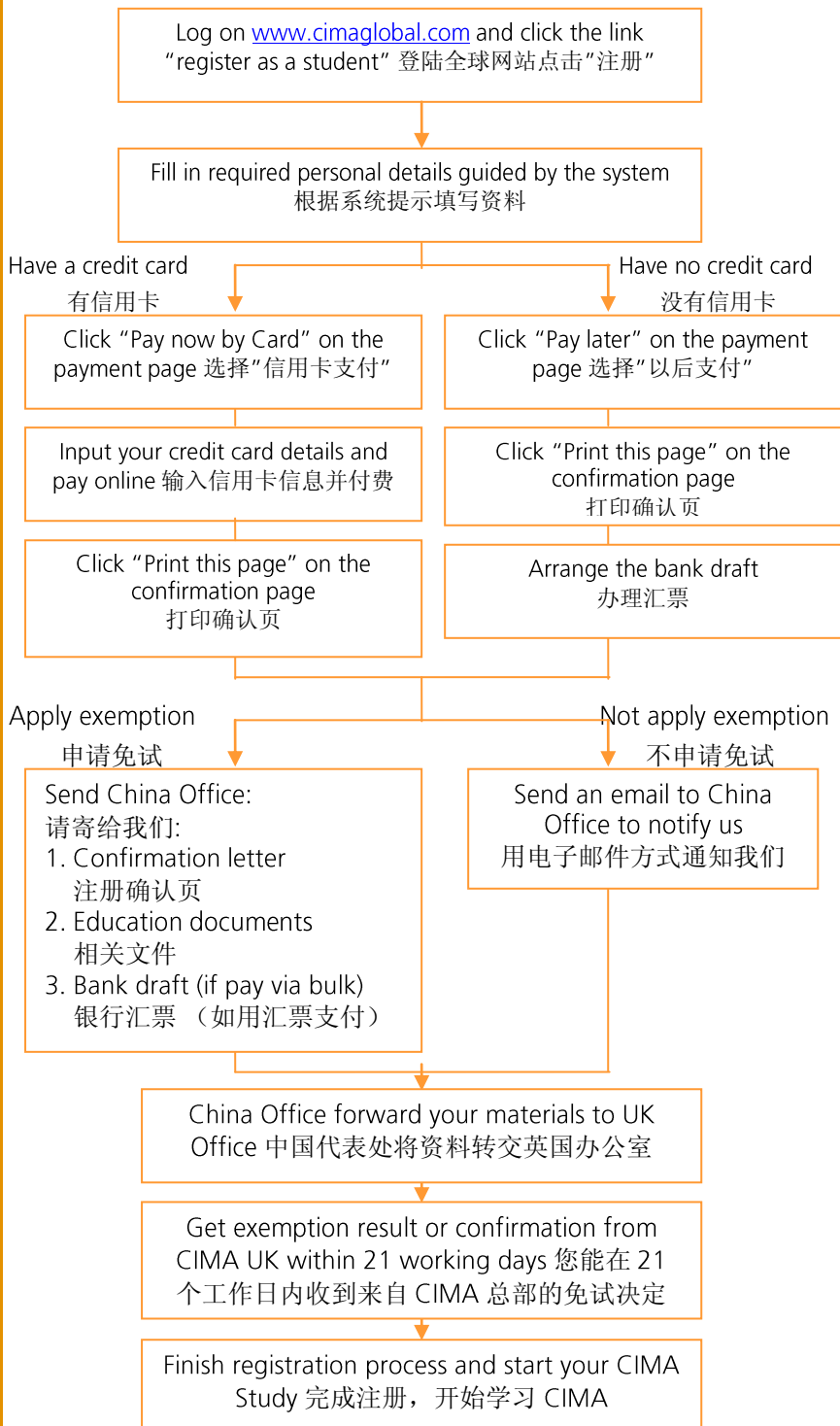
在线支付是最有效的方式，通常 24 小时后就能到帐；而使用银行汇票，一般需要一个月时间。

# Student Life Circle



## Registration process

This diagram shows CIMA registration process:



### Tips: What's Contact ID? 什么是 Contact ID?

Your Contact ID is your unique CIMA reference number. We give you a Contact ID when you register as a student. You can use it in conjunction with a password to access your CIMA account in My CIMA area. You'll find it in all correspondence that we send to you.

Contact ID 是您在 CIMA 的唯一标识号。当您注册成功时，Contact ID 会以电子邮件的形式发送到您注册时登记的邮箱。使用 Contact ID 和您注册时登记的密码登陆，就可进入 My CIMA。我们发给您的资料（例如年费通知、免试通知等）都含有 Contact ID。

### Tips: What should I pay for when registering? 注册时需交什么费用?

To register with CIMA, you will need to pay registration fee £60 (once-off) and annual subscription £90.

注册成为 CIMA 学生，您需要支付注册费 60 英镑(一次性支付)和年费 90 英镑(2010 年)。

### Tips: How can I know the registration completed? 如何知道注册完成?

After the registration complete, you will receive:  
注册完成后，您将收到：

- An email notification from UK 来自英国的邮件确认
- A e-version welcome package post from UK 来自英国的电子版学生手册

# Student Life Circle

## Exemption

If you have a relevant degree or qualification, CIMA's carefully defined exemption policy allows you to commence your CIMA studies at the right starting point for you, enabling you to progress more quickly through the qualification.

如果您有相关学历学位或资格证书，CIMA 的免试政策将确保您从正确的起点开始学习 CIMA，帮助您更快获得 CIMA 资格。

To find out if your degree or qualification is CIMA accredited, please visit the link below:

登陆以下网址，您可在线查询您的学历学位或职业资格是否已经获得 CIMA 的快速免试通道：

<http://www.cimaglobal.com/exemptions2>

If you cannot find your degree or qualification on our exemptions database, you may still be eligible for exemptions under the Accelerated Route Two. Please see the relevant pages on our website by using the link below:

如果您在我们的数据库中没有找到与您学历学位或资格证书相对应的快速免试，您仍可能通过下面链接所示的专业获得相应免试：

<http://www.cimaglobal.com/cps/rde/xchg/live/root.xsl/1340.htm>

Please be aware that exemptions cannot be confirmed until you have registered with CIMA and submitted required documents (Please refer to list on Page 11&12). CIMA UK Office would need to investigate further by comparing your transcripts with the CIMA syllabus.

直到您注册成为 CIMA 学生并提交所需的资料（参考第 11、12 页说明），我们才能确定您的免试结果。CIMA 总部将调查您的资料，并与 CIMA 课程大纲做比较后给出免试结果。

You may waive exemptions awarded to you. To study and sit some exams in lower levels may help you go through higher levels more quickly.

您不一定要接受所有授予的免试。事实上，参加一些低阶段的课程考试有利于您顺利完成以后较高阶段的学业。

Once you pay your exemption fee or after 8 weeks of exemption being awarding, you're assumed to accept the exemption that CIMA award you.

如果您已经支付免试费或在得到结果出来后 8 周内无反对意见，我们将认为您已经接受了 CIMA 给予的免试结果。



Tips: How to find my exemption result? 怎样可以知道免试结果?

- The email regarding your exemption result in your addressed email account when registering
- Visiting "My CIMA"- "My Exam"- "My Exemption result"
- Inquiring China Office
- Official letter sent to you by post regarding your exemption result
- 在您注册时登记的电子邮箱中
- 登陆“My CIMA”，依次进入“My Exam”、“My Exemption result”
- 咨询中国代表处
- 总部通过邮寄方式给您的正式函件

Tips: How long can I receive the results? 多久能知道免试结果?

You will receive exemption result within 21 working days after you send us required documents.

您在交齐所需资料后的 21 个工作日内，可收到免试结果。

Tips: When should I pay exemption fee? 什么时候需要支付免试费?

If you received an email awarding you exemption, you may find you outstanding balance in "My Exam". You're required to pay your exemption fee within 8 weeks of them being awarded.

当您获得英国总部发出的电子邮件后，您可以在“My Exam”中看到获得的所有免试科目和须支付的费用清单。免试费用需在获得免试后的 8 个星期内支付。

# Student Life Circle

## Student Benefits



As a CIMA student, you'll 作为 CIMA 学生，你能

- Receive financial and economics magazines from CIMA UK and CIMA China office monthly which published financial and economics articles and aims at students' review materials.  
每月收到 CIMA 总部和中国代表处寄出的财经类杂志。此月刊刊载财经文章和针对学员的辅导材料。
- Receive the newest e-magazine regularly. If only you register your email address and mobile number in MYCIMA, we'll send instant news and activities information.  
定期收到最新的电子版新闻。只要你在我们的网站上注册了你的电子邮件地址和手机号码，我们会为你提供与学生有关的即时新闻和活动信息。
- Takes part in CIMA networking and workshop regularly. You can communicate with CIMA students face to face and accept the newest business news.  
定期参加 CIMA 举行的活动，与 CIMA 学员面对面的交流，接受最前沿的商业信息。
- Gain guidance after examination .Every time after examination, those who make test paper will give you feedback and guidance opinions as a reference.  
参加每年两次的考前活动，有机会以邮件或面对面的方式和 CIMA 的老师交流咨询有关学习和考试的问题。获得考后指导。在每次考试以后，出卷者都会提出反馈和指导意见供您参考。
- Get faster path to academic qualification. CIMA supply faster path to worldwide famous universities' master and bachelor degrees in order to meet your learning requirements.  
学历快速通道。CIMA 为会员和学员提供来自全球众多名校硕士、本科学位的快速通道，拥有更多机会满足您学习需求。
- Log on CIMAGOLBAL website's specialized region including:  
登陆 CIMA 全球网站独有区域，获得
  - o Recommended reading materials 推荐的阅读材料
  - o Magazines and articles 杂志文章
  - o Exam subjects in the past 过去的考试试题
  - o Guidance after examination 考后指导
  - o Study guidance 学习指导
  - o Help for practical experiences 实践经验方面的帮助
  - o Exam skills 考试技巧
  - o Search paper 科目搜寻
  - o Case study materials 案例研究资料
  - o "CIMASphere": Forum which you can communicate experiences with worldwide students  
与世界各地学员交流经验的论坛



# Student Life Circle



## CIMA-CICPA Programs

### General benefit

If you are a CICPA member, you may be awarded 6 papers (C01-C05, P7). If you registered after April 17 2008, you may also be fee-exempted from these 6 papers.

如果您是中国注册会计师公会会员，您可被豁免 6 门考试（C01-C05, P7）。如果你在 2008 年 4 月 17 日后注册成为 CIMA 学生，您还能被豁免上述 6 门考试的免试费。

Please send copies & certificated translations of your CICPA membership certificate and full exam success certificate along with your other documents applying exemption.

请在递交免试资料时，同时送交 CICPA 会员证和全科合格证的复印件和证明翻译件。

### CICPA Fast Track

CIMA also provide "CIMA-CICPA Financial Leadership Fast Track"- a special program for those CICPA members who have solid experience in senior management. You can enrol the Elite Program if you:

CIMA 另外为具有资深管理经验的 CICPA 会员提供"CIMA-CICPA 财界领袖绿色通道"。如果您具有以下资质即可报名参加：

- Holding CICPA membership
  - Working in senior management team for over 5 years
  - Recommended by your employer
  - Fluent in English Language
  - Passed the interview by CIMA-authorized course providers
- 
- 持有 CICPA 个人会员资格
  - 具有 5 年以上中高层管理工作经验的在职人员
  - 提供雇主公司证明推荐信
  - 具备良好的英语读写水平
  - 通过 CIMA 指定机构机构面试和筛选

Please visit the below weblink for details:  
欲知详情，请登陆以下网址：

<http://www.cncima.com/introduction.php>

# Student Life Circle

## Suggested Study Routes



### Fundamental level 基础级

You may choose any order in your CBA exams. But according to our CIMA syllabus, we suggest following study routes:

你可以自行安排参加基础级课程的考试顺序。但根据 CIMA 的考试大纲，我们推荐以下组合方式：

- One paper in an attempt 选择每次考一门课程  
C04→ C03→ C02→ C01→ C05
- Two papers in an attempt 选择每次考两门课程  
C02+ C03→ C01→ C04→ C05
- Three papers in an attempt 选择每次考三门课程  
C01+ C02+ C03→ C04+ C05 or  
C02+ C03+ C04→ C01+ C05

### Operation and Managerial level 运营级和管理级

We suggest you to take 1 or 2 papers at your first attempt of paper-based exams.

如果您是第一次参加笔考，我们建议您先报考 1-2 门。

### Strategic level 战略级

Strategic level can only be attempted once the Managerial level is complete and all three papers must be sat at the same time on the first attempt. After the first attempt papers can be re-sat in any order.

完成管理级后，您才能报考战略级。第一次参加战略级考试需同时报考三门。如有没通过的科目，之后可以逐门补考。

Please note that your scores will be considered invalid if you miss sitting any of the three strategic papers at the first attempt.

如果您第一次参加战略级考试，未能参加全部三门考试的，此次已经出席并通过的战略级考试分数也将视作无效。



# Student Life Circle



## Suggested Study Routes



### T4 (TOPCIMA) 管理会计职业能力测试

T4 is the final exam you will sit. You must sit this exam after you have completed all other exams.

T4 是您需考的最后一门，您必须在完成其他 14 门考试后才能报考。

It is based upon a case study and set within a simulated business context. By passing this exam you will prove that you have the ability to transfer your strategic and practical knowledge to a real life business situation. The T4 has no specific syllabus content. Material from any of the Operational, Managerial and Strategic level subjects could be relevant.

T4 是基于商业模拟案例的测试，看您是否具有将战略和实际知识运用到商业实战中的能力。T4 没有具体的课程内容，任何运营级、管理级和战略级课程中的内容都有可能涉及。

A pre-seen case material will be published on the CIMA website before each exam diet. The material is likely to be between fifteen and twenty sides of A4, published in advance of the exam and up to six sides of A4 contained within the examination paper.

考试前六个星期左右，CIMA 将在在官方网站上公布用于 T4 考试的案例资料，约有 15 到 20 页双面 A4 之多，考试时还将有 6 页双面 A4 的补充资料提供。

# Student Life Circle

## Study method

You may choose the following ways to complete CIMA qualification in China:

在中国，您可以选择以下方式完成 CIMA 的学习：

- Classroom courses                      课堂教学
- Distance learning                        网络课程
- Self-study                                  自学

### Classroom courses

The listed CIMA course providers in China are delivering part-time/revision courses in workdays, weekends or in public holidays. Please visit the below webpage to find their details:

目前国内的 CIMA 注册级培训机构在工作日、周末或者公共假日教授在职或复习课程。请登陆以下网页了解他们的详细信息：

<http://www.cimaglobal.com/cps/rde/xchg/live/root.xsl/collegesearch.htm>

<http://www.cncima.com/index.php?c=68> (in Chinese 中文)

### Distance learning

Distance learning is more flexible and costs less than traditional ones. Some course providers also deliver online learning courses for CIMA students besides the classroom style.

相比较传统课程而言，网络课程更灵活，价格也更优惠。很多培训机构都有自己针对 CIMA 的网络课程或学习光盘。

For further information, please visit website as below:  
请登陆以下网页了解更多：

[www.cimastudy.com](http://www.cimastudy.com) (网络课程)

- All papers are offered now  
目前提供所有级别的课程
- Using official learning system  
使用官方教材

Study  
学习

Tips: Quality/Listed Course Provider? 什么是金牌推荐级和注册级培训机构? 什

If a course provider which has delivered CIMA course for over three years, currently offers courses for all CIMA papers and pass CIMA official annual review in organisation management, teaching team, student feedback, exam pass-rate etc., it will be awarded CIMA "Quality Partner".

“金牌推荐级培训机构”是指培训机构教授 CIMA 三年以上、并开设 CIMA 全部科目、并经过 CIMA 英国总部对于其机构管理、讲师队伍、学生反馈、考试通过率等方面进行的严格年度审核后获得的认证。

“Listed Partner” refers to the course providers which have officially authorized by CIMA.

“注册级培训机构”则指经过 CIMA 官方审定并认可的培训机构。

# Student Life Circle

## Sit CIMA exams



You may sit CIMA Fundamental level exams whenever you are ready. However CIMA only hold paper-based exam for Managerial level, Strategic level & TOPCIMA twice a year.

只要您准备好了，就能随时参加 CIMA 基础级考试。但 CIMA 管理级考试每年只有两次。

To sit the May Diet  
参加 5 月份笔考

To sit the Nov Diet  
参加 11 月笔考

### Step one 第一步

If you have registered with CIMA, please skip this step  
如果您已经是 CIMA 学生，请跳过此步

Full-register with CIMA before this date and required documents applying exemption should arrive at CIMA China Office before the same day. 在此日期前完全注册成为 CIMA 学生，并向中国代表处提交所需申请注册资料。

January 31

1 月 31 日

July 31

7 月 31 日

### Step two 第二步

If you have completed the Fundamental level, please skip this step  
如果您已经通过基础级，请跳过此步

Complete all papers of Fundamental level via sitting exam or getting exemptions before this date. 在此日期前通过全部基础级课程(或者获得相应免试)

February 28

2 月 28 日

August 31

8 月 31 日

### Step three 第三步

If you pass the last CBA exam in Feb or Aug of current year  
如果您在当年 2 月或 8 月完成最后一门基础级考试

Enrol the exams that you are going to sit via clicking relevant weblink in My CIMA and finish transaction during the period. 在此间登陆 My CIMA 在线点击链接完成网上考试报名和付费。

March 3 - March 14

3 月 3 日 - 3 月 14 日

September 3 - September 14

9 月 3 日 - 9 月 14 日

If you complete Fundamental level before Feb or Aug  
如果您在 2 月或 8 月前已经通过基础级

Enrol the exams that you are going to sit via clicking relevant weblink in My CIMA and finish transaction during the period. 在此间登陆 My CIMA 在线点击链接完成网上考试报名和付费。

February 1 - March 14

2 月 1 日 - 3 月 14 日

August 1 - September 14

8 月 1 日 - 9 月 14 日

# Student Life Circle

## Sit CIMA exams

After getting your exemption result, you may start CIMA study and sit exams.

收到免试结果后，您就可以开始学习 CIMA 并参加考试了

### How to sit CBA exams

#### 如何报考基础级考试

You may sit CBA exams when you are ready. Contact local CBA exam centres and reserve the suitable date/time for you.

您准备好了就可以参加 CBA 考试了。报名时直接联系 CBA 考试中心，并与考点约定适合您的日期和时间。

We have opened six CBA exam centres in Beijing, Shanghai, Guangzhou, Shenzhen and Chongqing. Please find their details as below:

我们已经在北京、上海、广州、深圳、大连和重庆开设了 6 个 CBA 考点。下列是各考点的详细联络方式：

#### Beijing

Name: British Council, Beijing Office

英国大使馆文化教育处 北京办公室

Address: 4/F Landmark Office, Building 1, Chaoyang District 100004

北京朝阳区东三环北路 8 号 亮马河办公楼 1 座 4 层

Contact: Ms Jin Lei

Tel: +86-010-65906903

Fax: +86-010-65900977

Email: [Jin.Lei@britishcouncil.org.cn](mailto:Jin.Lei@britishcouncil.org.cn)

Website: [www.britishcouncil.org.cn](http://www.britishcouncil.org.cn)

#### Shanghai

Name: British Council, Shanghai Office

英国大使馆文化教育处 上海办公室

Address: 1 Floor Pidemco Tower, 318 Fuzhoulu, Huangpu District

上海福州路高腾大厦 1 楼 200001

Contact: Ms Lisa Huang

Tel: 86 021 63912626

Fax: 86 021 63912121

Email: [Lisa.Huang@britishcouncil.org.cn](mailto:Lisa.Huang@britishcouncil.org.cn)

Website: [www.britishcouncil.org.cn](http://www.britishcouncil.org.cn)

Name: Shanghai Centre of Personnel Testing Affairs (SCOPTA)

上海人事考试事务中心

Address: Room 406, No.438, South Ruijin Road,

Xuhui District, Shanghai 200032

上海市徐汇区瑞金南路 438 号 406 室（近斜土路口）

Contact: Ms Zhou Ying

Tel: 86 021 64225237

Fax: 86 021 64225237

Email: [cissyzhou80@163.com](mailto:cissyzhou80@163.com)

Website: [www.spta.gov.cn](http://www.spta.gov.cn)



Exam  
考试

Tips: What's the format of CBA exams?  
CBA 考试是什么样子的？

If you sit a CBA exam, you are supposed to finish it within 2 hours. Questions are all multiple-choice & computer based assessment. If you get at least 50% mark, you may pass the paper.

每门 CBA 考试都是机考形式，限时 2 小时完成，题型均为选择题。取得 50% 以上的得分即可通过该门考试。

You may visit the following weblink to find the demo CBA test.

您可登陆以下网址查看 CBA 在线演示。

<https://www.iassessserver.com/cgi-bin/Registrar.exe/default?SID=690cxkNSyFcGclEP2tpDwDm2kOoWE2opw4sZ8sFqce&67C8C672=203&64D7F4F2=CIMADemo>

Tips: How should I pay for CBA exams?  
CBA 考试如何付费？

You are required to pay the CBA exam fee to the exam centre you choose.

CBA 考试费需付给 CBA 考试中心。

CBA exam centres differ on payment requirements. Please contact each centre to confirm the price rate and payment method.

每家 CBA 考试中心在考试价格和付费方式上会有所不同，建议您在报名前跟考点确认。

# Student Life Circle

## Sit CIMA exams

### Guangzhou

Name: British Council, Guangzhou Office  
英国大使馆文化教育处 广州办公室  
Address: 7<sup>th</sup> Floor, Teem Tower, 208 Tianhe Road 510620  
广州市天河路 208 号 粤海天河城大厦 7 楼  
Contact: Ms Nicole Yang  
Tel: 86 020 85103000  
Fax: 86 020 85103111  
Email: [Nicole.Yang@britishcouncil.org.cn](mailto:Nicole.Yang@britishcouncil.org.cn)  
Website: [www.britishcouncil.org.cn](http://www.britishcouncil.org.cn)

### Shenzhen

Name: Shenzhen SEG Training Centre  
深圳赛格培训中心  
Address: 11th Floor, Block 4, SEG Science and Technology Park,  
Huaqiang Road, North, Shenzhen, Guangdong 518028  
广东省深圳市华强北路赛格科技园 4 栋 11 楼  
Contact: Mr Qiu ZeQi  
Tel: 86 0755 33006812  
Fax: 86 0755 33006819  
Email: [zeqiqiu@163.com](mailto:zeqiqiu@163.com)  
Website: [www.segtc.com](http://www.segtc.com)

### Chongqing

Name: British Council, Chongqing Office  
英国大使馆文化教育处 重庆办公室  
Address: Room 2805-07, 28F Metropolitan Tower  
68 Zourong Lu, Yuzhong District  
重庆市渝中区邹容路 68 号 大都会商厦 28 层 5-7  
Contact: Ms Mabel Li  
Tel: 86 023 63736888  
Fax: 86 023 63737898  
Email: [Mabel.Li@britishcouncil.org.cn](mailto:Mabel.Li@britishcouncil.org.cn)  
Website: [www.britishcouncil.org.cn](http://www.britishcouncil.org.cn)

### Dalian

Name: Surrey International Institute, DUFE  
东北财经大学萨里国际学院  
Address: No. 217, Jianshan Street, Shahekou District, Dalian  
大连市沙河口区尖山街 217 号  
Contact: Ms Liu Fang  
Tel: 86 0411 84710005  
Fax: 86 0411 84710026  
Email: [liufang@dufe.edu.cn](mailto:liufang@dufe.edu.cn) ; [lilydufe@yahoo.cn](mailto:lilydufe@yahoo.cn)  
Website: [www.surrey.dufe.edu.cn](http://www.surrey.dufe.edu.cn)



Exam  
考试

Tips: When could I check my CBA exam result? CBA 考试如何查询成绩?

You may find the exam result on the screen right after you finish the computer assessment. You may request CBA centre to print the exam result shortly after your exam.

计算机考试结束后，您就能当场看到考试成绩，并要求机考中心为您打印考试结果。

Tips: When could I get my CBA certificate? 何时可拿到 CBA 证书?

CBA certificates of are sent to students from UK Office in the middle of every month. e.g. if you pass the final CBA exam on Feb 13, your certificate will be sent from UK around March 15. if you pass the final one on Feb 20, your certificate will be sent around April 15.

每月 15 日左右，英国总部会统一向全球新通过全部基础级考试的学生发放 CBA 证书。一般来说，如果您在 2 月 13 日通过最后一门基础级考试，英国将在 3 月 15 日左右发出您的证书；如果您在 2 月 20 日左右通过最后一门基础级考试，英国将在 4 月 15 日左右发出您的证书。

# Student Life Circle

## Sit CIMA exams

### How to sit Operational level+ exams

#### 如何报考运营级及以上级别考试

To sit exams in Operational level, Management level, Strategic level or TOPCIMA, you have to enrol online.

您需通过在线方式报考运营级、管理级、战略级以及 T4 考试。

You may log on our online service centre "MyCIMA" or simply click weblink attached in the email that sent to you before exam diet.

您可以在考试前登陆我们的在线服务中心 "My CIMA" 或者直接点击 Email 中的考试报名链接进行在线报名。

Please find our step-by-step guide from the weblink below:

您可从以下网址下载在线报名考试的指导文件。

<http://www2.cimaglobal.com/cps/rde/xbcr/SID-0A82C289-05B61FB2/live/3 - SyllabusGuidance.pdf>

**Regulations of sitting exams** can be found on the page by logging CIMAglobal.com- "Studying"- "Exam process"- "Rules and legislation"

您可依次登陆 CIMAglobal.com- "Studying"- "Exam process"- "Rules and legislation" 找到**考试规定**。

Please read the exam rules & regulations (see the weblink below) before you sit CIMA exams.

请在参加考试前阅读考试规定（见以下链接）

<http://www2.cimaglobal.com/cps/rde/xchg/SID-0A82C289-411D38F4/live/root.xsl/1355.htm>

After paying and confirming your sitting paper, you are required to print out the Admission Advice in My CIMA - My Exam and bring it as well as your residential ID card with you on the exam day.

确认考点、科目及付费后，您需在考试前一个月内登陆 My CIMA - My Exam 打印准考证，并于考试当天携带准考证与本人身份证入场。

Please visit the below webpage to find update exam date & time. 请登录以下网页查询最新的考试日期及时间安排

<http://www2.cimaglobal.com/cps/rde/xchg/SID-0A82C289-C6BCB35F/live/root.xsl/1349.htm>



Exam  
考试

Tips: What's the format of paper-based exams? 笔考是什么样子的?

If you sit a paper-based exam, you are supposed to finish it within 3 hours and 20 minutes. In the first 20 minutes, you can read through the whole question paper while you are not allowed to write answers on paper. Questions are all paper-based assessment.

运营级别以上每门考试都是笔考形式，限时 3 小时 20 分钟内完成。其中 20 分钟为阅题时间，3 小时为笔答时间。

Operational & Managerial level papers mainly contain analytical questions and some multiple choices (around 20%). However, Strategic level & T4 papers only contain analytical questions.

运营级和管理级考试包含少量选择题 (约占 20%) 和分析题。战略级和 T4 题型都为分析题

All answers are required to write on answer sheets.

所有答案须填写在规定的答题页上。

If you get at least 50% mark, you may pass the paper and get a print exam result two month later.

取得 50% 以上的得分即可通过该门考试，并在两个月后收到上海办公室转寄的考试成绩单。

You may visit CIMA Offices to read the demo test paper.

您可到 CIMA 各地办公室查看样卷。



# Student Life Circle

## Sit CIMA exams

We have opened three paper-based exam centres in Beijing, Shanghai and Guangzhou. Please find their details as below:

我们已经在北京、上海、广州、深圳开设了 4 个笔考点。下列是各考点的详细联络方式:

### Beijing

Name: British Council, Beijing Office  
英国大使馆文化教育处 北京办公室  
Address: 4/F Landmark Office, Building 1, Chaoyang District 100004  
北京朝阳区东三环北路 8 号 亮马河办公楼 1 座 4 层  
Contact: Ms Jin Lei  
Tel: +86-010-65906903  
Fax: +86-010-65900977  
Email: [Jin.Lei@britishcouncil.org.cn](mailto:Jin.Lei@britishcouncil.org.cn)  
Website: [www.britishcouncil.org.cn](http://www.britishcouncil.org.cn)

### Shanghai

Name: Shanghai University of Finance and Economics  
上海财经大学  
Address: Room 108  
School of Accountancy  
Shanghai University of Finance and Economics  
288 Wudong Rd (111 Wuchuan Rd) 200433  
武东路 288 号 (或武川路 111 号) 上海财经大学武东路校区  
会计学院大楼 108 室  
Contact: Ms Margarret Xu  
Tel: +86-021-65903871  
Fax: +86-021-65106924

### Guangzhou

Name: Guangdong University of Business Studies  
广东商学院  
Address: Foreign Affairs Office  
Guangdong University of Business Studies  
21 Chisha Road 510320  
广东省广州市赤沙路 21 号 广东商学院外事处  
Contact: Prof. Zeng Yantao  
Tel: +86-020-84096080  
Fax: +86-020-84096140  
Email: [ytzengchina@yahoo.com.cn](mailto:ytzengchina@yahoo.com.cn)



Tips: How should I pay for paper-based exams? 笔考如何付费?

You are required to pay the CBA exam fee to CIMA UK. Please refer to CIMA fee list of current year.

笔考费用需付给 CIMA 总部。请参考 CIMA 当年付费标准。

[www.cimaglobal.com/fees2](http://www.cimaglobal.com/fees2)

Tips: Should I contact exam centre before exam diet? 笔考前是否需要跟考点联系

If you are sitting paper exam for the first time, we would suggest you contact exam administrator to confirm the exact place.

如果您是第一次参加 CIMA 笔考，我们建议您跟考点的管理员联系，确认具体的考试地点。

Tips: When could I get my paper-based exam result? 笔考如何查询成绩?

You may find the exam result in MyCIMA nearly two month after each exam diet; usually in end of July or of next Jan.

每年笔考结束后两个月后，您能登陆 MyCIMA 在线查询到自己的笔考成绩。

## Student Life Circle



### Shenzhen

Name: Shenzhen SEG Training Centre  
深圳赛格培训中心

Address: 11th Floor, Block 4, SEG Science and Technology Park,  
Huaqiang Road, North, Shenzhen, Guangdong 518028  
广东省深圳市华强北路赛格科技园 4 栋 11 楼

Contact: Mr Qiu ZeQi

Tel: 86 0755 33006812

Fax: 86 0755 33006819

Email: [zeqiqiu@163.com](mailto:zeqiqiu@163.com)

Website: [www.segtc.com](http://www.segtc.com)



Exam  
考试



# Student Life Circle

## Sit CIMA exams

All exam record will be sent to your addressed email in My CIMA. They can also be found under "My CIMA" - "My Exam". You may choose to view any record page after choosing "Computer-based assessment" or "Professional qualification" in the breakdown list.

所有考试成绩都会通过电子邮件方式寄到您 My CIMA 登记的信箱。您也能登陆 "My CIMA" - "My Exam" 找到所有考试历史记录; 在下拉菜单中选择 "计算机考试" 或者 "笔考" 后即可见。

If you would like to receive paper-print exam result, pls contact CIMA China office after exam diet.

如果您希望收到纸质印刷的考试结果, 请在考试结束后联系中国办事处。

## TOPCIMA-on-PC exams

Now TOPCIMA-on-PC exam has launched China and students may choose Beijing, Shanghai or Shenzhen as another option and sit TOPCIMA exam in March, May, September and November.

现在 TOPCIMA 的机考已经登陆中国。每年的 3 月、5 月、9 月和 11 月, 学生可以分别在在北京、上海、深圳报名参加 TOPCIMA 机考。

TOPCIMA on PC is manually registered. Please contact CIMA Student Services Centre to get detail information.

TOPCIMA on PC 考试通过人工方式报考。请致电 CIMA 学生服务中心了解更多报名考试详情。

### Shanghai 上海 (1910PM)

Unit 1905 Westgate Tower 1038 Nanjing Road (W), Jing'an District 200041  
上海市静安区南京西路 1038 号梅龙镇广场 1905 室

### Beijing 北京 (1920PM)

V204, 2/F Landmark Tower 2, 8 North Dongsanhuan Rd, Chaoyang District 100004  
北京市朝阳区东三环北路八号亮马河大厦二座二层 V204 室

### Shenzhen 深圳 (1915PM)

Room A20, 2/F Business Centre, Shangri-La Hotel, 1002 Jianshe Road, Luohu District 518001  
深圳市罗湖区建设路 1002 号深圳香格里拉大酒店 2 楼商务中心 A20 室



Exam  
考试

Tips: How should I request my CIMA transcript? 怎样申请 CIMA 成绩单?

CIMA may offer your CIMA transcript with passed subject names. However, failed history and marks are not included. For personalized help, please contact CIMA China Office.

CIMA 可以提供已经通过科目的成绩单。成绩单中不包括未通过记录和分数。如有需要, 请联系 CIMA 中国办事处。

# Student Life Circle



Book purchase  
购买教材

## How to choose learning system

We suggest you order CIMA learning materials after confirming you exemption result.

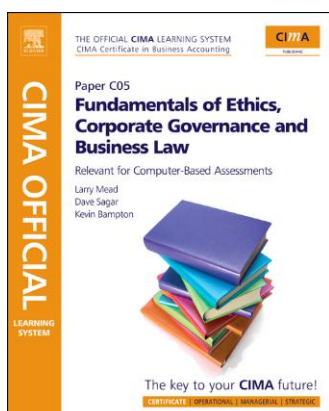
我们建议您在获得免试结果后再购买 CIMA 教材。

If you are going to enrol classroom/online courses, you may choose the learning systems assigned by course providers. If you study on your own, you may choose the CIMA Official learning systems.

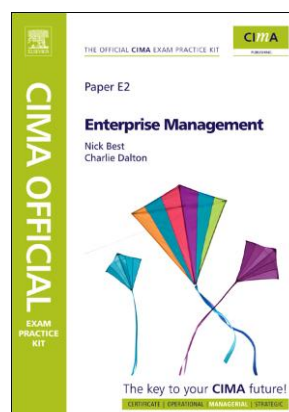
如果您已经报名参加了培训课程或在线课程, 您可选择培训机构指定的教材。如果您是自学, 您可选择 CIMA 官方教材。

Please visit [www.CIMApublishing.com](http://www.CIMApublishing.com) or contact Shanghai Office for information on the CIMA Official textbooks, exam practice kits and revision cards to help you prepare for the exams.

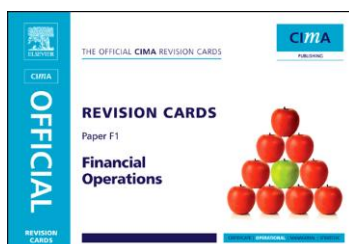
欲了解官方教材、练习册、复习卡片的版本或代购信息, 请登陆 CIMA 全球购书网站 [www.cimapublishing.com](http://www.cimapublishing.com) 或联系 CIMA 上海办公室, 也可登陆淘宝官方代购店 <http://shop58746292.taobao.com>



Textbooks (2010 official edition)  
For all papers



Practice Kit (2010 official edition)  
For all papers



Revision cards (2010 official edition)  
For all papers except T4

## Student Life Circle



### Get Certificate/Diploma

All documents indicating your important process with CIMA such as exam results, Certificate of Business Accounting, Advanced Diploma of Management Accounting will be sent to the address you put in "My CIMA".

所有代表您在 CIMA 中取得成就的重要文件，例如考试成绩、商业会计证书、高级管理会计文凭等，都将被寄往你在“My CIMA”中登记的地址。

**Exam results** by mail will be sent to you per your request. Please contact Shanghai Office if you want to receive it.

打印的**考试成绩**将根据你的要求进行递送。如果您希望收到打印的考试成绩，请与上海办公室联系。

After your last CBA exam result is uploaded to CIMA database by CBA exam centre, you will receive the **Certificate of Business Accounting** within 2 months.

当您基础级最后一门考试的成绩被上传至 CIMA 数据库后两个月内，您将收到**商业会计证书**。

In August (next February), you will get **Diploma of Management Accounting** if you have passed your last Operational level exam in May (November).

当您在 5 月（11 月）通过最后一门运营级考试后，您将在 8 月（来年 2 月）收到**管理会计文凭**。

In August (next February), you will get **Advanced Diploma of Management Accounting** if you have passed your last Managerial level exam in May (November).

当您在 5 月（11 月）通过最后一门管理级考试后，您将在 8 月（来年 2 月）收到**高级管理会计文凭**。

**Certificate of CIMA Membership** will be sent to you within two months you are assessed as ACMA or FCMA.

当您通过审核成为 ACMA 或者 FCMA 后，您将在两个月内收到您的**会员资格证书**。

**If you don't receive the above documents on time, please contact CIMA China Office as soon as possible.** We will help you request a duplicate from UK. However, if you don't advise non-receipt and request for a duplicate after three months, you are required to pay an extra £15 for each duplicate.

如果您没有在预定时间内收到以上文件，请尽快联系 CIMA 中国办公室。我们将帮助您联系总部，重新发送一份。但如果您在上述文件发出后三个月没有通知我们您未收到证书，我们将向您收取每份£15 的证书制作费用。

Chartered Institute of Management Accountants  
CIMA 特许管理会计师公会 中国代表处



Cert/Diploma  
获得证书

Tips: How to get CBA after getting all fundamental exemptions? 获得基础级的所有科目免试后，如何获得商业会计证书

You have to sit one fundamental paper to get the Certificate of Business Accounting.

很遗憾，您需通过至少一门基础级科目的考试（即获得四门免试并通过一门考试），CIMA 才能为您颁发商业会计证书。

# Student Life Circle

## Membership application

Once a CIMA student has completed all four levels of the CIMA Qualification (Certificate Level, Operational level, Managerial level, Strategic level/TOPCIMA exam) he or she can apply for full membership with **4 years after passing all exams**. Applicants will also need to demonstrate three years relevant experience.

当 CIMA 学生完成所有三个级别 CIMA 考试(即基础级、运营级、管理级、战略级和 TOPCIMA)后, 即晋升为 CIMA 准会员, 并在**成为准会员后 4 年内**可申请会员资格。当然, 申请者还需拥有三年相关工作经验。

Three years relevant experience can often be achieved before, while or after studying with CIMA.

三年工作经验的获得, 在学习 CIMA 的之前、之中或者之后均可被认可。

Existing members (ACMA) can apply for CIMA fellowship if they possess the relevant senior, strategic experience. Passed Finalist can also apply CIMA fellowship directly.

普通会员如果拥有 CIMA 认可的高层战略管理经验, 则可申请 CIMA 资深会员资格。准会员也能直接申请资深会员资格。

Following documents are required to send to CIMA when you are **applying ACMA:**

申请普通会员资格, 需要提交以下资料:

1. Membership Application Form, signed by a proposer and seconder  
会员资格申请表, 需由两个证明人签署;
2. Employment Summary  
雇用记录表
3. Detailed record of your practical experience  
工作经历的详细描述
4. Record of Skills Development  
技能发展记录表

Please visit the weblink below to download the charts and find detailed explanation of "relevant Practical Experience Requirements" 点击以下链接, 可直接下载表格以及关于相关工作经验要求的具体描述  
<http://www2.cimaglobal.com/cps/rde/xchg/SID-0A82C289-29538FB9/live/root.xsl/1306.htm>

## Membership 会员资格

Tips: What should I do if I miss the 4-year time barrier of membership application? 如果 4 年内我没有申请会员该怎么办?

You will become "Time-off" and cannot apply CIMA membership under usual process. Please contact CIMA China for tailored help.

您的准会员资格将被视作“过期”, 不能依照普通程序申请 CIMA 会员资格。请联系 CIMA 中国代表处获得个性化帮助。

Tips: What should I do if I complete the membership application? 完成会员资格申请后我还需要做什么?

As part of CIMA's commitment to quality assurance, you may be asked to discuss the content of your career profile over the telephone with a CIMA Assessor. 你可能被要求通过电话的形式与 CIMA 评估员讨论申请资料的内容。

# Student Life Circle



## Guide for CIMA Membership Application CIMA 会员资格申请指南



Three years relevant experience can often be achieved before and during your CIMA studies. Existing members (ACMA) can apply for CIMA fellowship if they possess the relevant senior, strategic experience. Passed Finalists can also apply CIMA fellowship directly.

三年工作经验的获得，在学习CIMA的之前、之中或者之后均可被认可。普通会员如果拥有CIMA认可的高层战略管理经验，则可申请CIMA资深会员资格。准会员也能直接申请资深会员资格。

You can apply for CIMA membership (ACMA) online through your My CIMA account or with a paper-based application.

你可以选择通过在线或者纸面的方式申请 CIMA 普通会员资格。

### Online application (Recommended)

#### Step 1

Log on “MyCIMA” and click the “Membership Application” or link on the left hand side of the page.

登陆MyCIMA，点击页面左边栏的“会员申请”链接

#### Step 2

Following the online application process by filling the following sections: 在线提交申请资料

1. Personal details 个人信息
2. Employer details 雇主信息
3. Career Profile 工作档案
4. Skills summary 技能总结
5. Verifiers 提议人与附议人
6. Personal declaration 个人声明
7. Payment of the application fee 支付申请费用

You don't have to complete it all in one go. For the items listed above, you can save your work and come back to it at a later date. 你不必一次全部完成所有的步骤，上述项可以在提交前随时修改和保存。

# Student Life Circle



Membership  
会员资格

## Step 3

Please ensure that all sections have been completed before clicking 'Submit'. This can be done with the 'Check my entries' button. Once you have submitted your application it is important that you do not click back in your browser to return to the previous page as this will prevent you from completing the process successfully. 在提交之前请确认上述1-6项均已完成，一旦您点击了“submit”之后不可点击浏览器中的返回键，这将影响你成功提交会员申请资料

## Step 4

Once you have submitted your application you will need to pay the membership application fee. You may the application fee following the online process or later via “My CIMA”-“My Financial”-“Settle my account”. 一旦您提交了会员申请，则必须提交会员申请费用。您可根据申请程序直接进入付款环节或者之后依次进入“My CIMA”-“My Financial”-“Settle my account”进行付费。

## Step 5

Your verifiers will automatically receive emails asking them to certify your practical experience within two of submission. After your work experience is verified, CIMA UK will start the assessment process. 在您提交会员申请一周内，提议人和附议人将收到来自CIMA英国总部的电子邮件或者电话并被要求证实您相关的工作经验。CIMA英国总部在收到提议人和附议人的确认后，将启动对您会员资格的评审流程。

## Step 6

Within 4-6 weeks after your work experiences are verified, CIMA UK will write to you to advise the outcome. For updates you can email [membership.admissions@cimaglobal.com](mailto:membership.admissions@cimaglobal.com). 您的工作经验被证实后的三周内，您将收到来自 CIMA 英国的电子邮件，告知您申请的结果。

## Step 7

If you are admitted as CIMA member, the membership certificate and a letter welcoming you to membership from the Chief Executive will be sent from CIMA UK 如果您被认可成为 CIMA 会员，会员资格证书将于 6 周内自 CIMA 英国寄至 CIMA 中国办公室。中国办公室将跟您联系后续快递事宜。

## Offline (paper-based) application

### Step 1

Log on [www.cimaglobal.com](http://www.cimaglobal.com), click “Study” label and choose “Practical Experience” link on the left hand side of the page. 登陆CIMA官网，依次点击页面上方的“Study” 标签和左边栏的“Practical Experience”链接。

### Step 2

Download, fill up and print the following files: 下载、填写并打印以下表格：

1. Membership Application Form, signed by a proposer and seconder  
会员资格申请表，需由提议人与附议人签署；

2. Employment Summary  
雇用记录表

# Student Life Circle



3. Record of Skills Development  
技能发展描述

4. Practical Experience Guidelines  
工作经历的详细描述

### Step 3

Please mail above required documents and application fee in bank draft to Student Service Centre in CIMA Shanghai Office. We'll forward your documents to CIMA UK within 1 week of receiving your documents. 将上述已完成的文件连同会员申请费用的汇票寄送至CIMA上海代表处学生服务中心。我们将在收到您完整资料一周内，转送资料至CIMA英国。

### Step 4

CIMA UK will email you to acknowledge receipt of your application and confirm the assessment process has begun. If there are any problems with your application they will also contact you before sending your application for assessment. 英国CIMA将发Email告知您已经收到您的申请并且确认审核工作已经开始。如果您的申请有任何问题，他们也将发送您的审核申请前与您联系。

### Step 6

If you are admitted as CIMA member, the membership certificate will be sent to CIMA UK to China Office within 6 weeks. CIMA China Office will contact you for further courier issues. 如果您被认可成为CIMA会员，会员资格证书将于6周内自CIMA英国寄至CIMA中国办公室。中国办公室将跟您联系后续快递事宜。



# Student Life Circle

## Your CIMA membership benefits

CIMA member benefits are focused on providing professional development and CIMA Professional Development (CPD) support. Our aim is to help develop members' careers and secure their employability. CIMA 为会员提供专业和职业发展教育(CPD)方面的支持。我们的目标是帮助会员发展个人事业并保证其良好的雇佣情况。

CIMA membership benefits can be grouped into following areas:  
作为一名 CIMA 会员，您的主要受益将来自于以下方面：

1. Career support 职业发展支持
  - Professional standards guidance  
职业标准指导
  - Networking opportunities  
社交活动机会
  - Practice support from global members  
来自全球其他会员的实战经验分享
  - Global career opportunities  
来自全球职业发展机会
  
2. CPD Learning and development 职业发展教育学习
  - Free or preferential lectures & seminars  
讲座和短期课程
  - Printed & online learning resources  
印刷/在线学习资料

As a CIMA member, you are able to get the following resource to keep you update on business and academic front 作为 CIMA 会员，您可享受以下资料，以帮助您获得商界和学术界的最新信息：

- Monthly financial magazine from UK & China Office  
每月来自英国和中国办公室的财经杂志
- monthly e-magazine  
月度的电子杂志
- business and academic journals  
商业类和学术类期刊
- technical publication  
技术类出版物
- online resources including HBS online courses  
可查询的在线资料,包括哈佛商业院在线课程



Tips: Where can I find other benefits of CIMA membership?  
哪里可以找到 CIMA 会员可获得的优惠?

For further benefits of CIMA membership, please download 想要了解更多 CIMA 会员独享支持，请下载以下资料：

[http://www2.cimaglobal.com/cps/rde/xbcr/SID-0A82C289-7A74C813/live/MV\\_Brochure\\_2006.pdf](http://www2.cimaglobal.com/cps/rde/xbcr/SID-0A82C289-7A74C813/live/MV_Brochure_2006.pdf)

Or visit [www.cncima.com](http://www.cncima.com) finding more support for local members. 或者登陆 CIMA 中文网站，了解更多中国区对于会员的支持活动。



# Online FAQ – “MyCIMA”

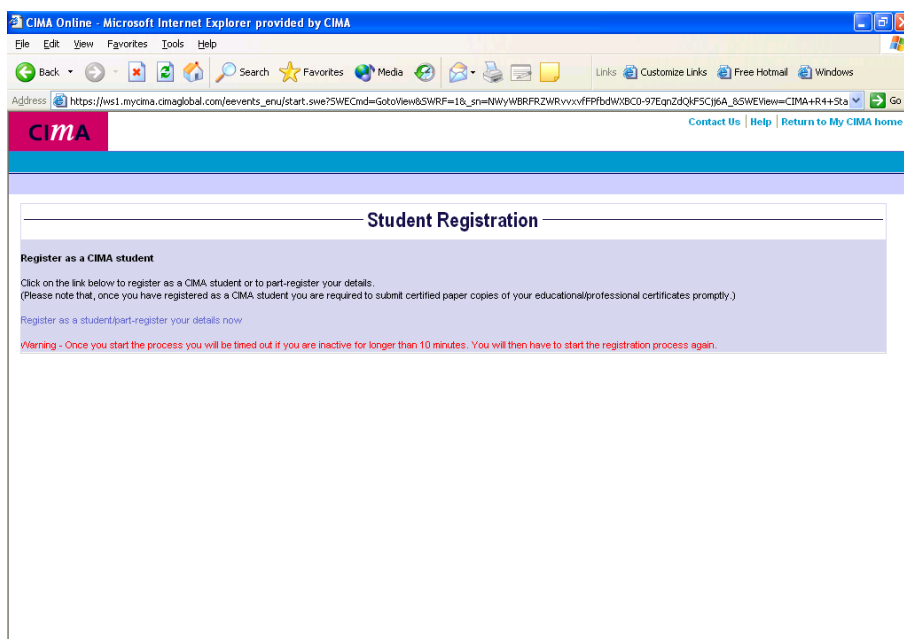
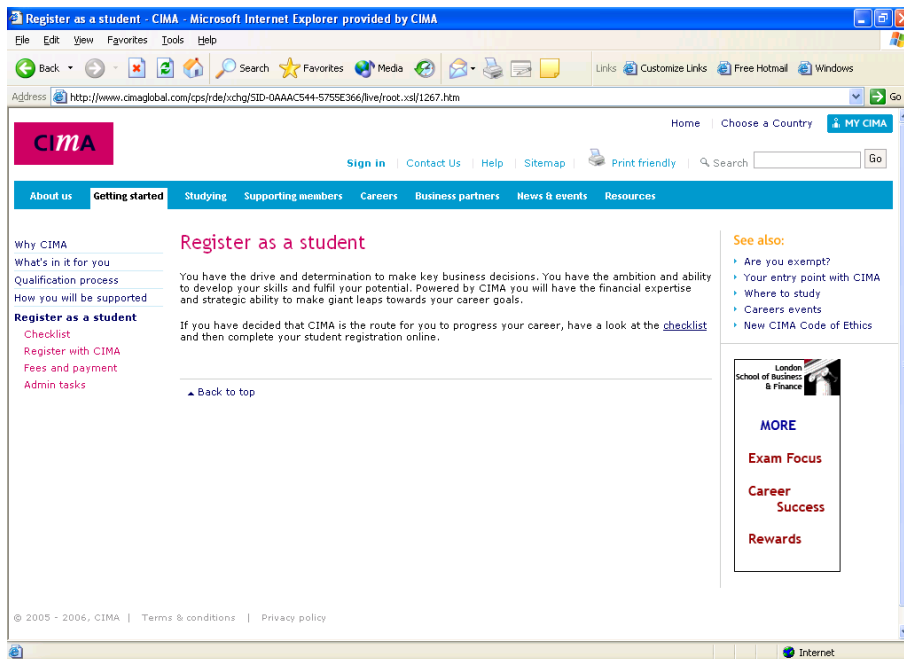


## Registration 注册



Q:我如何进入网上注册程序?

A: 登陆 [www.cimaglobal.com](http://www.cimaglobal.com), 依次点击“Getting started”、“Register as a student”、“Register with CIMA”启动您的注册程序, 开始填写相关信息。如果您已经拥有一个 My CIMA 的账户, 您只需登入即可。您先前在网站上填写的信息会自动填充到申请信息中。

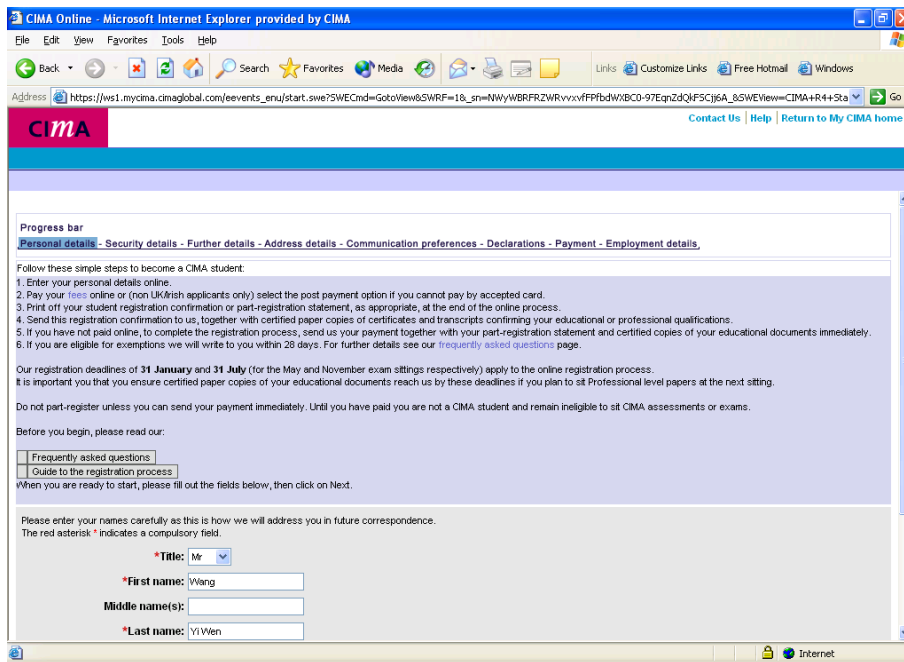


# Online FAQ – “MyCIMA”



My CIMA  
Registration

## Registration 注册



### Q: 如何填写姓名一栏

A: 在填写姓名一栏时，您需要特别留心，因为这是我们之后联系您的重要方式，如果您不确定如何填写，可参考以下方式：

Dong Zhi Qiang  
(Option 1)

First Name: Zhi Qiang  
Middle Name:  
Last Name: Dong

(Option 2)

First Name: Alex  
Middle Name:  
Last Name: Dong Zhi Qiang

### Q: 如何填写“城市”一栏

A: 在填写“城市”一栏时，您需要特别留心，我们强烈建议您在填写城市名称的时候，采用首字母大写，其余字母小写的方式，例如：

上海	Shanghai
哈尔滨	Harbin
乌鲁木齐	Urumqi
攀枝花	Panzhuhua

# Online FAQ – “MyCIMA”

## Registration 注册



My CIMA  
Registration

**Q: 我想在线注册，但系统不断告诉我已经注册过了，我该怎么办？**

A: 如果您已经注册为学生，您可以直接登入“My CIMA”。如果您不确定自己是否已经注册，请联系 CIMA 中国代表处。

**Q: 我还未决定自己的学习方式，我必须在注册前了解么？**

A: 这只是对您可能使用的学习方式的建议，您可在注册后决定，也可咨询 CIMA 中国代表处。

**Q: 我不能遵守 CIMA 守则的宣誓，我如何才能完成学生注册？**

A: 很遗憾，您无法完成在线注册。如果您有任何疑问，请联系 CIMA 中国代表处。一旦收到您的要求，我们就会尽快与您联系，受理您的要求或者申请。届时，我们将以书面方式通知您申请是否成功。

**Q: 我在网上注册时中途退出了，注册没有完成，我是否可以退出的地方重新开始？**

A: 如果您已经输入了所有个人信息，并进行到付款环节 (“Payment”)，那么您已经基本完成了注册流程。您的信息会自动保留在数据库中，只要您重新开始注册程序，输入第一页的信息（需与第一次输入的内容相符），已输入的信息会自动显示在屏幕上。

如果您没有进行到付款环节，那么一小时后，已输入的信息就会被注销。您需重新开始注册流程。



**Q: 我尝试了很多方式进入注册流程，但系统总显示“Cannot resume process”的错误信息，怎么办？**

A: 数据库中可能已经存在您的联系方式，但需要支付费用才能重新开始注册流程。请联系 CIMA 中国代表处获得帮助。

**Q: 我已经完成注册流程，但发现地址不正确，怎么办？**

A: 您可直接在线修改。只要登陆 My CIMA，点击“My Personal and employment details”即可。



# Online FAQ – “MyCIMA”

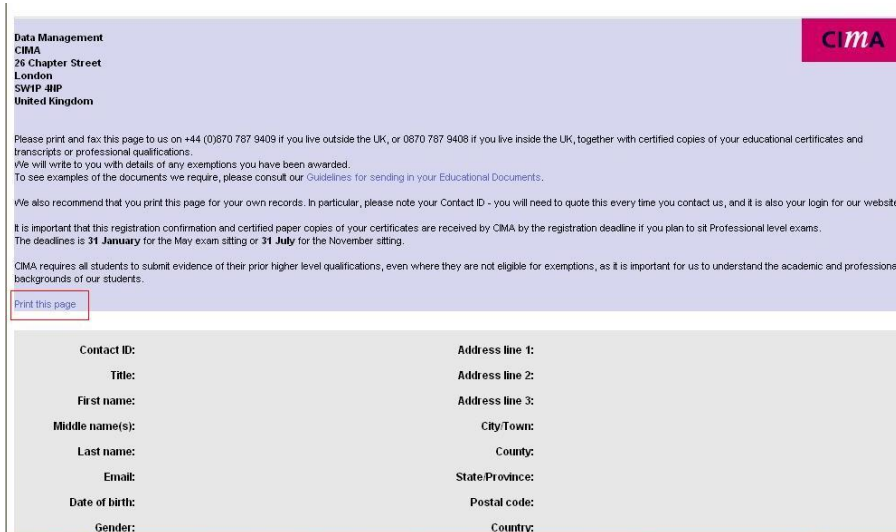


My CIMA  
Registration

## Registration 注册

**Q: 我已经在注册的最后一步按了“Finish”按钮，忘了打印注册完成确认页，怎么办？**

A: 登陆 My CIMA，点击“My registration confirmation”，随后点击页面中的“Print this page”即可。您也可以打印 CIMA 总部给您发送的 Email（确认注册成功）。



**Data Management**  
CIMA  
26 Chapter Street  
London  
SW1P 4HP  
United Kingdom

Please print and fax this page to us on +44 (0)870 787 9409 if you live outside the UK, or 0870 787 9408 if you live inside the UK, together with certified copies of your educational certificates and transcripts or professional qualifications.  
We will write to you with details of any exemptions you have been awarded.  
To see examples of the documents we require, please consult our [Guidelines for sending in your Educational Documents](#).

We also recommend that you print this page for your own records. In particular, please note your Contact ID - you will need to quote this every time you contact us, and it is also your login for our website.

It is important that this registration confirmation and certified paper copies of your certificates are received by CIMA by the registration deadline if you plan to sit Professional level exams.  
The deadlines is **31 January** for the May exam sitting or **31 July** for the November sitting.

CIMA requires all students to submit evidence of their prior higher level qualifications, even where they are not eligible for exemptions, as it is important for us to understand the academic and professional backgrounds of our students.

[Print this page](#)

<b>Contact ID:</b>	<b>Address line 1:</b>
<b>Title:</b>	<b>Address line 2:</b>
<b>First name:</b>	<b>Address line 3:</b>
<b>Middle name(s):</b>	<b>City/Town:</b>
<b>Last name:</b>	<b>County:</b>
<b>Email:</b>	<b>State/Province:</b>
<b>Date of birth:</b>	<b>Postal code:</b>
<b>Gender:</b>	<b>Country:</b>

**Q: 我无法递交我的证书（或无法从学校获得证书和成绩单），我该怎么办？**

A: 请联系 CIMA 中国代表处，工作人员将根据您的情况为您提供建议。

**Q: 如果你们收到了我的文件，我可否得到你们的反馈？**

A: 是的。在收到您寄来文件的当日，我们给您电子邮件或电话和您取得联系。当您的资料被转交到英国总部时，工作人员将发送电子邮件或电话联系以示确认。

**Q: 我必须在报名参加培训机构学习前注册么？**

A: 我们建议您在报名参加培训机构学习前注册。这样的话，我们就能根据您的情况给予相应免试。您在参加 CIMA 考试之前必须注册成为 CIMA 的学生，并递交注册费等相应费用。

**Q: 我是失效（Lapsed）的学生/会员，能在网上重新注册么？**

A: 已经失效（Lapsed）的学生/会员的 My CIMA 账户是有限制的，但仍然可以登陆到 My CIMA 在线支付相关费用。重新注册涉及的费用有：失效年的年费、再注册费用、重新注册当年的年费。请联系 CIMA 中国代表处获得详细信息。

# Online FAQ – “MyCIMA”

## Log-in 登录



Q: 系统不能识别我的 Contact ID，为什么？

A: Contact ID 中的字母都是大写。请特别注意以下字符的区别：I 和 1、O 和 0、Z 和 2、S 和 5、B 和 8、L 和 1

Q: 我输入生日后，系统为什么不能识别？

A: 请确认您输入的生日的年份是 4 位的，例如“1980”。如果您是 1950 年前出生的，在年份一栏中输入“50”，系统会错误识别为 2050 年。

Q: 我已经是 CIMA 的学生或会员了，但是系统不让我创建网络账户，我要怎么样才能登陆 My CIMA？

A: 您可能已经拥有一个用于登陆或在线服务的密码了，我们已在 2003 年 7 月将 Contact ID 和密码发给我们所有的在册（Active）学生和会员。您既可以使用我们发给您的密码（然后修改密码）登陆，也可以直接使用“忘记密码”重新获取密码。如果您是通过注册表格或者旧网站获得的用户名和密码的，那么原来的用户名和密码就自动注销了。点击 CIMA 主页右上角的 My CIMA 标志，依次进入“Already joined CIMA but not online before”、“Create your online account”重新注册您的账户。

Q: 如果我是通过公司或者学校集体注册的学生，在获取 Contact ID 后如何激活 My CIMA 网上服务中心账户？

A: 点击 CIMA 主页，点击右上角 My CIMA 按钮，点击网页中间“Create your online account”，按照网页提示填写注册时的资料然后提交。完成后登陆 MYCIMA，使用自己的 ID 号码和设置的密码登陆您的账户。



# Online FAQ – “MyCIMA”

## Log-in 登录



My CIMA  
Log-in

### Q: 什么是安全问题? 为什么要设置安全问题?

A: 安全问题是额外确保安全的措施。在您忘记密码的时候, 我们会询问安全问题, 避免其他用户使用您的用户名登陆到您的账户, 从而使您的信息更安全。因此, 请记住您设置的安全问题答案, 并勿轻易告之其他人。您可设置的安全问题如下:

- 您的高中学校名称
- 宠物的名字

### Q: 系统显示安全问题的答案与数据不符, 我该怎么办?

A: 请确保您输入的答案和设置的答案一致, 并注意大小写。

### Q: 我不记得安全问题的密码了, 怎么办?

A: 请联系 CIMA 中国代表处。

### Q: 我想修改密码, 我的新密码需要设置成什么格式? CIMA 安全政策是什么样的?

A: 密码可以是任意字母或数字的组合, 但至少要有 6 位。请注意密码的大小写, 已经使用过的密码在更换密码后就不能使用了。

### Q: 忘记密码后如何获得新密码?

A: 点击 CIMA 主页, 点击登陆页面上的“Forgotten your Contact ID or password?”, 您正确回答安全问题后, 系统会自动发送一个临时密码到您注册时指定的 Email 信箱。请及时更新您的 Email 信箱, 以确保信箱可使用。

### Q: 无法使用重新获得密码的程序, 怎么办?

A: 请联系 CIMA 中国代表处。

### Q: 临时密码的有效期有多长?

A: 临时密码是用于忘记密码时临时登陆的。它会保持有效直到您修改它。但我们强烈建议您尽快修改它。这样能帮助您将密码改成容易记住的密码。

### Q: 我刚创建了一个 CIMA 账户并登陆, 但我只看到“Restricted Access”的信息。为什么我看不到 CIMA 提供的信息?

A: 对于已经失效 (lapsed) 或暂离 (resigned) 的学生、会员和 PF (Passed Finalist), 我们会关闭 My CIMA 的通道。如果您要重新注册 CIMA, 需通过信用卡在线支付已经发生的费用。如果您觉得您的财务状况或费用有问题, 请联系 CIMA 中国代表处。

### Q: 我想在线注册, 但系统不断告诉我已经注册过了, 我该怎么办?

A: 如果您已经注册为学生, 您可以直接登入“My CIMA”。如果您不确定自己是否已经注册, 请联系 CIMA 中国代表处。

### Q: 什么时候需要二次登陆?

A: 如果您需要修改个人信息、考试信息以及财务信息, 会被要求再次输入您的 Contact ID 和密码。登陆两次可确保您的个人信息安全, 使您的个人信息不会被其他人看到或修改。

### Q: 我如何登出 My CIMA?

A: 点击屏幕左上角的“Sign in/ Sign out”按钮, 然后关闭您的 IE 浏览器即可登出。

## Online FAQ – “MyCIMA”

### Manage personal details 个人信息管理



My CIMA  
Personal Details

**Q: 我的雇主信息是错误的（例如我要修改雇主信息），如何操作？**

A: 您只需写电子邮件给 CIMA 中国代表处获得帮助。

**Q: 我能删除旧的地址么？**

A: 不能，我们会保留之前的地址作为内部统计之用。

**Q: 我收到了有关 CIMA 产品和第三方产品的信息，我不想收到此类信息，该怎么办？**

A: 请点击“My communication preferences”，在相关选项上打勾或去掉勾即可。

**Q: 我只能看到已经参加过的考试，我怎么才能看到全部的记录？**

A: 屏幕上只能显示最先的 10 个记录。点击绿色箭头可来回浏览列表中的其他考试记录。您可以点击任何一列的最上栏重新排列记录顺序。


**Q: 查询考试结果，系统显示“Void”表示什么意思？**

A: “Void”表示您第一次缺席战略级考试时，没能提供有关考试缺席的证明。

**Q: CIMA 是否会保护我的个人信息安全？**

A: CIMA 会保护您的个人信息安全，其他注册用户或网站浏览者是无法获得您在 CIMA 上登记的非公开信息。为确保您的账户及信息安全，您需要再次输入您的用户名和密码。登陆两次可确保您的个人信息安全，使您的个人信息不会被其他人获得和修改。

# Online FAQ – “MyCIMA”



My CIMA  
Online payment

## Online payment 网上付费

Q: 我需要多长时间才能完成网上付款流程?

A: 只需等几秒，系统将提交相关数据。

Q: 我如何支付年费?

A: 登陆 My CIMA 后，依次进入“My financials”、“Settle my account”即可在线付费。如果您是第一次使用在线付费方式，系统将与您核对您的个人信息。确认个人信息无误后，请在页面上方的方框中打勾，并选择“Confirm”，系统将自动跳转至付费页面。

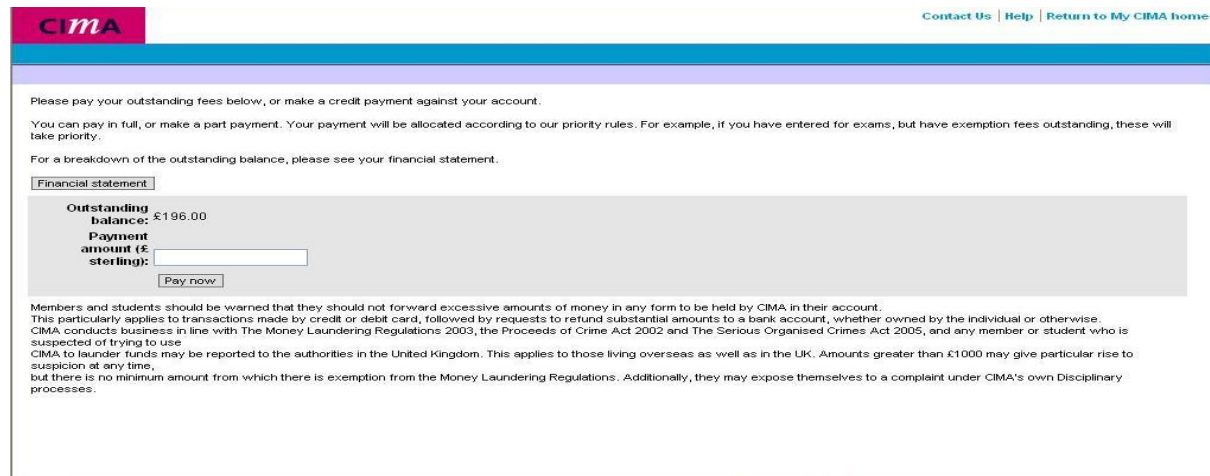


View basket | Contact Us | Help | Return to My CIMA home

If any details below are out of date please change by clicking the relevant button below. You will need to tick the box below and press confirm after amending to exit this screen.

I confirm the details below are now correct and up to date:  Confirm:

My personal details		My address						
Change 1 of 1		Change 1 - 1 of 1						
Contact ID:		Street Address	Street Address 2	Street Address 3	City/Town	County/Province	Country	Postal Code
CIMA grade: Student					Shanghai		China	200041



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Please pay your outstanding fees below, or make a credit payment against your account.

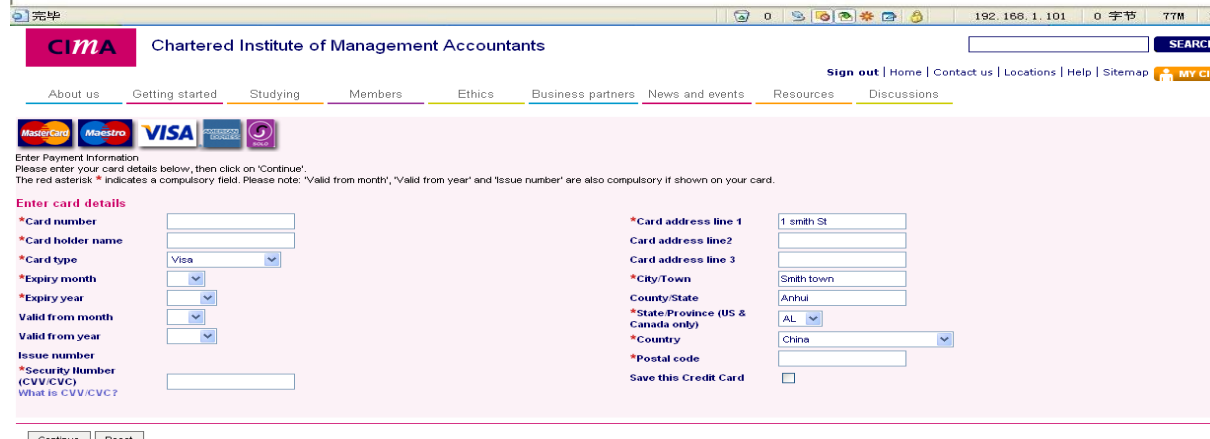
You can pay in full, or make a part payment. Your payment will be allocated according to our priority rules. For example, if you have entered for exams, but have exemption fees outstanding, these will take priority.

For a breakdown of the outstanding balance, please see your financial statement.

[Financial statement](#)

Outstanding balance: £196.00  
Payment amount (£ sterling):

Members and students should be warned that they should not forward excessive amounts of money in any form to be held by CIMA in their account. This particularly applies to transactions made by credit or debit card, followed by requests to refund substantial amounts to a bank account, whether owned by the individual or otherwise. CIMA conducts business in line with The Money Laundering Regulations 2003, the Proceeds of Crime Act 2002 and The Serious Organised Crimes Act 2005, and any member or student who is suspected of trying to use CIMA to launder funds may be reported to the authorities in the United Kingdom. This applies to those living overseas as well as in the UK. Amounts greater than £1000 may give particular rise to suspicion at any time, but there is no minimum amount from which there is exemption from the Money Laundering Regulations. Additionally, they may expose themselves to a complaint under CIMA's own Disciplinary processes.



Chartered Institute of Management Accountants

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MasterCard | Maestro | VISA | American Express

Enter Payment Information  
Please enter your card details below, then click on 'Continue'.  
The red asterisk \* indicates a compulsory field. Please note: 'Valid from month', 'Valid from year' and 'Issue number' are also compulsory if shown on your card.

Enter card details

\*Card number:

\*Card holder name:

\*Card type:

\*Expiry month:

\*Expiry year:

Valid from month:

Valid from year:

Issue number:

\*Security Number (CVV/CVC):

What is CVV/CVC?

\*Card address line 1:

Card address line 2:

Card address line 3:

\*City/Town:

County/State:

\*State/Province (US & Canada only):

\*Country:

\*Postal code:

Save this Credit Card:



# Online FAQ – “MyCIMA”

## Online payment 网上付费



**Q: 什么是“My billing address”?**

A: 即信用卡持有者登记的地址。

**Q: 如果我对免试结果不满意，能否要求返还已经支付的费用?**

A: 如果您对免试结果不满意，可以申请返还年费，但注册费是不可返还的。

**Q: 我如何要求从我的账户内返还现金?**

A: 请写电子邮件给 CIMA 中国代表处，并注明您的 Contact ID、姓名（中文和拼音）、出生年月（dd/mm/yy）以及想要返还的方式。我们将尽快帮助您解决。

**Q: 我刚付完费，为什么我的账户状态还是没有变化?**

A: 付款结果将在 24 小时后反映到您的账户上。如果在线付费成功，您会收到一份电子邮件。

**Q: 我能保留信用卡信息，方便将来付费么?**

A: 可以，而且您的信用卡信息将在我们的安全保护之下，方便您下次付款时使用；您只需点击“My Credit and debit Cards”，即可设置或编辑卡的信息。

**Q: 我能删除信用卡信息么?**

A: 可以，只要您点击“My credit and debit cards”，即可随时管理您的信用卡信息。

**Q: 你们接受现金么?**

A: 我们不接受现金。

**Q: 我未收到去年的年费付费通知，怎么办?**

A: 我们每年 11 月通过电子邮件发出年费缴纳通知；因此，请确保您的 Email 地址是正确的。如果您在 12 月还未收到，请联系 CIMA 中国代表处。CIMA 中国代表处会发送正式的 Email，通知您详细的付款情况。

**Q: 我已经在线支付年费，想要一份收据，可以么?**

A: 只要您在 My CIMA 中设置了 Email 地址，即可自动收到在线付款的收据。你可联系 CIMA 中国代表处。

**Q: 我的雇员中有一些 CIMA 的会员（学生），我可否帮他们一起支付?**

A: 您不能在线一次支付多个账户，如有以上需求，请联系 CIMA 中国代表处。

**Q: 我的账户上有余额，可否用于支付年费?**

A: 可以。您账户上的余款将自动分配到您的年费。您可点击“My Statement”查询账户情况。

**Q: 如果我的年费没有完全支付，我可否参加考试?**

A: 不能。当您报名参加考试时，需同时付清之前的费用。相关费用清单会自动显示在购物车中。

**Q: 我最晚须在什么时候支付年费?**

A: 年费自每年的 1 月 1 日至 12 月 31 日有效。您需在 12 月 31 日前支付下一年的年费，否则您将被视为失效（Lapsed）状态。如果您属于失效（Lapsed）状态，您就需支付额外的费用来激活您的账户。

**Q: 我可否分期支付年费，比如每月或每季度?**

A: 目前我们不提供此类业务。

**Q: 我的朋友/同事/亲戚，能否以我的名义帮我付款?**

A: 可以，请于在线支付的时候，正确输入信用卡持有者的信息即可。

# Online FAQ – “MyCIMA”



My CIMA  
Online payment

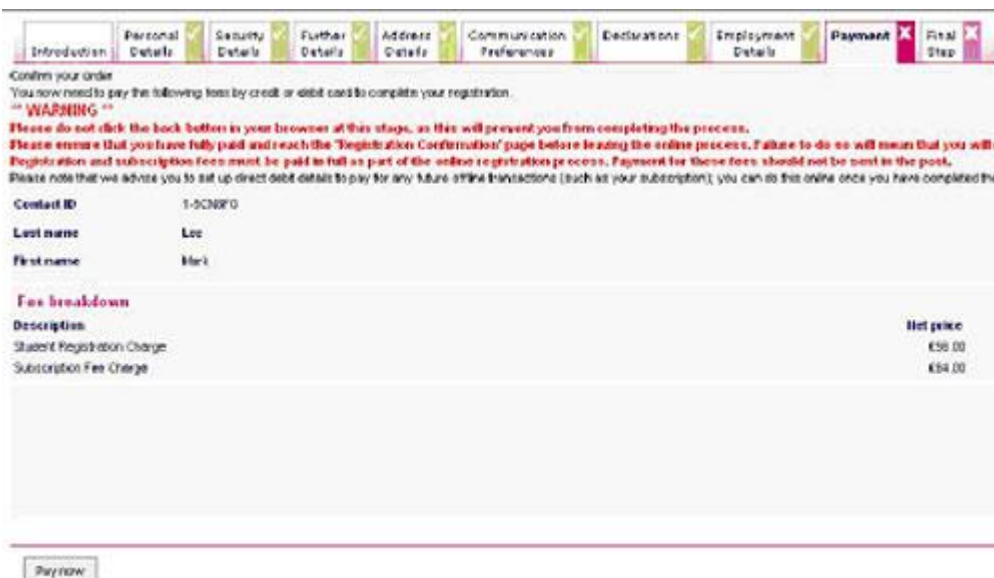
## Online payment 网上付费

### Q: 不能完成在线付费，是什么原因？

A: 在 Payment 这一步请不要后退，否则将要重新注册填写信息；在付款方式上，“Pay now by card”是用具有外币功能的信用卡在线支付；“Post payment now”是通过汇款的方式支付，在注册成功后，请在 6 个星期内完成付费；一旦选择的用汇票办理（“Post payment now”）就不能再退回使用信用卡支付方式。

填写信用卡信息需注意：

- 卡号输入不能留空格；
- 户主名字的字母需全部大写，与信用卡上的名字保持一致；
- 有效年份和有效日期（卡上有注明）；
- 如果您的卡是国外办理的 Visa 卡，须在“Issue number”一栏中输入签名栏右侧最后 3 位数字；
- 地址栏中填写开卡时登记的地址（非最新的联系地址）；
- 请将地址集中在第一栏填写；
- 请勿将城市名和国家填写在地址栏中；
- “City/Town”一栏第一个字母大写；
- “County/State” & “State Province”不填，其余带星号的项目都必须填写；



Confirm your order  
You now need to pay the following fees by credit or debit card to complete your registration.

**WARNING**  
Please do not click the back button in your browser at this stage, as this will prevent you from completing the process.  
Please ensure that you have fully paid and reach the "Registration Confirmation" page before leaving the online process. Failure to do so will mean that you will not be able to complete your registration and subscription fees must be paid in full as part of the online registration process. Payment for these fees should not be sent in the post.  
Please note that we advise you to set up direct debit details to pay for any future online transactions (such as your subscription), you can do this online once you have completed the registration process.

Description	Net price
Student Registration Charge	£58.00
Subscription Fee Charge	£54.00

Pay now

# Online FAQ- “Steps of Entering Exam online”



My CIMA  
Online enrolment

## Exam Entry

以下是考试在线报名及支付 步骤简述:

- 1.登录 CIMA 全球性网站, 依次进入“MYCIMA”- “My Exam” – “Enter an exam”
- 2.再次输入您的 Contact ID 以及 Password 确认您的信息
- 3.页面出现您的信息, 请点击“Edit”, 重新输入您的 Email 地址, 并在学习方式中选择“Other”。确认后选择提交。
- 4.此时进入选择考点界面, 点击 Search
- 5.在新页面中, 在考点号码选项中 (下拉菜单) 选择例如“712” (上海) <或“527” (北京); “587” (广州)>, 其他空格都不需要填写, 点击 Go
- 6.点击任意一个 Paper 中间“Shanghai”的蓝色链接
- 7.接着您看到的页面就会显示您所选的考点名称以及 P1-P10 每门 paper 的名称
- 8.请确认考点是否为您将要报考的考点, 点击“book a place”, 并接着选择 Paper
- 9.在确认完成后点击 Check out; 如果误操作, 可以点击已经选择的
- 10.接下来是关于考试规定的介绍, 点击“I accept”
- 11.进入付费环节, 您可以选择用 Credit Card 支付或者使用汇票方式 (post payment now)
- 12.完成整个付费后, 会用一个对您所有信息包括所选考试科目的总结, 确认点击 Home
- 13.页面跳转到 MYCIMA 原始页面, 请进入“MYCIMA”- “My Exam” – “Existing exam”确认自己是否已经报上考试
- 14.最后点击 Sign out, 退出程序。

以下是 payment online 各步骤的具体图解



在考试报名过程中, 将会有一行状态栏显示在屏幕的最上方表示您所在的考试报名步骤。

首先, 登陆到您的 My CIMA 以及点击 Enter an exam 链接, 您将登陆到您的 My CIMA 主页。

您将被要求再次登陆, 这次登陆将增加安全测试以确保您的个人信息安全。

## 更新个人详细信息

一旦您再次登陆, 您将被要求核实您的电子邮箱是否正确, 以及您已选择一种学习 CIMA 的途径。另外, 一个执行框将出现让您选择通过电子邮件的形式收到考试成绩。如果您的详细信息已经正确无误您可以点击 Confirm 继续。如果您需要进行修改请点击 Edit。

**CIMA** Chartered Institute of Management Accountants

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Please click on Submit to process your payment, then wait for your payment confirmation.

**Confirm Payment**

Quote number	1-764024	Card address line 1	1 smith St
Card holder name	T Test	Card address line 2	
Card number	xxxxxxxxxxxx0771	Card address line 3	
Card type	Visa	City/Town	Smith town
Expiry month	2	County/State	Anhui
Expiry year	2012	State/Province (US & Canada only)	AL
Valid from month		Postal code	
Valid from year		Country	China
Issue number			

Payment amount: £1.00

Your Card may be eligible for or enrolled in MasterCard Secure Code/Verified by Visa program. If you are enrolled, you will be prompted for further information before your order can be completed. When entering your details, you are communicating directly with your bank via a secure link. The information that you enter is not disclosed to CIMA.

If you have not enrolled in Verified by Visa, or MasterCard Secure Code, you may wish to enrol now. Please contact your Bank for more information.

Click on the logos to the left to learn more about these programs.

# Online FAQ- “Steps of Entering Exam online”



## 选择授课地点

一旦您已经确认您的个人信息，您将进入以下画面选择/进入您的授课地点。

Update Personal Details ✓	Select Tuition Provider ✗	Select Exam Centre ✗	Select Exam Papers ✗	Accept Rules ✗	Payment Details ✗	Confirmation ✗
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To help CIMA maintain and monitor the quality of our tuition providers, please press Search to find the tuition provider you are studying with. You can update this each exam sitting to a new tuition provider if you change colleges. If you are unable to find your tuition provider after searching, select Tuition Provider Not Found to type in your college details. If you have not yet decided which tuition provider you are going to use, press Skip Search and email [cima.contact@cimaglobal.com](mailto:cima.contact@cimaglobal.com) with your tuition provider details. If you are using more than one tuition provider for your current exams please just choose one of them to be selected, we will not require all of them.

To select your tuition provider, click on the name of the college.

College name	Address line 1	Address line 2	Address line 3	City/Town
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Search Skip Search Tuition provider not found

直接点击 Skip Search

## 选择考点

一旦您已经更新/确认您的个人资料，您可以进入以下第一个考试报名的画面。

Update Personal Details ✓	Select Tuition Provider ✓	Select Exam Centre ✗	Select Exam Papers ✗	Accept Rules ✗	Payment Details ✗	Confirmation ✗
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**Key for capacity indicator**  
 Exam paper full  
 Places available

Use the Search button to find a convenient exam centre where all the papers you wish to sit are available. If you are applying to enter at a special centre additional fees will be incurred locally. For full details please see the Rules of exam entry. Once you have decided on a centre, click on its name. All exams must be sat at one centre.

Capacity	Exam paper	Paper level	Exam centre	Centre number	Special centre
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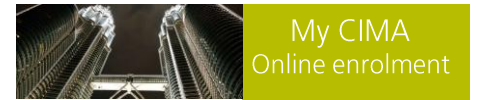
Search

为了从大量列表中浏览一个考试中心您必须点击 Search 以及您将给与很多选择借此搜寻您的考试中心。这包括搜索考试科目，中心号码，考试中心，城市/城镇以及国家。最简单的方法是通过中心名字，这样可以通过考试中心下的列项找到。请点击 Go 执行搜索功能。

- 上海 SH 712
- 北京 BJ 527
- 广州 GZ 587
- 深圳 SZX 523



# Online FAQ- “Steps of Entering Exam online”

## 选择授课地点



Navigation: About us | Getting started | Studying | Members | Business partners | News & Events

Progress: Update Personal Details ✓ | Select Tuition Provider ✓ | **Select Exam Centre** ✗ | Select Exam Papers ✗ | Accept Rules ✗ | Payment Details ✗ | Confirmation ✗

**Key for capacity indicator**  
 Exam paper full  
 Places available

You can use a wildcard (\*) in the City/Town field - for example **Lon\*** for names beginning with Lon, or **'ond'** for names containing ond.  
 If you want to search on more than one location, you can use OR. For example, type **Madrid OR York**. Please note that this is case sensitive.

Exam paper:

Paper level:

Centre number:



Exam centre:

City/Town:

Country:

Buttons: Cancel | Go



一旦您已经选择了一个中心进行浏览您将进入一个显示所有可以进行科目考试的那个考试中心的界面。在左上角一栏显示红色或绿色其中之一的指示灯。

-  表示这门科目已被全部报满
-  表示这门科目可以报名






在继续进行报名前您必须确保所有您想报考的科目可以考试，旁边显示绿色的指示灯。如果不是，您需要再次搜索考试中心以及选择另一个所有您要考的科目都可以进行考试的考试中心。

## 选择考试

Progress: Update Personal Details ✓ | Select Tuition Provider ✓ | **Select Exam Centre** ✗ | Select Exam Papers ✗ | Accept Rules ✗ | Payment Details ✗ | Confirmation ✗

**Key for capacity indicator**  
 Exam paper full  
 Places available

Use the Search button to find a convenient exam centre where all the papers you wish to sit are available.  
 If you are applying to enter at a special centre additional fees will be incurred locally.  
 For full details please see the Rules of exam entry.  
 Once you have decided on a centre, click on its name. All exams must be sat at one centre.

Capacity	Exam paper	Paper level	Exam centre	Centre number	Spe cen
	P01 Management Accounting Performance Evaluation	Managerial	<a href="#">Antwerp</a>	865	Y
	P02 Management Accounting Decision Management	Managerial	<a href="#">Antwerp</a>	865	Y
	P04 Organisational Management and Info Systems	Managerial	<a href="#">Antwerp</a>	865	Y
	P05 Integrated Management	Managerial	<a href="#">Antwerp</a>	865	Y
	P07 Financial Accounting and Tax Principles	Managerial	<a href="#">Antwerp</a>	865	Y

Hyperlinked Exam centre name  
 点击考点名字



## Online FAQ- “Steps of Entering Exam online”



一旦您正在浏览的考试中心您所要考的考试科目都可以进行考试以及您满意您的选择您必须在那个考试中心订一个地点进行考试。这可以通过停留您的鼠标在这个考试中心的名字上直到考试中心的名字显示有下划线。一旦考试中心的名字显示有下划线这意味着存在一个超链接以及您可以点击进入下一个画面。

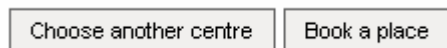
一旦您点击了考试中心超链接，一个相类似的画面将出现，不过这个相类似的画面显示了考试中心的详细内容包括，中心号码和基本地址详情。

Update Personal Details 
Select Tuition Provider 
Select Exam Centre 
Select Exam Papers 
Accept Rules 
Payment Details 
Confirmation

Please check in the list below that the papers you wish to sit are available at this centre.  
If they are available, click on 'Book a place'. If not, click 'Choose another centre' and search for another centre in your area.  
Remember all exams you wish to take must be sat at only one centre.

Exam centre		Street Address	
Event Name	Antwerp	Korte Altaarstraat 19	
Centre number	865	City/Town	Antwerpen
Special centre	Yes	County/State	
Venue	Antwerp International Business School	Country	Belgium
		Postal code	B-2018

在画面的最下方有两个按钮。如果您满意您的考试中心的选择请点击 Book a place。如果您不满意考试中心请点击 Choose another centre



一旦您已经点击了 Book a place 您将进入科目选择的界面借此您可以看到您所选择的考试中心和在这个考试中心所考的考试科目。如果您不满意您的考试中心选择，这时您可以点击 Remove from centre。

Update Personal Details 
Select Tuition Provider 
Select Exam Centre 
Select Exam Papers 
Accept Rules 
Payment Details 
Confirmation

Please select a paper from the list below by clicking 'Add to basket'. All papers must be sat at one centre.  
When you have selected all the papers you wish to sit, click on 'Checkout'.  
If you have not booked a place at a centre yet, click here to search for a convenient centre.

**My selected exam centre**

Exam centre	Antwerp	Street address	Korte Altaarstraat 19
Centre number	865	City/Town	Antwerpen
Special centre	Yes	County/State	
Venue	Antwerp International Business School	Country	Belgium
		Postal code	B-2018

**Exams I want to enter**

Exam paper	Paper level	Entry status	Remove
<input type="button" value="Add to basket"/>	<input type="button" value="Add to basket"/>	<input type="button" value="Add to basket"/>	<input type="button" value="Add to basket"/>

**My confirmed exam entries**

Exam paper	Paper level	Entry status	Entry channel
<input type="button" value="Add to basket"/>	<input type="button" value="Add to basket"/>	<input type="button" value="Add to basket"/>	<input type="button" value="Add to basket"/>

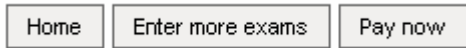
**Exam papers**

Add to basket	Capacity	Exam paper	Start	End	Paper level
<input type="button" value="Add to basket"/>	<input checked="" type="checkbox"/>	P01 Management Accounting Performance Evaluation	23/11/2010 - 09:10	23/11/2010 - 12:30	Managerial
<input type="button" value="Add to basket"/>	<input checked="" type="checkbox"/>	P02 Management Accounting Decision Management	24/11/2010 - 09:10	24/11/2010 - 12:30	Managerial
<input type="button" value="Add to basket"/>	<input checked="" type="checkbox"/>	P04 Organisational Management and Info Systems	24/11/2010 - 13:40	24/11/2010 - 17:00	Managerial
<input type="button" value="Add to basket"/>	<input checked="" type="checkbox"/>	P05 Integrated Management	25/11/2010 - 09:10	25/11/2010 - 12:30	Managerial
<input type="button" value="Add to basket"/>	<input checked="" type="checkbox"/>	P07 Financial Accounting and Tax Principles	25/11/2010 - 13:40	25/11/2010 - 17:00	Managerial

如果您通过点击 Add to Basket 预订了所要考的科目与您的科目不相符。将显示一个您所选科目的简介。通过点击 Enter more exams 额外的科目将增加，一旦您已经选择了您的第一个科目。

一旦您满意您所选择的科目请点击 Checkout 执行以上相关操作。

一旦您已经点击 Checkout 您将被给与 4 个选项它们是 Home, Enter more exams 和 Pay now。海外学生将给与一个 Pay Later 的额外选项。



点击 Pay now 继续您的考试报名

## Online FAQ- “Steps of Entering Exam online”



### 接受协议

Pay now 后屏幕上会显示考试报名的规则，请仔细阅读。继续报名您必须点击 I accept



### 付费详情

一旦您已经接受了考试规则您将进入一个可以输入新卡信息的信用卡支付的界面，可以支付您的考试费用或使用您已保存的信用卡信息。



Please enter your card details below, then click on 'Continue'.  
The red asterisk \* indicates a compulsory field. Please note: 'Valid from month', 'Valid from year' and 'Issue number' are also compulsory if shown on your card.

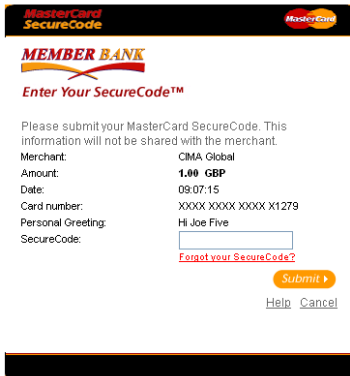
**New Credit Card**

*Card number	<input type="text"/>	*Card address line 1	<input type="text" value="26 Chapter Street"/>
*Card holder name	<input type="text"/>	Card address line 2	<input type="text" value="London"/>
*Card type	<input type="text"/>	Card address line 3	<input type="text"/>
*Expiry month	<input type="text"/>	*City/Town	<input type="text" value="London"/>
*Expiry year	<input type="text"/>	County/State	<input type="text"/>
Valid from month	<input type="text"/>	*State/Province (US & Canada only)	<input type="text"/>
Valid from year	<input type="text"/>	*Country	<input type="text" value="United Kingdom"/>
Issue number	<input type="text"/>	*Postal code	<input type="text" value="SW1P 4NP"/>

Continue   Reset   Cancel

一旦您满意您所输入的细节信息或正在使用的详细信息，请点击 Continue。一旦您已经点击 Continue 一个您的报名简介将显示出来包括已加密的信用卡信息，您所选择的考试中心和科目。一旦您的考试报名顺利完成您需要支付的数目将在您的任何银联账户上显示。如果您满意所有的资料点击 Submit





## Online FAQ- “Steps of Entering Exam online”



MasterCard, Visa and Maestro 的用户，您将进入核实使用 VISA 或者 MasterCard 安全码的界面借此您将看到一份您的财务事项和个人详细信息的简介。继续请点击 [Click here to buy button](#)。您将被要求核实通过输入您 VISA/MasterCard 的通行号码。如果您的付款成功，请确认，然后点击 NEXT 继续

### Confirmation

您已经完成了考试报名程序！您将收到确认界面，以及一封有完整报名信息的邮件。请点击 [print this page](#) 确认您的记录并且保留一份电子邮件的副本。要返回 CIMA 主页请点击 [Return to My CIMA](#) 或者关闭所有您所打开的浏览器窗口以结束您的报名，确保您的信息安全。

Introduction	Personal Details ✓	Declarations ✓	Payment ✓	Confirmation ✓
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Thank you for re-registering with CIMA.

Please remember that students are not permitted to use the designatory letters ACMA or FCMA after their names and that student registration confers no form of CIMA membership.

If you did not send us certificates when you registered or have since gained extra qualifications, please notify us of this by sending us certificated and transcripts of your academic/professional background.

You can fax certified copies of your educational certificates and transcripts to us on +44(0)870 787 9408.

Please click [here](#) to see examples of documents we require.

If you have previously sent us this information you do not need to re-send it.

We wish you every success with your studies and hope you achieve CIMA membership in the not too distant future.

Please click [Finish](#) to return to the My CIMA login page and then re-login.

Your order is confirmed and payment details (if applicable) are shown below. Confirmation of these details has also been sent by email. If this has not arrived within 48 hours, please contact CIMA via [cima.contact@cimaglobal.com](mailto:cima.contact@cimaglobal.com). We also recommend that you [print this page](#) for your records. In particular, please note your Order number.

**Order confirmation**

<b>Contact ID</b>	1-30J8YH	<b>Order number</b>	1-427394251
<b>Contact Name</b>	Masood Allawala	<b>Order Date/Time</b>	18/06/2009 12:42:29
<b>Email</b>	changeme@cimaglobal.com	<b>Order type</b>	Re-registration/Readmission

**Order items**

Line No.	Description	Net Price	Total
1	Student Re-registration Charge	£58.00	£58.00