

## **ADMISSION PROCESS**

The admission process for ICSI-Aptech Course is completely online. The URL for online is <http://icsi.aptechtrainingsolutions.com>. A student can register himself for the course OR enroll for the exemption test from any where and any time. The recognized Aptech Centers for the ICSI-Aptech Course also facilitate the students for online registrations for the course and/or online enrollment for the exemption test. The step wise process to be followed by the student after accessing the above mentioned URL is as under:

**Step I:** Select the Registration.

**Step II:** Enter your ICSI Registration No., Date of Birth & e-mail id to register .A password will be generated and displayed on the screen. The password will also be sent to your email Id. This password has to be used for the further transactions.

**Step III:** A code of conduct would be displayed. You have to accept it by clicking on Accept and come back to Home page. Re login with the Login ID (Registration number) and Password (sent to you by email)

**Step IV:** Click on “Enroll for Training /Test “.

**Step V:** A page will displayed; select Training or Test.

### **For Training + Testing**

**A]** Select State, City and the center list will be displayed to you. Select any three preferable centers. (In case if there are less than 3 centers in a particular city select all the centers).

**B]** Pay for the Training either through **Online Payment** or **Demand Draft**.

Incase of **Demand Draft**, on the next page fill the Demand Draft details and click submit. An **Order No** will be generated. Please mention this **Order no, Name** and **Registration no.** behind the demand draft. Please send the Demand Draft to the below mentioned address:

**Mr. Vikrant Parkar**  
**Aptech Ltd.,**  
**Champion Seals Compound, 3rd Floor,**  
**15, Parsi Panchayat Road,**  
**Andheri (East),**  
**Mumbai – 400 069;**  
**Tel no: 022-67727445**

On the receipt of the DD at Aptech Mumbai, we will approve the same and you will be intimated by email (on your registered email ID) about the same.

The student will be sent an online acknowledgement detail to their Personnel E-mail id.

**Note:** Students paying the fees by DD should mention the Order Number, Name, Registration Number and phone / mobile number on the back side of the DD and sent to Aptech Mumbai. DD has to made in favour of “Aptech Ltd. Payable at Mumbai.

**C]** The training batch will be formed, once the minimum no. of participants is registered and you will be receiving an email with the following details.

- Batch code
- Centre allocated detail
- Date and Timing
- Contact person detail at the center

**D]** After receiving the training details, visit to the Center and attend the 70 hrs. training.

**E]** After the completion of the training it is mandatory for you to fill up the online feedback. **(Please note that the Certificates will be issued only if you have filled the feedback.)**

**F]** The 80 minutes test would be conducted after the training. The student needs to visit the centre and book the exam slot.

**G]** At the end of the exam the score will be displayed to the student.

**H]** The certificate will be issued to the student within the 30 days of the test. The student needs to visit the center and collect the certificate.

### **For only Testing**

**A]** The declaration for the exemption of the test would be displayed. Please accept the same by clicking on “I Agree”.

**B]** Select State, City and the center list will be displayed to you. Select the preferable center for the Test.

**C]** Pay the fees for the Testing either through **Online Payment** or **Demand Draft**. In case of **Demand Draft**, an **Order No** will be generated. Please mention this **Order No, Name** and **Registration no.** behind the demand draft .On the next page fill the Demand Draft details and click “submit”.

Please send the Demand Draft and the **Photocopy / Xerox of your MS Office Course completion certificate has to be sent** to the below mentioned address. It also has to be shown at the center while booking the test

**Mr. Vikrant Parkar**  
**Aptech Ltd.,**  
**Champion Seals Compound, 3rd Floor,**

**15, Parsi Panchayat Road,  
Andheri (East),  
Mumbai – 400 069;  
Tel no: 022-67727445**

On the receipt of the DD at Mumbai we will approve the same and you will be intimated by email (on your registered email ID) about the payment approval and booking the examination slot for the Test at the selected center.

The student should will be facilitated to have an online acknowledgement from the system with all requisite details such as Order Number, Name, Registration Number, Mode of Payment, Payment details (Amount, DD No. /Online Payment Id., DD Date/ Online Payment Date, Bank Name (In case of DD), Bank Branch name (In case of DD etc), Center State, Center City and Preferred Centers etc. In the acknowledgement a note should be mentioned below as under:

**“Note:** Students paying the fees by DD should mention the Order Number, Name, Registration Number and phone / mobile number on the back side of the DD and sent to Aptech Mumbai along with a copy of this acknowledgement.”

DD has to made in favour of “Aptech Ltd. Payable at Mumbai.

**D]** The student visits the selected center shows the certificate and books the exam slot.

**E]** The student visits the center, and appears for the Test (80mins duration). In case the test is not taken after scheduling, it will be considered as an attempt consumed. There will be maximum two attempts given.

**F]** At the end of the exam the score will be displayed to the student.

**G]** The certificate will be issued to the student within the 30 days of the test. The student needs to visit the center and collect the certificate.

### **ADMISSION PROCESS FOR INTERNATIONAL STUDENTS :**

**Step I:** Select the Registration.

**Step II:** Enter your ICSI Registration No., Date of Birth & e-mail ID to register .A password will be generated and displayed on the screen. The password will also be sent to your email ID. This password has to be used for the further transactions.

**Step III:** A code of conduct would be displayed; you have to accept it by clicking on Accept and come back to Home page. Re-login with the Login ID (Registration number) and Password (sent to you by email)

**Step IV:** Click on “Enroll for Training /Test “.

**Step V:** A page will display; select Test.

**Step VI:** The declaration for the exemption of the test would be displayed. Please accept the same by clicking on I Agree.

**Step VII:** Select State, City and center as **International**. The details of the contact person would be mentioned .The students needs to contact and request for booking the test.

**Step VIII:** The student has to pay only online. DD’s will not be accepted. The student will send request with preferable date and time slot for scheduling a test to bekis@aptech.ac.in

**Step IX:** Once the Test is scheduled for the International students, they will receive an email about the Test details.

**Step X:** Students will click on the examination link and appear for the examination. The score will de displayed at the end of the exam. In case the test is not taken after scheduling, it will be considered as an attempt consumed.

**Step XI:** The certificate will be issued to the student within the 60 days of the test. The same will be sent by courier.

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