For the first time, the Institute would be issuing Admission Certificate carrying the scanned photograph and signature of the examinees for appearing in December 2003 session of examination on experimental basis. The existing system of issuing of admission certificate would be done away with. The candidates interested in December 2003 session of examination are necessarily required to fill up the new and revised enrolment application form which has been specifically designed taking into account the state of art technology. The new examination forms would be available with the Institute. The students concerned may obtain the requisite application form by sending a crossed demand draft of Rs. 10/- together with a self-addressed envelope (23x11 cm) affixing stamp of Rs. 6/-. These forms can also be obtained from the Regional Councils and Chapters on cash payment of Rs. 10/-. Students may please note that those who have already made their enrolment application in the prescribed form are also required to make the application in the changed form.

The following precautions are to be taken by the students while filling up the new form:

- The instructions, guidelines and code list printed in the form must be carefully gone through before filling up the form
- The applications are to be filled up by the applicants themselves with the help of black ballpoint pen
- There should not be any corrections/cuttings/over-writings in the form
- All information and particulars are to be given in the boxes/space earmarked for the purpose
- Handwriting must be legible and all entries are to be filled up in block capital letters.
- While every care would be taken by the Institute in processing the examination forms through the scanning system and the students would be advised if there is any short-comings in the application forms, it is imperative that the students would also make sure that they have filled up the changed examination form, correctly.

**IMPORTANT**

THE MESSAGE REGARDING THE FILLING UP OF NEW EXAMINATION FORMS MAY BE SPREAD AMONGST THE FELLOW STUDENTS AS ADMISSION CERTIFICATES FOR DECEMBER 2003 SESSION OF EXAMINATION WOULD BE ISSUED ONLY TO THOSE STUDENTS WHO HAVE SUBMITTED THE CHANGED APPLICATION.
SPECIAL REQUIREMENTS FOR SCANNING SYSTEM

* Applicants must affix their latest photograph in the application form.
* They are also required to mention their particulars, viz., name, student registration no., and stage of examination, group, and examination centre on the reverse of the Demand Draft to be sent along with the application form towards examination fee.
* In cases involving adjustment of credit amount, the original documents in support of the contention showing the exact credit amount is to be attached with the application.
* Barring the Demand Draft and the Credit Letter, no other document/application is to be attached with the application form.
* Students need not hesitate to seek any further information/clarification/assistance with regard to the above from either of the following:

  Mr. Sohan Lal, Deputy Director (Students Services)  
  Tele: 24602622(D) / 51504444 (Extn. 511)  
  E-Mail: dss@icsi.edu

  OR

  Mr. I J Kalucha, Senior Director  
  Tele: 24645078 (D) / 51504444 (Extn. 201)  
  E-Mail: dass@icsi.edu