

**Dear student**

## **ONLINE DE NOVO & EXTENSION REGISTRATION PROCESS**

1. Login to Online Services at [www.icsi.edu](http://www.icsi.edu)
2. Click **Student** and then select **My Account**
3. Click **De novo Registration & Extension** under "**Payment Requests**" option
4. Select **Request Type** and Payment mode and then click on "**Submit Request**"
5. Request ID and Transaction ID will generate on successful submission of the request.
6. Proceed for payment through Credit Card / Debit Card / Net Banking/Challan.
7. For all successful payments an acknowledgement receipt is generated and intimation will be sent on the respective email ID. In case **receipt** could not be generated due to any reason, follow the procedure as given below:

Click Student-> select My Account

Click payment request->Generate payment Receipt

Write Request id and Transaction id and click on check status.

If payment is successful then the Receipt would be generated (otherwise the payment is not successful)

8. Please download the de novo registration Letter from Section "**Letter for student**" in "**other**" option
9. In case of unsuccessful payment please resubmit your request.

Last date for apply de novo/extension of registration for June 2017 examination is **09.04.2017**.

AD(SS)

## **Online Registration for Professional Programme**

1. Login to Online Services at [www.icsi.edu](http://www.icsi.edu)
2. Click Student and then select My Account
3. Click Professional Registration under “Payment Request” option
4. Make Payment of Rs 12,000/- through Credit Card / Debit Card / NetBanking.
5. You are Successfully admitted in Professional Programme
6. For all successful payment an acknowledgement is generated (Very important)
7. In case the amount is deducted from the bank account but acknowledgement is not generated, please check the status as per following process.
8. Click Student-> select My Account
9. Click payment request->Generate payment Receipt
10. Write Request id and Transaction id and click on check status.
11. If payment is successful then Receipt is generated (otherwise the payment is NOT successful)
12. In case of unsuccessful payment please resubmit your Professional Registration Form
13. After submission of Fee download your Professional Registration Letter & E-Identity Card under “other” option