



**DISCONTINUATION OF OFFLINE REGISTRATION AND COMPLETE SWITCHOVER TO
ONLINE REGISTRATION W.E.F. 1ST JANUARY, 2014**

As a major step towards imbibing the potential of technology for providing the best services to the students, the Institute has decided to switchover completely to Online Registration System for registrations to Foundation, Executive and Professional Programme with effect from 1st January, 2014.

In connection with the above, students applying for admission / registration in Foundation / Executive / Professional Programme may note the followings :

1. The sale of Registration Application Form (which is forming part of the Prospectus) will stand discontinued effective from 1st January, 2014. The Prospectus will be redesigned and will be continued to be sold to the prospective students and general public. The revised rate of the prospectus will be Rs.200/- which will not contain the Registration Application Form.
2. The Regional Councils & Chapters will not accept the Registration Applications in physical form effective from 1st January, 2014. It is further clarified that the downloaded copies of Registration Forms are also not to be accepted.
3. In case of all Registrations, the Study Materials would be sent by Main Stores(Noida) directly to students immediately on approval of the registration application by the Directorate of Student Services.
4. A "Step by Step Procedure for Online Registration" has been designed and the same is given at the end of this announcement. The same may be used by students as ready reference in future.
5. Students can make payment of applicable fees through Credit Card/Debit Card/Net banking or Bank Challan System (through Canara Bank Branches).
6. Students are advised not to submit hard copies of supporting documents. Instead, they are required to upload scanned copies of documents in support of their qualification through online mode failing which the registration applications will not be processed.

For any clarification regarding online registration, Ms. Geetanjali S. Rathore, Administrative Officer (Student Services) may be contacted at E-Mail Id grss@icsi.edu OR at Tel.No. 0120-4522065.

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A. ONLINE REGISTRATION PROCESS FOR FOUNDATION PROGRAMME

(Please note that before proceeding for online registration, you need to have the soft copy of the following documents for uploading the same on the website at your respective account to get the online registration process completed)

Photograph of the candidate

Signature of the candidate

DOB Certificate (10th Pass Certificate)

Roll Number (if appearing in 10+2)

12th Passing certificate/Mark sheet

Category Certificate (if belonging to SC/ST OR Physically Handicapped Category)

Please ensure that the documents are only in the following formats otherwise you will not be able to upload the documents

File format is jpg, jpeg, png, gif, bmp

File sizes of documents does not exceed 5 MB

Size of Student Photo is between 20KB – 50KB

Size of Student Signature is between 10KB – 20KB

(Now proceed for registration as follows)

1. Click the online services button on top of the ICSI website (<http://www.icsi.edu/>)
2. Go to the Students tab and click on Student Registration
3. Click onto the checklist of documents as applicable to you on the basis of your qualification,

Photograph of the candidate

Signature of the candidate

DOB Certificate (10th Pass Certificate)

Roll Number (if appearing)

12th Passing certificate/Mark sheet

Category Certificate (if belonging to SC/ST OR Physically Handicapped Category)

4. Now Click on 'Proceed to Registration'
5. Select the Course type as Foundation stage
6. Fill other fields.
7. Click on the option-'Make Payment' for effecting necessary payments.

Payment is to be made either by credit/debit card /net banking or through bank challan system

You will subsequently get username and password at your E mail ID

(The user name and password will be provided within 24 hours of payment.)

After you get your username and password, please upload documents at the link sent at your mail and upload documents.

Process of accessing your account after registering to ICSI for uploading documents

While uploading the document please ensure the following

File format is jpg, jpeg, png, gif, bmp

File sizes of documents does not exceed 5 MB

Size of Student Photo is between 20KB – 50KB

Size of Student Signature is between 10KB – 20KB

Please follow the below step to access your registered account:

1. Click on online services button on top of the ICSI website (<http://www.icsi.edu/>)
2. Thereafter Click on login button
3. Enter your Username and Password
4. After Login, Go to Students and then click “My Account”
5. Click on “Manage Account”
6. Upload documents at certificate details tab given under manage account option
7. Once all required documents have been uploaded, the applications are checked at Directorate of Student Services and if found OK, it is approved. If any discrepancies are found, then student concerned is informed by e-mail to complete the requirement.

Supply of Study materials:

Study materials shall be dispatched directly by post from institute's main stores Noida after verification of documents by the institute.

Process of downloading registration letter / e-Identity card through online Services :

Students can download their e-Identity card and registration letter from Institute's website www.icsi.edu after approval of their application by the Institute by following the given below simple procedure:

1. Click on online services log at www.icsi.edu
2. Log in to your account .Enter your “Username” & “Password”

3. Click on “student” option
4. Open “my account”
5. Go to “others” option at student’s account
6. Students can download registration letter / e-Identity card at others option at their account

After downloading the Identity card, students are compulsorily required to get it attested by any of the following authorities with his/her seal carrying name, professional membership No., designation and complete official address:

1. Member of the Institute, with ACS/FCS No.
2. Gazetted Officer of the Central or State Government.
3. Manager of a Nationalised Bank.
4. Principal of a recognized School/College.
5. Officers of ICSI

Unattested Identity Cards are not valid and the students are advised to carry duly attested Identity Card for various services during their visits to the offices of the Institute, Examination centers, etc.

ONLINE REGISTRATION PROCESS FOR EXECUTIVE PROGRAMME

(Please note that before proceeding for online registration, you need to have the soft copy of the following documents for uploading the same on the website to get the online registration process completed)

Photograph of the candidate

Signature of the candidate

DOB Certificate (10th Pass Certificate)

Roll Number (if appearing in Final Year of graduation)

Qualification certificate or mark sheets

Category Certificate (if belonging to SC/ST OR Physically Handicapped Category)

Please ensure that the documents to be uploaded are only in the following formats otherwise you will not be able to upload the documents

File format is jpg, jpeg, png, gif, bmp

File sizes of documents does not exceed 5 MB

Size of Student Photo is between 20KB – 50KB

Size of Student Signature is between 10KB – 20KB

(Now proceed for registration as follows)

1. Click the online services button on top of the ICSI website (<http://www.icsi.edu/>)
2. Go to the Students tab and click on Student Registration

3. Click onto the checklist of documents as applicable to you on the basis of your qualification,

Photograph of the candidate

Signature of the candidate

DOB Certificate (10th Pass Certificate)

Roll Number (if appearing)

12th Passing certificate/Mark sheet

Qualification certificate/Mark sheets

Category Certificate (if belonging to SC/ST OR Physically Handicapped Category)

4. Now Click on 'Proceed to Registration'

5. Select the Course type as Executive stage

6. Fill other fields.

7. Click on the option-'Make Payment' for effecting necessary payments.

Payment is to be made either by credit/debit card /net banking or through bank challan system

You will subsequently get username and password at your E mail ID

(The user name and password will be provided within 24 hours of payment.)

After you get your username and password, please upload documents at the link sent at your mail and upload documents.

Process of accessing your account after registering to ICSI for uploading documents

While uploading the document please ensure the following

File format is jpg, jpeg, png, gif, bmp

File sizes of documents does not exceed 5 MB

Size of Student Photo is between 20KB – 50KB

Size of Student Signature is between 10KB – 20KB

Please follow the below step to access your registered account:

1. Click on online services button on top of the ICSI website (<http://www.icsi.edu/>)

2. Thereafter Click on login button

3. Enter your Username and Password

4. After Login, Go to Students and then click "My Account"

5. Click on "Manage Account"

6. Upload documents at certificate details tab and qualification tab given under manage account option

7. Once all required documents have been uploaded, the applications are checked at Directorate of Student Services and if found OK, it is approved. If any discrepancies are found, then student concerned is informed by e-mail to complete the requirement.

Supply of Study materials:

Study materials shall be dispatched directly by post from institute's main stores Noida after verification of documents by the institute.

Process of downloading registration letter / e-Identity card through online Services :

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1. Click on online services log at www.icsi.edu
2. Log in to your account .Enter your "Username" & "Password"
3. Click on "student" option
- 4 Open "my account"
- 5 Go to "others" option at student's account
- 6 Students can download registration letter / e-Identity card at others option at their account

After downloading the Identity card, students are compulsorily required to get it attested by any of the following authorities with his/her seal carrying name, professional membership No., designation and complete official address:

1. Member of the Institute, with ACS/FCS No.
2. Gazetted Officer of the Central or State Government.
3. Manager of a Nationalised Bank.
4. Principal of a recognized School/College.
5. Officers of ICSI

Unattested Identity Cards are not valid and the students are advised to carry duly attested Identity Card for various services during their visits to the offices of the Institute, Examination centers, etc.

ONLINE REGISTRATION PROCESS FOR PROFESSIONAL PROGRAMME

1. Login to Online Services at www.icsi.edu
2. Click Student and then select My Account
3. Click Professional Registration under "Payment Request" option
4. Upload pass mark sheet of both modules of Executive Programme by clicking on choose file.
5. Make Payment of Rs 12,000/- through Credit Card / Debit Card / Net Banking.
6. For all successful payments an acknowledgement receipt is generated. 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)

7. You are Successfully admitted in Professional Programme
8. In case of unsuccessful payment please resubmit your Professional Registration Form
9. After submission of fees download your Professional Registration Letter & E-Identity Card under "other" option

B. ONLINE EXAMINATION ENROLLMENT PROCESS

1. Login to Online Services at www.icsi.edu
2. Click Student and then select My Account
3. Click Examination Enrollment & then click on Submit Examination Form
4. Select the Centre, Medium & Module (Please select these very carefully as there is a fee for every subsequent change in Enrollment Status)
5. Proceed for Payment after verifying the details
6. For all successful payment an acknowledgement is generated
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 examination form after unlocking the form by clicking on the relevant check box.
13. If the fee is not received by the stipulated date, the examination form will be rejected without notice.
14. After successful submission of Examination form, students may check the preliminary enrolment status at www.icsi.edu (under Announcement for Students)

C. ONLINE PROCESS FOR CLAIMING EXEMPTIONS

1. Click the online services button on top of the ICSI website (<http://www.icsi.edu/>) and thereafter click on login button.
 2. Enter your Use Id : Registration number and Password
 3. Then Click Login .After Login, Go to Students option and then click My Account
 4. Go to Payment request option ---- and select : Exemption qualification basis
 5. Then in Exemption request Select Apply
 6. Thereafter select Module
 7. Then click on the subject in which the exemption is sought
 8. Select the Qualification from drop down list
 10. Then go to Upload supporting Documents
 11. Select Payment Mode –
and click “submit request button”
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