

Attention Students !!

For students registered in Executive Programme on or after 1st April 2014

We are pleased to inform all students who are registered for CS Executive Programme on or after 1st April 2014 (i.e. students on whom modified training structure is applicable) that online facility has been introduced for them at institute's website at www.icsi.edu through its "online services" for applying for registering their Management Training / Apprenticeship Training with institute.

All such students are advised to make use of it.

In case of any difficulty, the undermentioned flow chart may be used for self-help.

Training / 15.01.2015

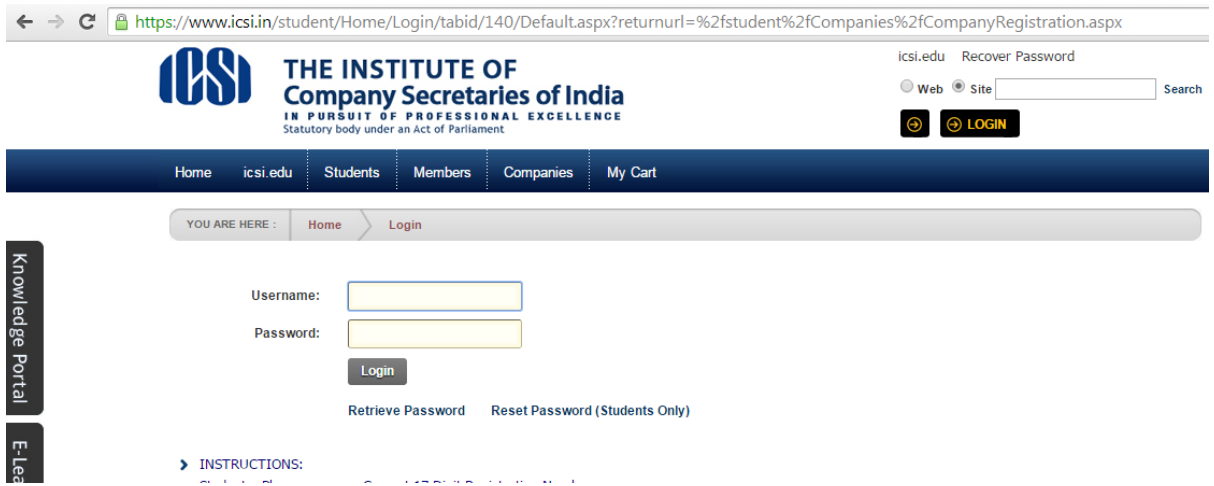
Process of submitting online request for registering Management Training / Apprenticeship Training from Student Login

Students can now send request of Training through Online Services of ICSI from their student login by following below steps:

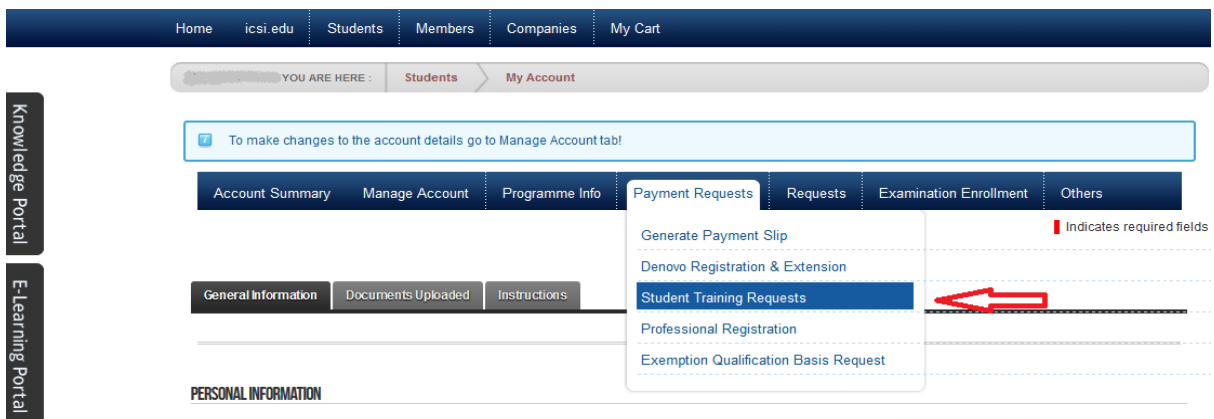
1. Go to Institute's Website: <http://www.icsi.edu>
2. Click on Online Services link:



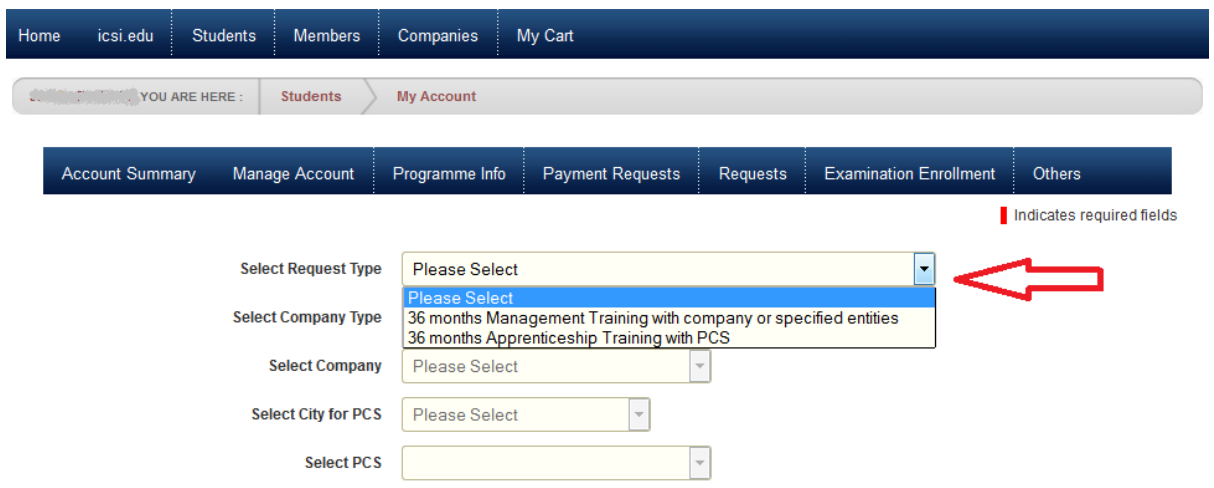
3. Login with your username and password:



4. Go to the link Student → My Account → Payment Requests → **Student Training Requests**



5. Select the training Request Type:



6. If Student selects 36 MT (i.e. 36 months Management Training with company or specified entities), the PCS dropdowns will become inactive and he/she needs to select the Company on the basis of Company Type Specified.

Scanned copy of following documents are required to be uploaded (under modifies training structure):

i) If opting for 1 year / 2 year / 3 years Apprenticeship Training under PCS :

a) Scanned copy of ST-10 Form duly filled & signed by the student (format can be downloaded from [click here](#))

b) Scanned copy of the contract signed between trainee & trainer, along with Part-A & Part-B of the same. (format of contract can be downloaded from [click here](#)). The contract will be executed on a Non-Judicial stamp paper or form to be affixed with specific adhesive stamps or franking or by way of e-Stamping of the requisite value (i.e. Rs 100/-)

ii) If opting for 1 year / 2 year / 3 years Management Training under any company or body corporate :

a) Scanned copy of ST-10 Form duly filled & signed by the student (format can be downloaded from [click here](#))

b) Scanned copy of the appointment letter / confirmation letter issued by the company or body corporate, mentioning that the company is ready to take the student as trainee w.e.f. from ... date for the period of ... years.

Upload the duly filled, signed and scanned all desired documents into one single file and upload the same here in .jpg format.

Upload Attachment No file selected.

Commence Date (mm/dd/yyyy)

8. The request intimation will be sent as SMS and Email to respective mobile number and Email Address.
 9. The request will further be approved by ICSI User. An intimation will be sent to student after approval of the request.
 10. Training details will appear on Student Account Summary page.
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