



### **Online examination enrollment process:**

- 1. Login to Online Services at [www.icsi.edu](http://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](http://www.icsi.edu) (under Announcement for Students)**