

## **Online Registration for Professional Programme**

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

(\*) Students who do not want to opt for study material at the time of registration are required to pay the Professional registration fees = Rs. 10,000/-.