

## ADMISSION PROCESS

The admission process for ICSI-Aptech Course is completely online. The URL for online is <http://icsi.aptechtrainingsolutions.com>. A student can register himself for the course OR enroll for the exemption test from anywhere and any time. The recognized Aptech Centers for the ICSI-Aptech Course also facilitate the students for online registrations for the course and/or online enrollment for the exemption test. The step wise process to be followed by the student after accessing the above mentioned URL is as under:

Step I: Select the Registration.

Step II: Enter your ICSI Registration No., Date of Birth & e-mail id to register. A code of conduct would be displayed. You have to accept it by clicking on **Accept**

Step III: A password will be generated and displayed on the screen. The password will also be sent to your email Id. This password has to be used for the further transactions.

Step IV: Click on Enroll for Training /Test.

Step V: A page will displayed; select Training or Test.

### For Training + Testing

A] Select State, City and the center list displayed to you.

B] Pay for the Training either through Online Payment or Demand Draft.

**For online Payment:** After making the successful payment you will receive the payment acknowledgement on your email id.

#### **For Demand Draft:**

**Students paying the fees by DD** should mention the Order Number, Name, Registration Number and phone / mobile number on the back side of the DD and sent to Aptech Mumbai. **DD has to be made in favour of Aptech Ltd. Payable at Mumbai.**

Incase of Demand Draft, on the next page in the website fill the Demand Draft details and click Submit. An Order No will be generated. Please mention this Order no, Name and Registration no behind the demand draft and send the Demand Draft to the below mentioned address:

**Mr. Bidhu Das**  
**Aptech Ltd.,**  
**Champion Seals Compound, 3rd Floor,**  
**15, Parsi Panchayat Road,**  
**Andheri (East),**  
**Mumbai – 400 069;**  
**Tel no: 022-42040130**

feedback. (Please note that the Certificates will be issued only if you have filled the feedback.)

F] The 80 minutes test would be conducted after the training. The student needs to visit the centre and book the exam slot.

G] At the end of the exam the score will be displayed to the student.

H] The certificate will be issued to the student within the 30 days of the test. The student needs to visit the center and collect the certificate.

### **For only Testing**

A] The declaration for the exemption of the test would be displayed. Please accept the same by clicking on **I Agree**

B] Select State, City and the center list will be displayed to you. Select the preferable Center for the Test.

C] Pay the fees for the Testing either through Online Payment or Demand Draft.

**For online Payment:** After making the successful payment you will receive the payment acknowledgement on your email id.

**For Demand Draft:** Students paying the fees by DD should mention the Order Number, Name, Registration Number and phone / mobile number on the back side of the DD and sent to Aptech Mumbai. **DD has to be made in favour of Aptech Ltd. Payable at Mumbai.**

Incase of Demand Draft, on the next page in the website fill the Demand Draft details and click Submit. An Order No will be generated. Please mention this Order no, Name and Registration no behind the demand draft and send the Demand Draft to the below mentioned address:

Please send the Demand Draft and the Photocopy / Xerox of your MS Office Course **completion certificate has to be sent to the below mentioned address. It also has to be shown at the center while booking the test**

**Mr. Bidhu Das  
Aptech Ltd.,  
Champion Seals Compound, 3rd Floor,  
15, Parsi Panchayat Road,  
Andheri (East),  
Mumbai – 400 069;  
Tel no: 022- 42040130**

G] The certificate will be issued to the student within the 30 days of the test. The student needs to visit the center and collect the certificate.

### **ADMISSION PROCESS FOR INTERNATIONAL STUDENTS :**

Step I: Select the Registration.

Step II: Enter your ICSI Registration No., Date of Birth & e-mail id to register  
A code of conduct would be displayed. You have to accept it by clicking on **Accept**

Step III: A password will be generated and displayed on the screen. The password will also be sent  
to your email Id. This password has to be used for the further transactions.

Step IV: Click on Enroll for Training /Test.

Step V: A page will display; select Test.

Step VI: The declaration for the exemption of the test would be displayed. Please accept the same by clicking on I Agree.

Step VII: Select State, City and center as International. The details of the contact person would be mentioned. The students needs to contact and request for booking the test.

Step VIII: The student has to pay only online. DD's will not be accepted. The student will send request with preferable date and time slot for scheduling a test to [bekis@apttech.ac.in](mailto:bekis@apttech.ac.in)

Step IX: Once the Test is scheduled for the International students, they will receive an email about the Test details.

Step X: Students will click on the examination link and appear for the examination. The score will be displayed at the end of the exam. In case the test is not taken after scheduling, it will be considered as an attempt consumed.

Step XI: The certificate will be issued to the student within the 60 days of the test. The same will be sent by courier.

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