

1. Students' Profile registration and Login Creation AndApplying For Exam

1.1 Pre-requisites



New applicants/already enrolled students are required to generate their login id and password in ICAI SSP (Self Service Portal) using the profile registration form in order to gain access to the SSP and start filling the examination related forms.



The profile registration form for aspiring students is different than the profile registration form for the already enrolled students.

A valid e-Mail id and mobile number is required for the profile registration. The e-Mail and mobile number will be verified using verification link/OTP.



An E-Mail / Mobile no. to be used for one student profile registration only and can't be used for profile registration of multiple students. If any mobile no. or e-Mail id already registered for any student or member then SSP will not allow the e-Mail or mobile no. to be used for any new registration.

1.2 Login to ICAI Self Service Portal



To login to the ICAI SSP, visit <https://eservices.icai.org> and **enter your login and password and apply for the exams**

In case you do not have login and password for SSP you will have to create the same.

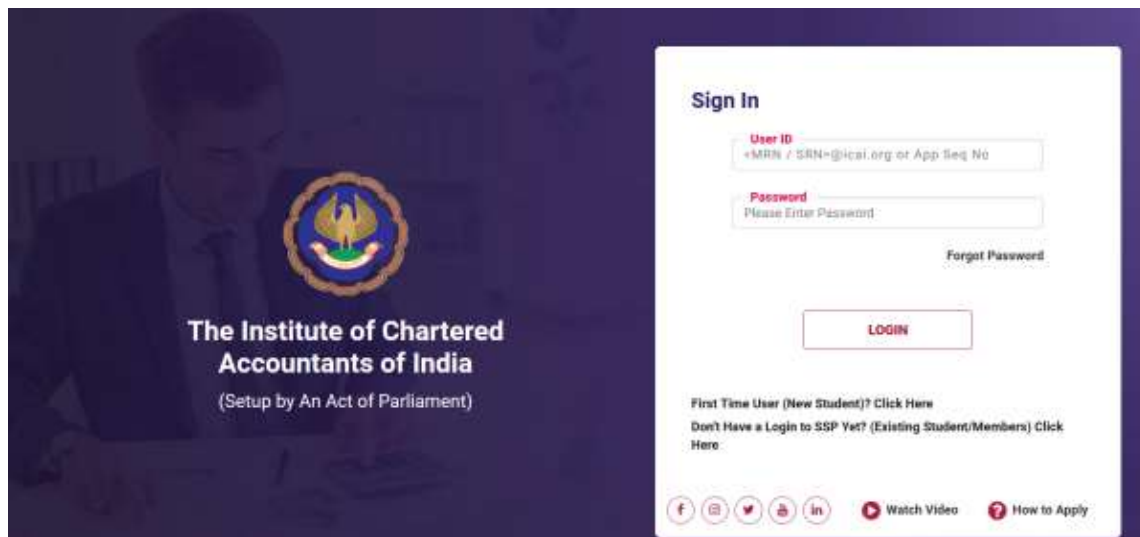
Make sure that the login creation process is completed before you can access the SSP portal.

1.2.1 Eligibility to Login

- Students who are aspiring to pursue CA course or already enrolled students of CA courses in ICAI.

1.2.2 Steps: To log in to the SSP Portal

1. Go to <https://eservices.icai.org>
2. The sign in/ICAI Login form will be opened.
3. To apply for profile registration of a First Time User (New Student) click on the mentioned link as shown on the following image.



1.3 Existing Students: Profile Registration and Login Creation on SSP Portal

1.3.1 Eligibility to access this form

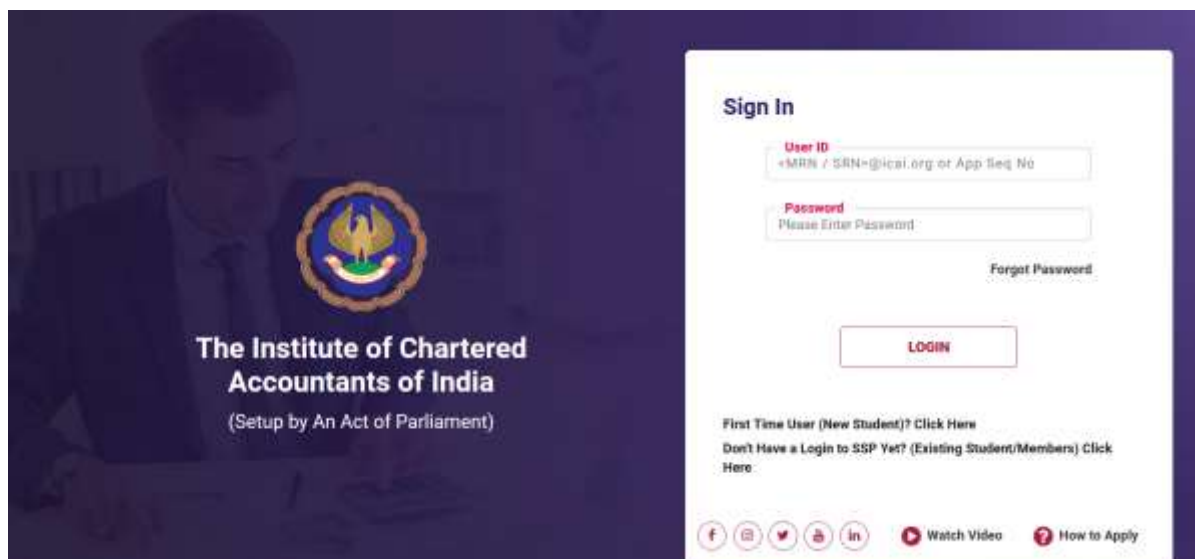
- **Already enrolled students for CA courses with ICAI but do not have a login at the SSP**



This form will be used by the CA students, who enrolled prior to SSP system became operational (May-2019 onwards) and do not have a login id and password to login to the SSP system.

1.3.2 Steps: Profile Registration and Login Creation form for existing students

1. Visit eservices.icai.org



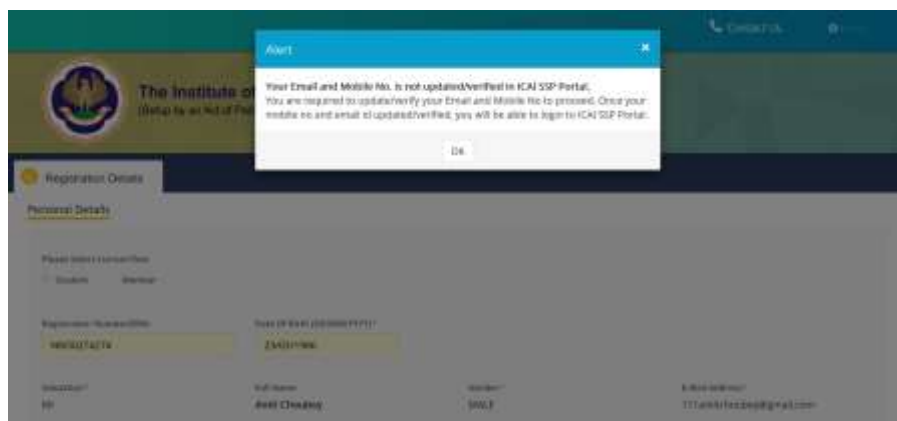
Click on "**Don't Have a Login to SSP Yet? (Existing Student/Members)**[click here](#)".

2. Select the current role as **Student**.
Enter your **SRN no. and Date of Birth (DD/MM/YYYY format)**.

The screenshot shows a web form titled 'Registration Details' with a sub-section 'Personal Details'. Under 'Please Select Current Role', the 'Student' radio button is selected. Below are two input fields: 'Registration Number(SRN)' and 'Date Of Birth (DD/MM/YYYY)'. A green 'Validate' button is located at the bottom left of the form area.

Click on '**Validate**' button.

3. After validation of your student registration details, the available profile data will be displayed. Also the system will prompt if the e-Mail and mobile no. is already validated in your profile or not.
4. If your mobile no. and e-Mail id is not validated in the system, then an information screen similar to the following will appear. You would be required to click on OK and proceed to provide the required e-Mail id and mobile no.



5. If you want to change the existing e-Mail and mobile No. then select "YES" on '**Do you want to change/update your existing mobile number and e-Mail id?**' field and Fill your correct mobile no. and e-Mail id else select NO to keep the existing mobile no. and e-Mail id.(Please note that the phone number & E-Mail ID have to be unique or else the system will not proceed)

Click on Generate OTP button.



Your correct mobile no. and e-Mail id are critical for communication with ICAI. Please provide your correct personal mobile no. and e-Mail id during registration.



You are strongly recommended not to use any cyber-cafe or other person's e-Mail id and mobile no. as you will be sent important communications from ICAI on these contacts.

- System will ask to enter captcha as shown below to submit the form for OTP Generation.

- After submission of the form you will receive the OTP on your registered mobile no. and e-Mail id.



Please Note:

OTP will not be received on non-Indian mobile numbers and you will need to use the OTP received on e-Mail.

8. Enter the received OTP and click on validate OTP button to validate the OTP.
9. Click on I agree and click on the submit button to submit the form for your profile registration and login creation.
10. After submission of the form, the following view page appears.
Your new login details will be created and communicated to your newly registered e-Mail id.

Registration Details

User Id and Password of new ICAI portal has been sent to your email address.
 Please [Click here to Login](#)

Application Sequence Number: APP2301922

Registration Number: [Redacted]

Salutation: Mr

First Name: [Redacted]

Last Name: [Redacted]

Gender: MALE

Date Of Birth: 23/03/1988

Email Address: [Redacted]

Phone Number: 0

Mobile Number: [Redacted]

Nationality: FOREIGN

Country Name: AU

Verification Document Type

Passport / PAN Card Document: [Click here.](#)

Water Id / Driving License Document: [Click here.](#)

New Contact Details

New Mobile Number	New Mobile no OTP validation status	New Email id	New Email id Validation Status
[Redacted]	Yes	[Redacted]	Yes

1.4 Students' Dashboard: After login

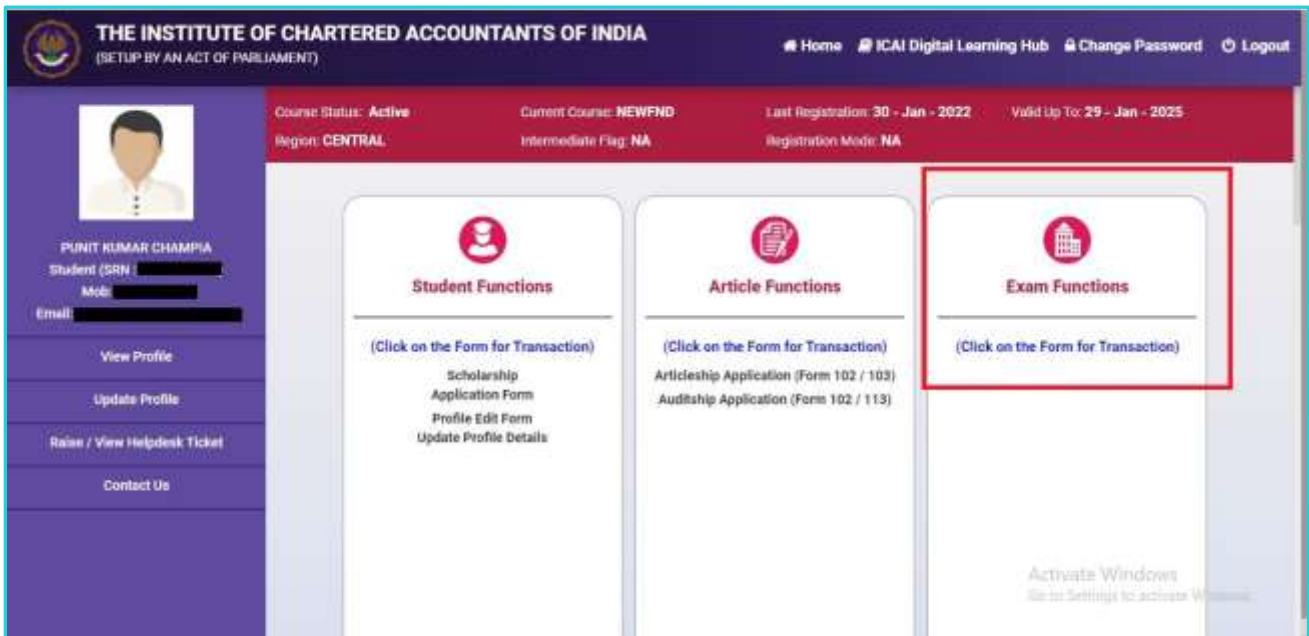
After successful login by students, the student's dashboard is displayed.

It contains vital information related to the student's profile, course details and communication details etc.



On the left-hand side, it contains the link to access the menu bar for various student life cycle related forms and their processing status.

There are 3 modules currently available to the students. **Students Functions, Articleship Functions** and **Exam Functions** as shown in the following image.

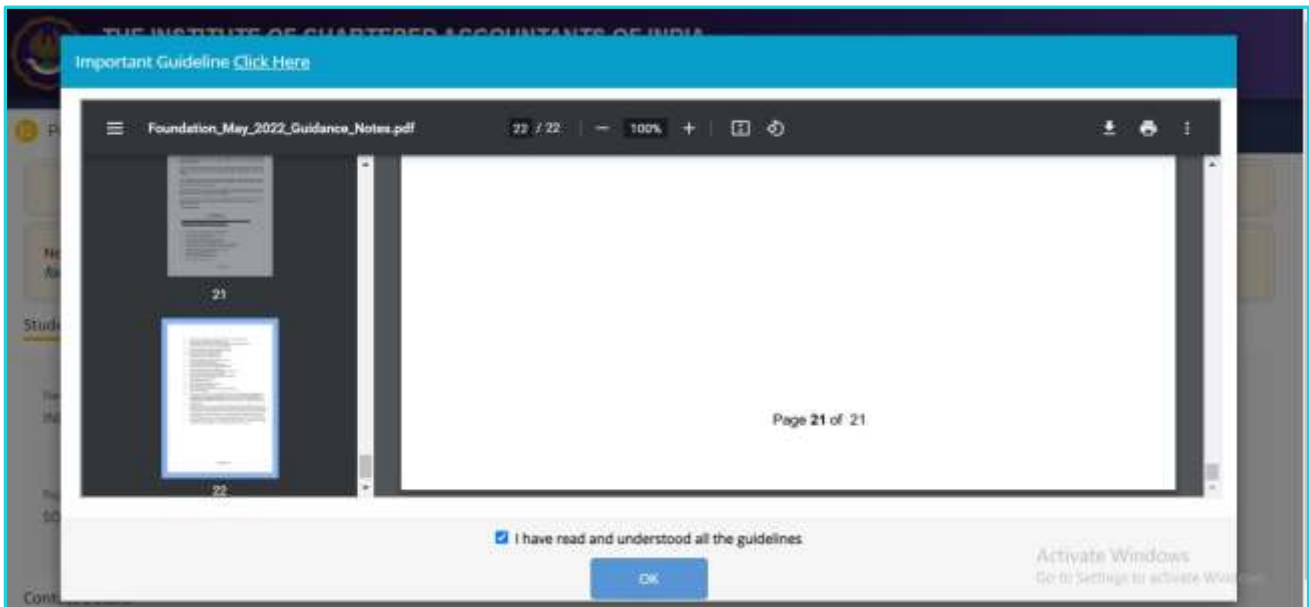


[Foundation Exam Enrolment Form](#)

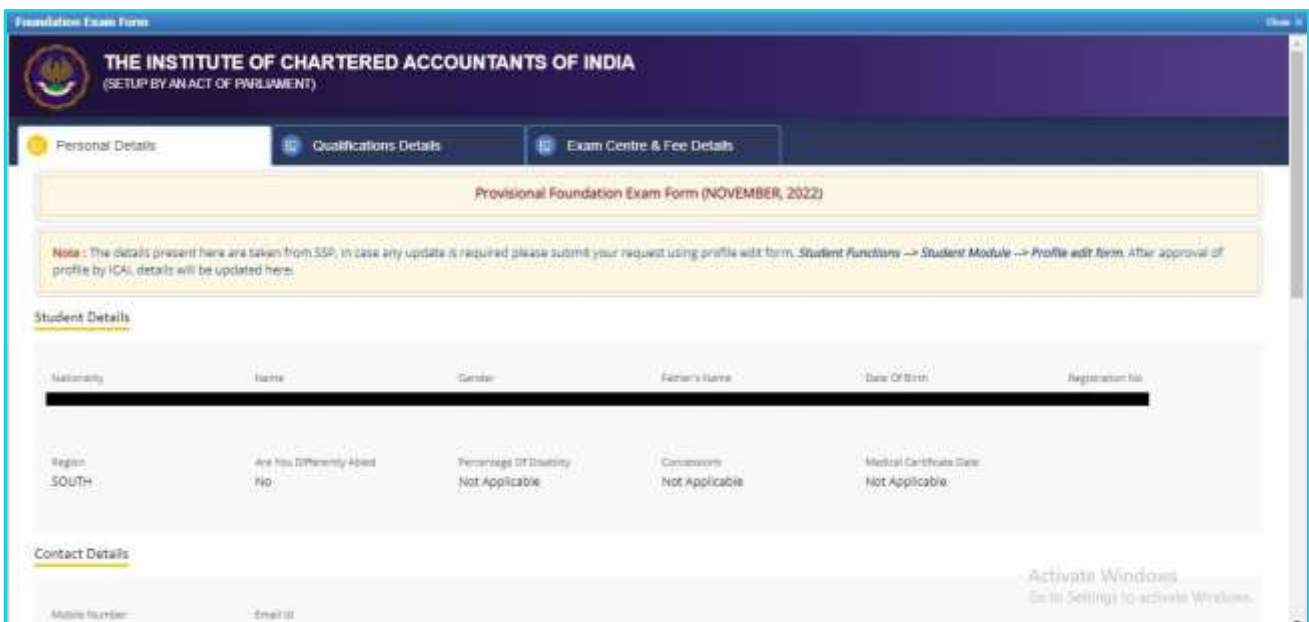
- Students need to click on the exam functions and then need to select the **Exam Enrolment form** and click on **Foundation Exam form**.



- When form loads, student must go through the Guidance Notes on the pop-up screen. Student can save and download the important guidelines. Students need to check on **“have read and understood all the guidelines”** check box and after that only student can proceed for form filling.



- Student should verify the details present in the Personal Details tab and if any discrepancy found then update the same using profile edit form. The path for the same has been mentioned in form.
- **Students may note that the profile changes like Name/Photo-Sign/Qualification go through an approval process which may take 2 to 7 days time Hence you are advised to apply early and raise a ticket in case the changes are not approved as per above timelines.**



- Once student verify all the details in Personal Details tab then student should go to **Qualification Details** section by using **NEXT** button present at the bottom of **Personal Details** tab.
- In the Qualification details section, student can view and verify the qualification details and if any discrepancy found then update the same using profile edit form. The path for the same has been mentioned in form.
- In the Exam Details section, all the necessary details are present for foundation examination along with **“Provisional Flag (When Y= Provisional)”** case and **reason** why the exam application has been accepted as Provisional.

Foundation Exam Form

THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA
(SETUP BY AN ACT OF PARLIAMENT)

Personal Details **Qualifications Details** Exam Centre & Fee Details

Qualification Details

Examination	Roll No	Board/Authority/University	Month and year of examination		Result				CGPA (Grade)
					Result/Passed	Marks Obtained	Maximum Marks	Percentage	
Class X	2022194292	BOARD OF SECONDARY EDUCATION, TELANGANA STATE, INDIA	MARCH	2020	PASSED	10	10	100.00	-

Exam Details

Current Course Name: Foundation Course Registration Date: 03/09/2022 Course Code: NEWFND Course Entry Date: 05/09/2025 Examination Date: November/2022

Is Exam Provisional: Reason for Provisional: 12m Details Missing

Back **NEXT**

Activate Windows
Go to Settings to activate Windows.

- Once student verify all the details in Qualification Details tab then student should go to **Exam Center and Fee Details** section by using **NEXT** button present at the bottom of **Qualification Details** tab.
- In the **Exam Center and Fee Details** section, student selects the **medium** using the dropdown in which student wants to write the exam.
- Student must select the center details using dropdown for **Region, Exam State and Exam city** in which student wants to write the exam.
- Based on the examination center and Group, examination fee will be auto-calculated. In case of any **late fee**, applicable late fee will be levied.

Foundation Exam Form

THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA
(SETUP BY AN ACT OF PARLIAMENT)

Personal Details Qualifications Details **Exam Centre & Fee Details**

Medium Details

Medium Selected: English

Centre Details

Region: South Exam State: KERALA Exam City: KASARAGOD

Center Code and Date: 2064-KASARAGOD

Fee Details

Examination Fees	Late Fees	Total Fees
1500	600	2100

Activate Windows

Foundation Exam Form

Fee Details

Examination Fees	Late Fees	Total Fees
1500	600	2100

Self Declaration For Exam Provisional Candidate

I hereby declare that the particulars stated in this application form are true to the best of my knowledge and belief. I have read the Guidance Note for candidates and satisfied myself that I am eligible to appear in ensuing Foundation Exam to be held in NOVEMBER, 2022 and I shall abide by the terms and conditions contained therein. I understand that my admission to foundation and result thereof shall be provisional and subject to verification of my fulfilling the eligibility requirements in terms of the CA Regulations, 1988 and decision of the Council of ICAI. I will upload Class III Admit Card/ Hall Ticket in SSP Portal before writing Foundation Examination. I understand that in case, I fail to upload Class III Admit Card in SSP Portal, my Foundation result is liable to the Withheld / Cancelled. The decision of the Institute in this regard shall be final and binding upon me and I shall abide by the same.

I Agree

Self Declaration

I hereby declare that the particulars stated in this application form are true to the best of my knowledge and belief. I have read the Guidance Notes for candidates and satisfied myself that I am eligible to appear in ensuing Foundation Exam to be held in NOVEMBER, 2022 and I shall abide by the terms and conditions contained therein. I understand that my admission to foundation and result thereof shall be provisional and subject to verification of my fulfilling the eligibility requirements in terms of the CA Regulations, 1988 and decision of the Council of ICAI. In the event of suppression or distortion of any fact made in this application form, I understand that I shall be denied the opportunity to appear in Foundation Exam and if already admitted / appeared, my admission / result acquired shall be liable for outright cancellation. I also understand that the decision of the Institute in this regard shall be final and binding upon me and I shall abide by the same.

I Agree

Save Submit

Version 14.04.01

Activate Windows
Go to Settings to activate Windows.

- Before form submission, student must read and accept the **Provisional Declaration/Self Declaration**. Without accepting it student cannot submit the form.
- Once student clicks on **submit** button, the page will be redirected to **PAYTM** payment gateway page. Where student can make the payment and on **successful payment**, exam enrolment form will be submitted successfully.

Foundation Exam Provisional Enrolment Form

THE INSTITUTE OF CHARTERED ACCOUNTANTS
(ESTABLISHED BY AN ACT OF PARLIAMENT)

Application Details Application

Alert
Your examination form has been submitted successfully.
Close

Provisional Foundation Exam Registration Form (NOVEMBER, 2022)

Student Details

Registration Number FD00000001	Name ██████████	Gender FEMALE	Date of Birth ██████████ ██████████	Qualification ██████████	Registration City ██████████
Age 20/07/98	Category INDIAN	Annual Submitting Fees NIL	Provisional Fee/Status Not Applicable	Comments Not Applicable	Website/Conditions/Code Not Applicable

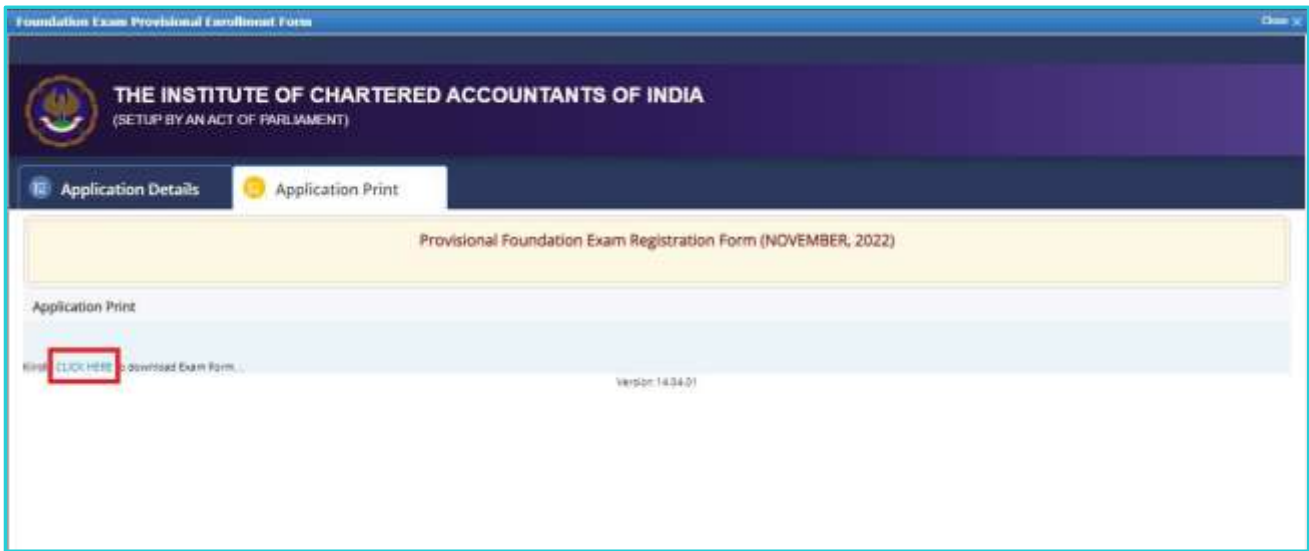
Contact Details

Activate Windows
Go to Settings to activate Windows.

- Student should download the soft copy of exam enrolment form using **Application Print** tab and keep it with them for future reference.

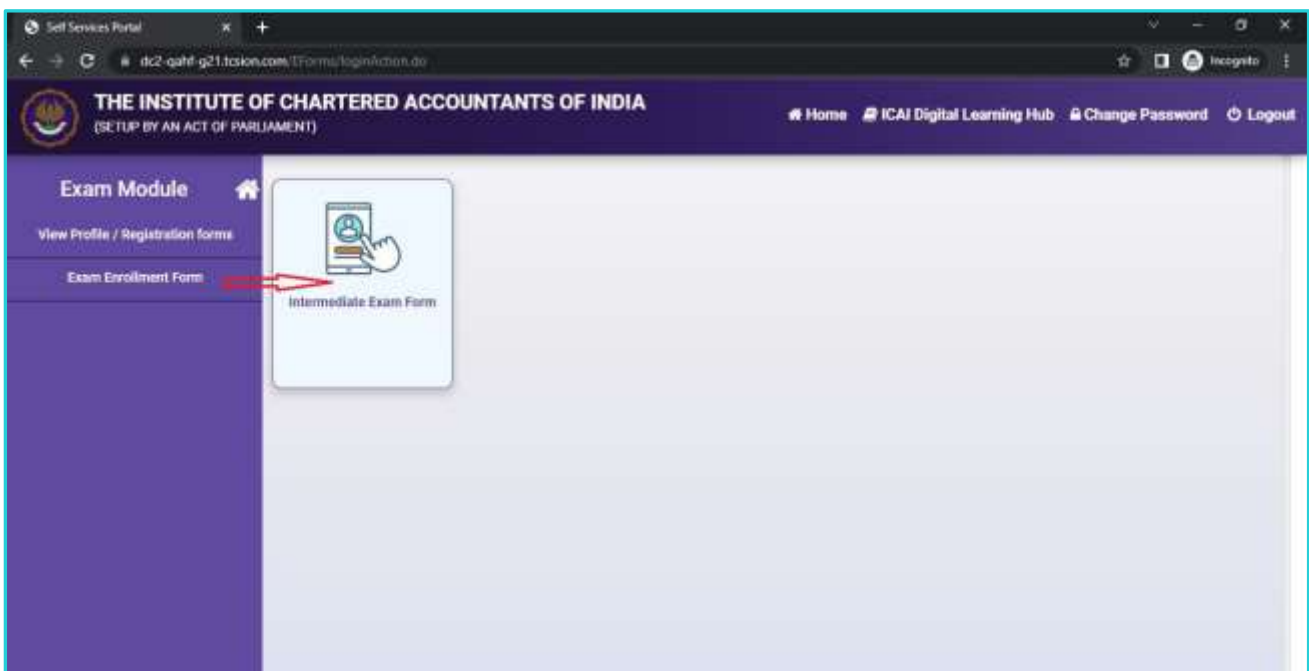


In case of payment failure, student need to submit the fresh application only. If amount is deducted for payment failure cases but not recorded as successful in SSP/exam portal, then refund shall be granted.(refer guidance notes for rules regarding refund of fees)

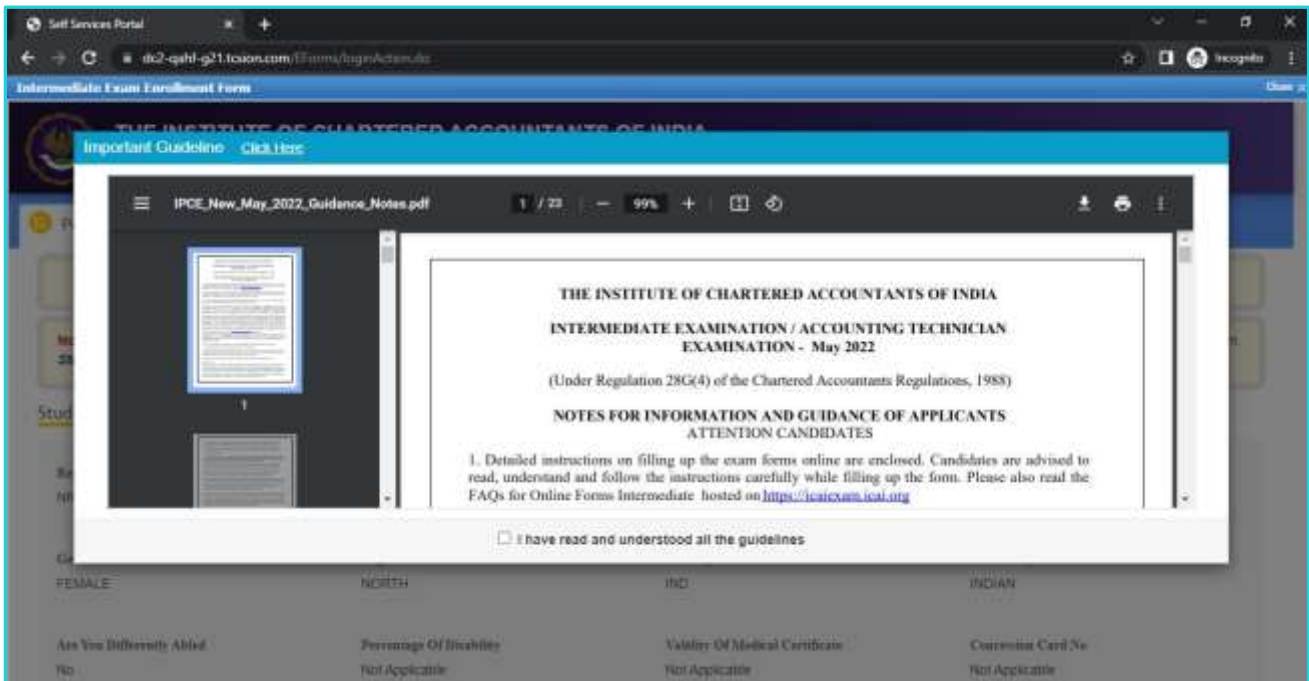


Intermediate Exam Enrolment Form

- Students need to click on the exam functions and then need to select the **Exam Enrolment form** and click on **Intermediate Exam form**.



- When form loads, student must go through the Guidance Notes on the pop-up screen. Student can save and download the important guidelines. Students need to check on “**I have read and understood all the guidelines**” check box and after that only student can proceed for form filling.



- Student should verify the details present in the Personal Details tab and if any discrepancy found then update the same using profile edit form. The path for the same has been mentioned in form.
- **Students may note that the profile changes like Name/Photo-Sign/Qualification go through an approval process which may take 2 to 7 daytime Hence you are advised to apply early and raise a ticket in case the changes are not approved as per above timelimes.**



- Once student verify all the details in Personal Details tab then student should go to **Qualification Details** section by using **NEXT** button present at the bottom of **Personal Details** tab.
- In the Qualification details tab, student can view and verify the qualification details and if any discrepancy found then update the same using profile edit form. The path for the same has been mentioned in form.
- In the Course Details section, all the necessary details are present for intermediate examination along with **"Provisional Flag (When Y=Provisional)"** case and **reason** for it(if applicable).

Self Services Portal

dc2-qah-g21.icsion.com/Forms/entryAction.do

Intermediate Exams Enrollment Form

THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA
(SETUP BY AN ACT OF PARLIAMENT)

Personal Details | **Qualifications Details** | Exam Choice & Fee Details

Course Details

Current Course Name Intermediate	Current Course Code NEWNT	Month/Year Of Examination November, 2022	Mode Of Registration GRADUATION
Course Route (Intermediate Flag) Direct	Is Exam Provisional #	Excess Fee Exam Provisional Not Applicable	Study Period (In Months) 38

Articleship Details

Articleship Status Registered	Principal Id 511101	Date Of Commencement Of Articleship Training 18/Aug/2019	Articleship Completed Month Till Today 35
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Qualification Details (UG/PG)

- In the **qualification details** section, student can enter their valid exemption details also if the details are not present in table. **Student should select the appropriate option for the exemption section.** The valid exemptions will be shown to the student and if student wants to add any valid exemption, then student need to select **YES** otherwise student selects **NO** and proceed for **next** tab.
- In case student selects **YES**, then student should provide the accurate details in the Year and Month column (November 2019, November 2020, January, 2021, July 2021, November, 2021 and May 2022), provide correct Roll No for the particular-exam cycle and enter the correct marks for the paper in which student has got exemption.

Intermediate Exams Enrollment Form

CA Qualification Details

Course Name	Course Code	Course Registration Date	Course Re-Registration Date	Course Expiry Date	Examination Type	Year Of Passing	Result Status
INTERMEDIATE	NEWNT	10/May/2019	NA	09/May/2023	BOTH	NA	NA

Do You Have Any Valid Paper Exemption? *

Yes No

Year & Month	Roll No	P1	P2	P3	P4	P5	P6	P7	P8
2022-05	943789	MARKS	MARKS	87	MARKS	MARKS	MARKS	MARKS	MARKS

Version: 14.04.01

- Once student verify all the details in Qualification Details tab then student should go to **Exam Center and Fee Details** section by using **NEXT** button present at the bottom of **Qualification Details** tab.
- In the **Exam Center and Fee Details** section, student selects the **medium** using the dropdown in which student wants to write the exam.
- In the Exam Applied dropdown, student must select that **Group/Units** carefully in which student wants to write the intermediate exam.

- Student must select the center details using dropdown for **Region, Exam State and Exam city** in which student wants to write the exam. List of cities is given at <https://resource.cdn.icai.org/71188exam57181-citynov22.pdf>
- Based on the examination center and Group, examination fee will be auto-calculated. In case of any **late fee**, applicable late fee will be levied.

Intermediate Exam Enrollment Form

Personal Details | Qualifications Details | **Exam Centre & Fee Details**

Medium Details

Medium Opted*
--Select--

Center Details

Exam Applied* Zone* Exam State* Exam City*

BOTH West GUJARAT AHMEDABAD - IV

Centre Code - Zone Cover
1004-Isanpur, Juhapura, Sarkhej, Naroda, Vasna, Manmagar, Ghodasar

Fee Details

Examination Fees	Late Fees	Total Fees
2700	600	3300

Activate Windows
Go to Settings to activate Windows.

Fee Details

Examination Fees	Late Fees	Total Fees
2700	600	3300

Self Declaration

I hereby declare that the particulars stated in this application form are filled by me and not any other person and are true to the best of my knowledge and belief. I have read the Guidance Notes for candidates and satisfied myself that I am eligible to appear in ensuing Intermediate Exam to be held in November, 2022 and I shall abide by the terms and conditions contained therein. In the event of suppression or distortion of any fact made in this application form, I understand that I shall be denied the opportunity to appear in Intermediate Exam and if already admitted / appeared, my admission / result acquired shall be liable for outright cancellation. I also understand that the decision of the Institute in this regard shall be final and binding upon me and I shall abide by the same.

I Agree

Back SUBMIT

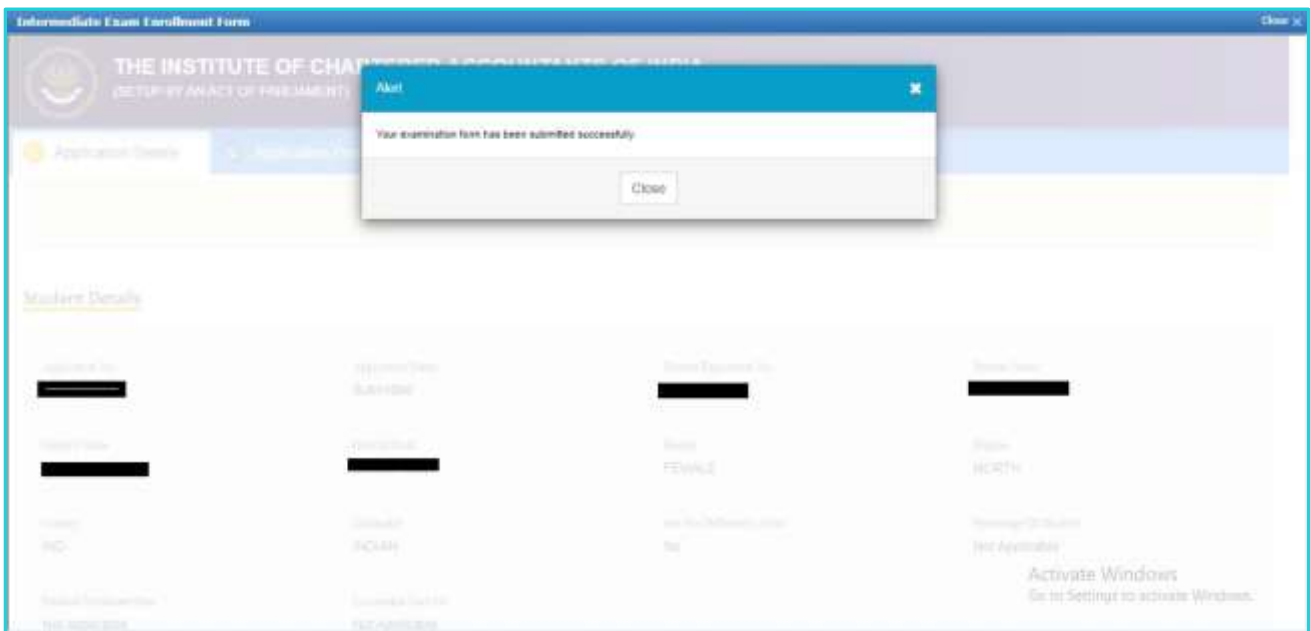
Activate Windows
Go to Settings to activate Windows.

Version 14.04.01

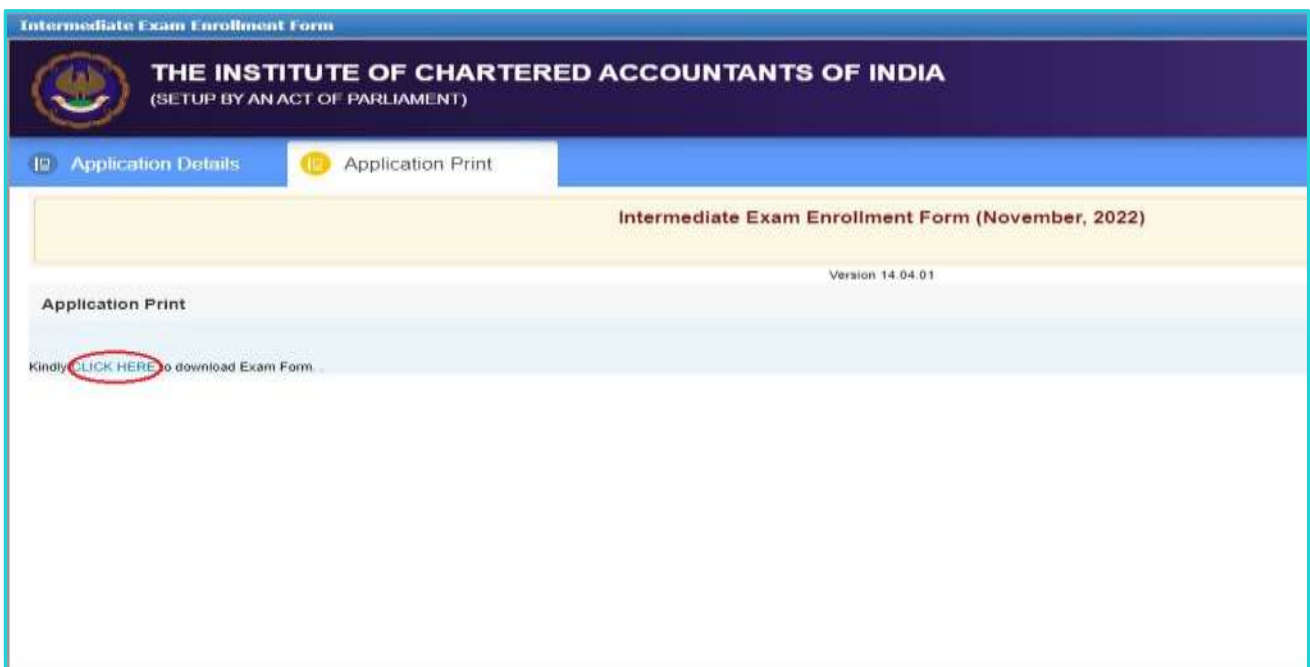
- Before form submission, student must read and accept the **Provisional Declaration/Self Declaration/Articleship Related Declaration**. Without accepting it student cannot submit the form.
- Once student clicks on **submit** button, the page will be redirected to **PAYTM** payment gateway page. Where student can make the payment and on **successful payment**, exam enrolment form will be submitted successfully.



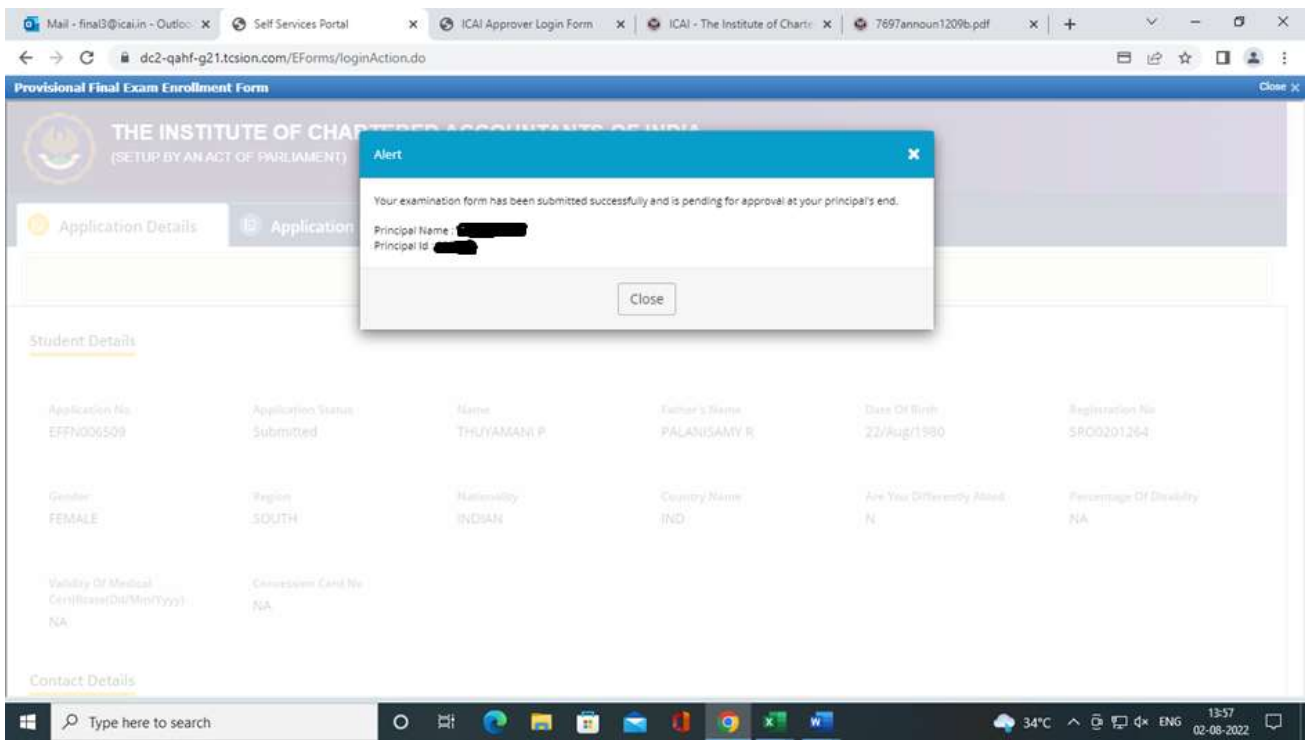
In case of payment failure, student need to submit the fresh application only. If amount is deducted for payment failure cases but not success in SSP/exam portal, then refund shall be granted.(refer guidance notes for rules regarding refund of fees)



- Student should download the soft copy of exam enrolment form using **Application Print** tab and keep it with them for future reference.

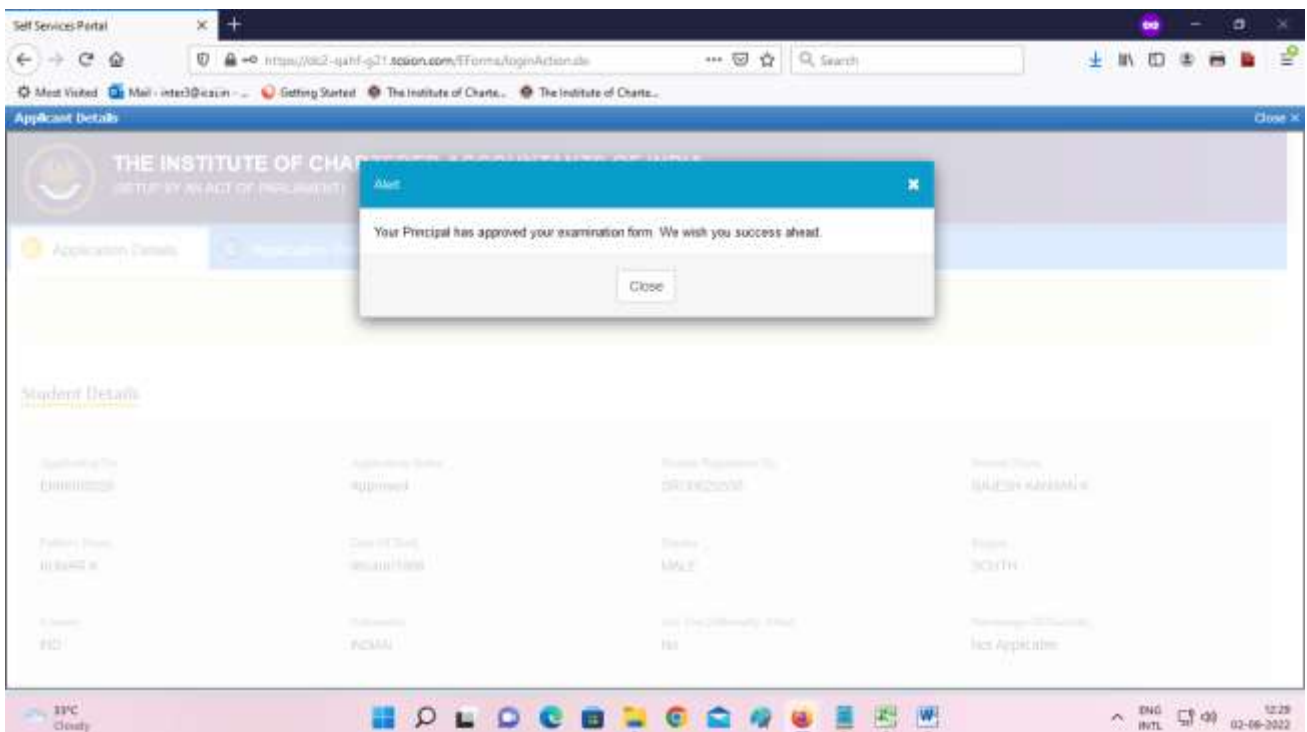


In case the student is undergoing articleship (other than those thru Foundation Route or ICSI or ICWAI), an email will be sent to the Principal of the applicant for confirming the articleship details from their member's login.



Students are advised to request their Principal to login to their SSP dashboard and approve the same early.

The candidates can check the status of approval/rejection in their SSP login



In cases where the Registration Mode (i.e. route through which you have registered for Intermediate course like CPT/Foundation/Graduate/ICSI etc) OR Intermediate Flag OR Examination Type is not appearing on their Student function dashboard, the system will prompt to select one of the options given in the radio buttons as under.

Eligibility Condition

I Declare That I Meet The Following Selected Eligibility Criteria For Applying In Intermediate November, 2022 Examination:*

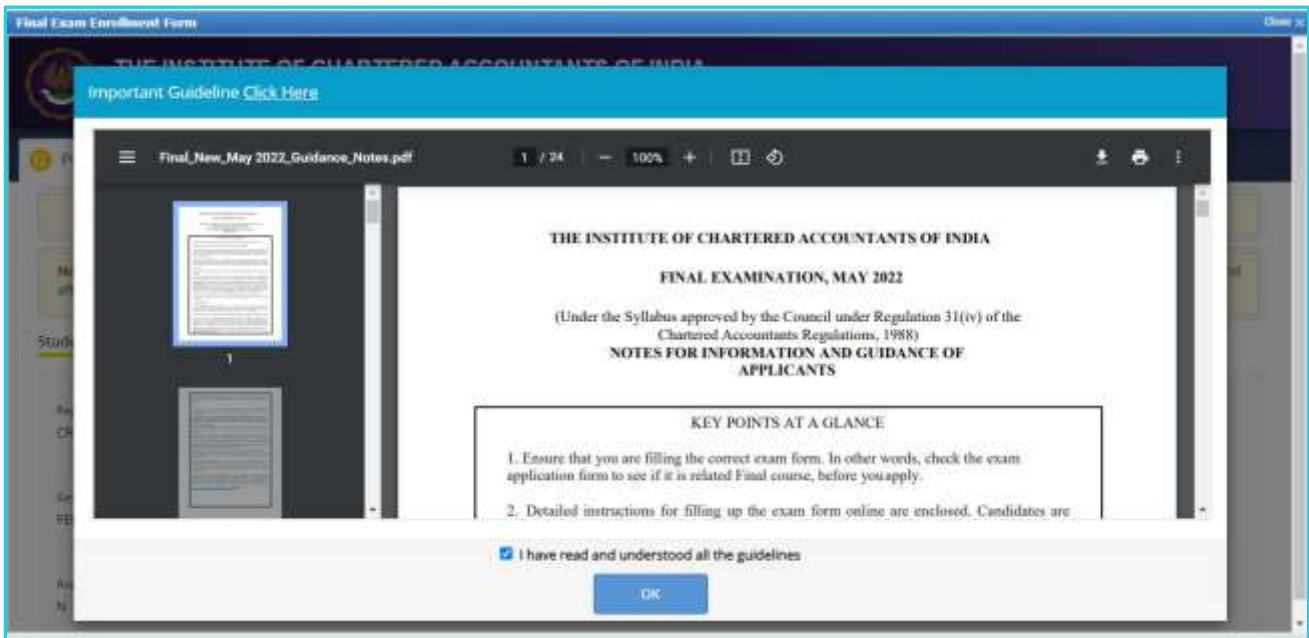
- Registered For Intermediate On Or Before 1st March 2022 Based On Having Passed CPT/PE-I Entrance Foundation Or Converted To Intermediate From IPCE/Intermediate(IPC)/Intermediate(Erstwhile)/PE-II/PCE And Completed/ Would Be Completing 8 Months Of Study Course As On 1st November, 2022.
- Registered For Or Converted To Intermediate Through Direct Entry(Graduates Post Graduates) And Completed/ Would Be Completing 9 Months Of Articleship(Including 8 Months Of Study Course) As On 1st November, 2022.
- Registered For Intermediate(IPC)/ Intermediate Course Through CPT FOUNDATION Route And Appeared In The Intermediate(IPC) Intermediate Examination In One Or Both Groups But Did Not Qualify Both The Group Or Either Of Groups And Now Converted To Direct Entry Scheme And Commenced/ Would Be Commencing Articleship On Or Before 31st October, 2022.
- Registered For Intermediate On Or Before 1st March 2022 Based On Passing Inter Level Of Institute Of Company Secretaries Of India Or The Institute Of Cost Accountants Of India Or Converted To Intermediate From IPCE/Intermediate(IPC)/Intermediate(Erstwhile)/PE-II/PCE Under The Direct Entry Scheme Based On Passing Inter Level Of Institute Of Company Secretaries Of India Or The Institute Of Cost Accountants Of India And Completed Or Would Be Completing 8 Months Of Study Period As On 1st November, 2022.

Final Exam Enrolment Form

- Students need to click on the exam functions and then need to select the **Exam Enrolment form** and click on **Final Exam form**.



- When form loads, student must go through the Important Guideline on the pop-up screen. Student can save and download the important guidelines. Students need to check on **"I have read and understood all the guidelines"** check box and after that only student can proceed for form filling.



- Student should verify the details present in the Personal Details tab and if any discrepancy found then update the same using profile edit form. The path for the same has been mentioned in form.

Final Exam Enrollment Form

Personal Details | Qualifications Details | Exam Centre & Fee Details

Final Exam Enrollment Form (November, 2022)

Note: The details present here are taken from SSP, in case of any update require please submit your request using profile edit form. Student cycle → Student Module → Profile edit form. And after your approved profile update request by ICAI, detail will be updated here.

Student Details

Registration No.	Student Name	Father's Name	Date Of Birth
Gender FEMALE	Region WEST	Country Name IND	Nationality INDIAN
Are You Differently Abled No	Percentage Of Disability Not Applicable	Validity Of Medical Certificate(Ddd/mm/yyyy) Not Applicable	Concession Card No. Not Applicable

Contact Details

Mobile Number	Email Id
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Correspondence Address

Address Line 1 1101-02-08	Address Line 2 ASHOK CHAKRAVARTI SOCIETY	Address Line 3 [B NAGAR, CHAKALA	Address Line 4 ANDHER(EAST)
Country IND	State MAHARASHTRA	City MUMBAI	Pincode 400099

Documents

Photograph
[Image Placeholder]

Signature
[Image Placeholder]

Note: In case of any update require in Photograph or Signature, please submit your request using profile edit form. Student cycle → Student Module → Profile edit form. And after your approved profile update request by JCAL detail will be updated here.

NEXT

- Once student verify all the details in Personal Details tab then student should go to **Qualification Details** section by using **NEXT** button present at the bottom of **Personal Details** tab.
- In the Qualification details tab, student can view and verify the qualification details and if any discrepancy found then update the same using profile edit form. The path for the same has been mentioned in form.
- **Students may note that the profile changes like Name/Photo-Sign/Qualification go through an approval process which may take 2 to 7 daytime Hence you are advised to apply early and raise a ticket in case the changes are not approved as per above timelines.**
- In the Course Details section, all the necessary details are present for final examination along with **“Is Exam Provisional”** case and **reason** for it (if applicable).

Final Exam Enrollment Form

Personal Details | **Qualifications Details** | Exam Centre & Fee Details

Course Details

Current Course Name Final	Current Course Code NEWRN	Month And Year Of Exam November, 2022	Is Exam Provisional
Reason For Exam Provisional Not Applicable			

Articleship Details

Articleship Status Registered	Principal ID 425540	Date Of Commencement Of Articleship Training 30/Sep/2019	Articleship Completed Till Date (Months) 37
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Training Details

ADVANCE VCS COURSE Passed	ADVANCE IT TEST STATUS Passed
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- In the **qualification details** section, student can enter their valid exemption details also if the details are not present in table. **Student should select the appropriate option for the exemption section.** The valid exemptions will be shown to the student andIf student wants to add any valid exemption, then student need to select **YES** otherwise student selects **NO** and proceed for **next** tab.

- In case student selects **YES**, then student should provide the accurate details in the Year and Month column (November 2019, November 2020, January, 2021, July 2021, November, 2021 and May 2022), provide correct Roll No for the particular-exam cycle and enter the correct marks for the paper in which student has got exemption.

Course Name	Course Code	Course Registration Date	Course Re-Registration Date	Course Expiry Date	Examination Type	Year Of Passing	Result Status
FOUNDATION	CFE	05/Nov/2016	Not Applicable	05/Nov/2019	NA	2017	Passed
INTERMEDIATE	NEWINT	26/Aug/2017	Not Applicable	26/Aug/2021	BOTH	2019	Passed
FINAL	NEWFIN	14/Nov/2021	Not Applicable	14/Nov/2025	GROUP 1	Not Applicable	Not Applicable
FINAL	NEWFIN	14/Nov/2021	Not Applicable	14/Nov/2025	GROUP 2	Not Applicable	Not Applicable

Do You Have Any Valid Paper Exemption? Yes No

Year & Month*	Roll No*	P1	P2	P3	P4	P5	P6	P7	P8
2021-11	453266	Marked	Marked	Marked	71	Marked	Marked	Marked	Marked

- Once student verify all the details in Qualification Details tab then student should go to **Exam Center and Fee Details** section by using **NEXT** button present at the bottom of **Qualification Details** tab.
- In the **Exam Center and Fee Details** section, student selects the **medium** using the dropdown in which student wants to write the exam.
- In the Exam Applied dropdown, student must select that **Group** carefully in which student wants to write the final exam.
- Student must select the center details using dropdown for **Region, Exam State and Exam city** in which student wants to write the exam. The list of cities is given at <https://resource.cdn.icai.org/71188exam57181-citynov22.pdf>.
- Based on the examination center and zone, examination fee will be auto-calculated. In case of any **late fee**, applicable late fee will be levied.

THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA
(SETUP BY AN ACT OF PARLIAMENT)

Personal Details | Qualifications Details | **Exam Centre & Fee Details**

Medium Details

Medium Opted*
English

Center Details

Exam Applied For Group*
GROUP 1

Zone*
Central

Exam State*
MADHYA PRADESH

Exam City*
CHHATARPUR

Centre Code And Zone Cover
4041-CHHATARPUR

Final Exam Enrollment Form Close X

Fee Details

Examination Fees	Late Fees	Total Fees
1800	0	1800

Self Declaration For Articleship

I hereby declare that I am presently serving as an articled assistant/audit assistant, will be in service as on 1st November, 2022 serving the last six months of training and due date of completion between 01/Aug/2022 to 30/Apr/2023

I Agree

Self Declaration

I hereby declare that the particulars stated in this application form are filled by me and not any other person and are true to the best of my knowledge and belief. I have read the Guidance Notes for candidates and satisfied myself that I am eligible to appear in ensuing Final Exam to be held in November, 2022 and I shall abide by the terms and conditions contained therein. In the event of suppression or distortion of any fact made in this application form, I understand that I shall be denied the opportunity to appear in Final Exam and if already admitted / appeared, my admission / result acquired shall be liable for outright cancellation. I also understand that the decision of the Institute in this regard shall be final and binding upon me and I shall abide by the same.

I Agree

- Before form submission, student must read and accept the **Provisional Declaration/Self Declaration/Articleship/Advanced ITT or GMCS Related Declaration**. Without accepting it student cannot submit the form.
- Once student clicks on **submit** button, the page will be redirected to **PAYTM** payment gateway page. Where student can make the payment and on **successful payment**, exam enrolment form will be submitted successfully.



In case of payment failure, student need to submit the fresh application only. If amount is deducted for payment failure cases but not success in SSP/exam portal, then refund shall be granted.(refer guidance notes for rules regarding refund of fees)

Final Exam Enrollment Form Close X

THE INSTITUTE OF CHARtered ACCOUNTANTS
(SETUP BY AN ACT OF PARLIAMENT)

Application Details Application

Alert X

Your examination form has been submitted successfully

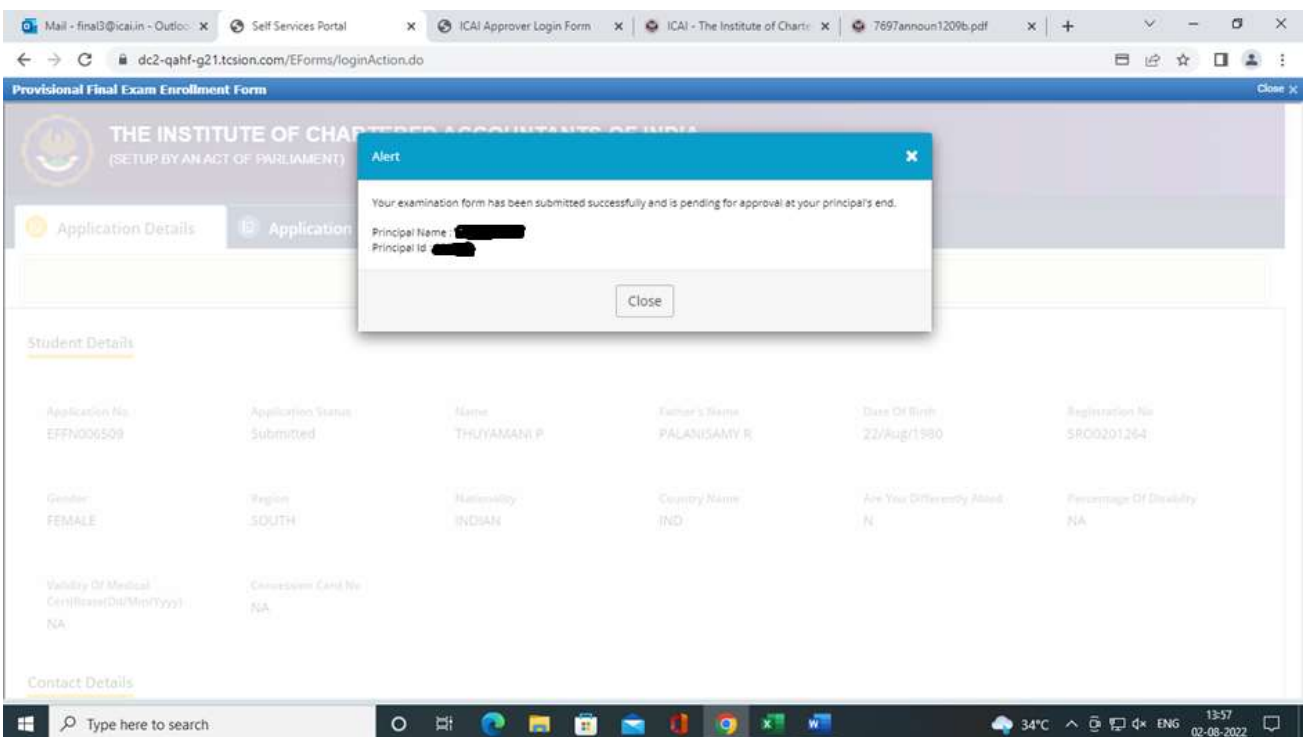
Student Details

Submitted by	Registration Number	State	Category of Student	Exam Fee Paid	Registration Fee
[REDACTED]	Subscribed	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Gender	Region	Nationality	Country Name	Fee Type/Deficiency Status	Percentage of Fee Paid
MALE	INDIA	INDIAN	IND	%	100
Working as a Student	Examination Cycle (IC)				
Yes	IC-1				

- Student should download the soft copy of exam enrolment form using **Application Print** tab and keep it with them for future reference.



In case the student is undergoing articleship, an email will be sent to the Principal of the applicant for confirming the articleship details from their member's login.



Students are advised to request their Principal to login to their SSP dashboard and approve the same early.

The candidates can check the status of approval/rejection in their SSP login

Self Services Portal

https://082-qahf-g21.scbn.com/TFForms/LoginAction.do

Mail - info3@sczn... Getting Started The Institute of Charts... The Institute of Charts...

Applicant Details

THE INSTITUTE OF CHARTERS
SETUP BY AN ACT OF PARLIAMENT

Alert

Your Principal has approved your examination form. We wish you success ahead.

Close

Student Details

Applying On	Application Status	Examination Reference No.	Examiner Name
02/06/2022	Approved	08138220030	09/02/2022
Examination Centre	Exam Date	Exam Time	Exam
02/06/2022	09:00 AM	10:15	GCSE
Examiner	Examination	Exam Date/Time/Place	Examiner ID/Name
02	ICMA	02	101 Application

33°C Cloudy

ENG INTL 12:29 02-06-2022

Photo Requirements

The requirements of the photograph are:

- The photo should be coloured or black/white with 80% face (without face mask) visible including ears against a white background.
- Must have a clear contrast of the image.
- Do not wear goggles and caps while having the photo. However, they can wear spectacles.
- The background of the photograph must be in white and must be clearly visible.
- A straight-looking relaxed face should be there.
- If flash is used while taking the picture then make sure that there is no "red-eye".
- No caps, goggles are allowed, however, religious headwear is allowed but it should not cover the face.
- No selfies are allowed
- The photograph be scanned as jpg/jpeg having size 20-50 KB

Signature Requirements

The requirement of the scanned signature are:

- Signature should be done on a white sheet with a black pen.
- The file size of the image must be between 10-20 KB (clearly visible)
- The scanned signature should be well cropped so that there are no extra/white spaces and the image is stored as jpg/jpeg.

Where to contact in case of any concern related to following areas:

1. SSP login related, OTP not received– ssp.helpdesk@icai.in, contact at 7877966966
2. Profile changes submitted but not yet approved (name, photo, sign, qualification details, address etc.), Revalidation/Conversion – Raise a ticket in SSP or contact CRO at details given under the link <https://resource.cdn.icai.org/53958list-contacts-cro.pdf>.
3. Registration Mode(Foundation/Graduation/Post Graduation/ICSI/ICWAI) not updated or wrongly updated in SSP for Intermediate Candidates – Raise a ticket in SSP or contact CRO at details given under the link <https://resource.cdn.icai.org/53958list-contacts-cro.pdf>.
4. Articleship Status - Raise a ticket in SSP or contact WRO at details given under the link <https://resource.cdn.icai.org/33499list-contacts-wro.pdf>
5. For Intermediate exam form queries related to Eligibility concern ,Passing particulars not updated or wrongly updated in SSP contact intermediate_examhelpline@icai.in , contact at 0120-3054851, 3054852, 3054853, 3054835, 4953 751, 4953 752, 4953 753, 4953 754.

6. For Final exam form queries related to Eligibility concern ,Passing particulars not updated or wrongly updated in SSP contact final_examhelpline@icai.in, contact a t0120-3054851, 3054852, 3054853, 3054835, 4953 751, 4953 752, 4953 753, 4953 754.
7. For Foundation exam form queries contact foundation_examhelpline@icai.in , 7877966966
8. Exemption related concern – Contact concerned section inter.exemption@icai.in, final.exemption@icai.in, contact at 0120-3054851, 3054852, 3054853, 3054835, 4953 751, 4953 752, 4953 753, 4953 754.