THE INSTITUTE OF
Company Secretaries of India
IN PURSUIT OF PROFESSIONAL EXCELLENCE
Statutory body under an Act of Parliament

Directorate of Student Services
FREQUENTLY ASKED QUESTIONS (FAQs)

S.N	Question	Reply
	QUERIES RELATED WITH	
	REGISTRATION OF STUDENTS FOR FOUNDATION / EXECUTIVE PROGRAMME	
1.	**I want to register as a student for Company Secretaryship Course – where do I start?**	For registration you may choose your most convenient way : I. Please visit our Noida / Regional / Chapter Office of your nearest location for Instant registration or II. You may send the application by post to our Noida Office – The ICSI House, C-37, Sector-62, Noida (U.P) - 201309 Students can also apply for registration through online services of institute at the link given below : http://icsi.in/OnlineRegistrationHelp.aspx?Request=35 Note: For complete address and contact nos. of Noida/ Regional/Chapter Office please visit our website: www.icsi.edu
2.	**What is Eligibility criteria for Admission to Foundation Programmee ?**	(a) Passed the Senior Secondary School Examination under 10+2 scheme of a recognized Board and (b) He/she must have Completed Seventeen years of age Note : A student appearing in 10+2 examination may also apply for provisional admission in Foundation programme by submitting the attested photocopy of his/her admit card of Class XII examination. But he/she is required to submit attested photocopy of his/her 12th passed mark sheet/ certificate within the 06 months from the date of his/her admission in Foundation Programme. Failure to submit the pass result within the prescribed time amounts to cancellation of the foundation programmeme registration and forfeiture of the registration fee.
3.	**What is the last date of registration in Foundation Program ?**	Admission is open throughout the year. Followings are the cut-off dates: <table><tr><td>31st March</td><td>For appearing in December examination of the same year</td></tr><tr><td>30th September</td><td>For appearing in June examination of the next year</td></tr></table>
4.	**What is Eligibility Criteria for direct Admission to Executive Programmeme ?**	A student, who has either passed the Foundation Programme examination of the Institute or is eligible for exemption therefrom.
5.	**What is the last date of registration in Executive Program ?**	Registration is open throughout the year.

		Followings are the cut-off dates:

28th February	For appearing in both modules in December examination of the same year
31st May	For appearing in single module in December examination of the same year
31st August	For appearing in both modules in June examination of the next year
30th November	For appearing in single module in June examination of the next year

6.	**Who is eligible for exemption from passing the Foundation Programme Examination ?**	A candidate possessing any of the following qualifications is eligible for exemption from passing the Foundation Programme examination: i) A Degree or master's degree in Corporate Secretaryship or Commerce; or ii) Pass in the Final examination of the Institute of Cost and Works Accountants of India or the Institute of Chartered Accountants of India or any other Accountancy Institutions in India or abroad recognized as equivalent thereto by the Council; or iii) A degree or master's degree in any discipline other than Fine Arts. A non-commerce candidate seeking exemption from the Foundation Programme examination in clause (iii) above however is required to undergo satisfactorily a course of postal or oral tuition in those subjects of the Foundation Programme, which he had not studied at graduate or post graduate level before becoming eligible for undergoing coaching for the Executive Programme Examination. Note : Provisional admission in Executive Programme is not allowed. (i.e. Students can apply for admission in Executive Programme only after getting pass mark sheet of 3rd year of graduation exam)
7.	**Which subjects are covered under the Foundation Programmeme**	Total four (4) subjects: 1. English and Business Communication 2. Economics & Statistics 3. Financial Accounting 4. Elements of Business Laws and Management

8.	**Which subjects are covered under the Executive Programmeme?**	Total Six (6) subjects under Two Modules:
		MODULE – I
		  General and Commercial laws
		  Company Accounts Cost and Management Accounting
		  Tax laws
		MODULE – II
		  Company Law
		  Economic and Labour Laws
		  Security Laws and Compliances

9.	**I want to register as ICSI student but can not make a payment online using a credit card. What do I do?**	For online registration you have to pay through Credit/ Debit Card at the end of the registration process. If you do not hold a credit/debit card, alternatively you may make the payment through a/c payee demand draft of the requisite amount and send it to the Institute by speed post or courier alongwith attested photocopies of all the documents.

		if you are wish to pay online through but facing difficulty to pay through payment gateway, you may seek the help of our IT department on: santosh.jha@icsi.edu. Telephone no 0120-4522039
10.	**What happens if payment done twice or more time at the time of online registration?**	After successful payment of online an acknowledgement number will generate. In case of multiple payments you may receive the multiple acknowledgement numbers, but don't worry, please call or send the details to Institute for excess payment and it will be refunded.
11.	**What fees do I need to pay to register?**	You need to pay registration fees as follows: - a) Foundation Programmeme → 3600 b) Executive Programmeme → 7000 (For Commerce Graduates) & 7750 (For Others) c) Foundation Pass Student → 6500 All fees and other dues payable to the Institute may be remitted only by crossed demand draft drawn in favour of *'The Institute of Company Secretaries of India', payable at New Delhi.*
12.	**Is there any concession in fees for SC/ST candidates?**	SC/ST candidates are required to pay only 50% of the fees payable by general category candidate To avail the fees concession students are required to submit requisite certificate issued by the competent authority.
13.	**Is there any concession in fees for OBC candidates?**	No fees concession to OBC candidates.
14.	**Is there any concession in fees for Physically Handicapped Students?**	Physically Handicapped Students are eligible for concession in fees as per details given below :

For item 14, the following table appears:

Stage	Payable by physically handicapped students
Foundation Programmeme	Only Registration Fee will be charged (At present Registration Fee is Rs.1200)
Executive Programmeme	Only Registration Fee will be charged (At present Registration Fee is Rs.1500)
Professional Programme	Only Registration Fee will be charged (At present Registration Fee is NIL)

The above concession would be granted subject to the following guidelines : -

(i)   The concerned students should submit a certificate issued by a Physician / Surgeon/ Oculist working in a State/ Central Government to the effect of permanent physical disability (including blindness).

(ii)   The following shall be regarded as permanent physical disability :-

(a) permanent physical disability of more than 50% in one limb; or

(b) permanent physical disability of more than 60% in two or more limbs; or

(c) permanent deafness with hearing impairment of 70 decibels and above; or

(d) permanent and total loss of voice.

		(iii) Blindness shall be regarded as permanent physical disability, if it is incurable and falls in any of the categories specified namely : -
		- 6/60 to 1/60 or field of vision 110-2
		- 3/60 to 1/60 or field of vision 100
		- FC at 1 foot to Nil or field of vision 100
		- Total absence of sight
		It is clarified that all other services shall be available **on full payment basis** as applicable to general category students.
15.	**I have submitted the Registration form complete in all respects. When will I receive, Registration Letter & Study Material (i.e. books) ?**	Generally it takes between 25-35 days to process the application and dispatch of study materials.
16.	**I have received in-complete set of books. When will I receive the balance (Books) Study Material?**	The incomplete set of books was provided to you at the time of registration, because at that moment few study materials might be out of stock. You are not required to worry for the same. It will be automatically sent to you by post, as soon as the relevant stock will come to Institute.
17.	**I have lost my registration letter and Identity Card . Please let me know the procedure to obtain duplicate registration letter and I card?**	The registration letter alongwith Identity card can easily be downloaded from student's portal www.icsi.in.
18.	**I have subscribed for the journal 'Chartered Secretary' along with my registration fee. Kindly let me know procedure for getting the journal?**	As per procedure, all requests received for subscription for sending Chartered Secretary are forwarded to concerned section for sending the same to the respective students. If case of not receiving the same, you may contact on e-mail : shashidhar.sharma@icsi.edu or Telephone no – 011-45341044
19.	**What is validity period of my registration number ?**	Registration for Foundation programme is valid for 03 years, whereas registration for executive programme is valid for 05 years.
20.	**Can I get the validity of my registration number renewed after expiry of the same ?**	Registration of Foundation Programme can not be renewed. Registration of students of Executive Programme / Professional Programme can be renewed after the expiry of five years period from the month of registration.
	QUERIES RELATED WITH **REGISTRATION OF STUDENTS FOR PROFESSIONAL PROGRAMME**	
1.	**I have passed both modules of Executive Programme. I wish to take admission in Professional Programme. Where can I get the application form for enrolment in Professional Programmeme ?**	You can download the form from the following link : http://www.icsi.edu/Student/FormsStudent/tabid/1638/Default.aspx Alternatively Students can also collect the same from Institute's Noida office or your nearest Regional office / chapter office. Students can also apply for registration through online services of institute at the link given below : http://icsi.in/OnlineRegistrationHelp.aspx?Request=35

2.	What is the fees for enrolement in Professional Programme ?	**Rs. 7500/-** The fees may be remitted by way of crossed demand draft drawn in favour of "**The Institute of Company Secretaries of India'**" payable at **New Delhi**
3.	What are various cut-off dates for appearing in two / or four modules of Professional Programme examination ?	i) Candidates registered as student up to and including the month of February in a year are eligible to appear in all the modules of the Professional Programme examination to be held in December same year, and those registered between March to August during a year are eligible to appear in all the four modules of the Professional Programme examination to be held in the month of June next year subject to satisfactory completion of compulsory coaching. ii) Candidates registered as a student up to and including the month of May in a year will be eligible for appearing in any two module(s) in December examination same year and those who are registered from June onwards and up to and including the month of November in a year will be eligible to appear in any two module(s) of Professional Programme examination to be held in the month of June next year subject to satisfactory completion of compulsory coaching.

4.	Which subjects are covered under the Professional Programmeme?	Total Eight (08) subjects under four Modules:
		
		 Module-I
		     1. Company Secretarial Practice
		     2. Drafting, Appearances and Pleadings
		 Module-II
		     3. Financial, Treasury and Forex Management
		     4. Corporate Re-structuring and Insolvency
		 Module-III
		     5. Strategic Management, Alliances and International Trade
		     6. Advanced Tax Laws and Practice
		 Module-IV
		     7. Due Diligence and Corporate Compliance Management
		     8. Governance, Business Ethics and Sustainability

QUERIES RELATED WITH REGISTRATION DE-NOVO

1.	When can I apply for registration De-novo ? (i.e. renewal of registration)	A student can apply for registration de-novo (i.e. renewal of his registration) any time within five years from the date of expiry of his previous registration ?
2.	What is the validity of de-novo registration ?	De-novo registration is valid for further period of five years.
3.	How many times I can apply for registration De-novo?	Registration De-novo can be taken unlimited number of times, provided it is applied within five years period from the date of expiry of previous registration.
4.	I wish to apply for registration De-novo. Where can I get the denovo form ?	You can download the denovo form from the link http://www.icsi.edu/Student/FormsStudent/tabid/1638/Default.aspx
5.	How can I pay the de-novo fees ?	The fees may be remitted by way of crossed demand draft drawn in favour of "**The Institute of Company Secretaries of India'**" payable at **New Delhi**

6.	How much fees I am required to pay for applying for registration De-novo ?	De-novo fees varies from case to case basis depending upon the stage/ modules the student concerned has passed / or yet to pass. As such it is to be calculated as per Institutes' guidelines. To know the exact amount of de-novo fees payable, the student concerned is advised to contact on Tel 0120-4522072/73 or write to archana.goel@icsi.edu
7.	Can I apply "on-line" for registration de-novo ?	Online de-novo registration facility is not available
8.	Where I have to deposit the denovo form ?	Please send the De-novo form to Institute's Noida office at the address given below : Director (Students Services) The Institute of Company Secretaries of India C – 37, Sector – 62 Noida – 201309

QUERIES RELATED WITH EXTENSION OF REGISTRATION

1.	What is the validity of extension of registration ?	Extension is valid for further one year period.
2.	How many times I can apply for extension of registration ?	Extension can be taken maximum for two times, on year-to-year basis.
3.	I wish to apply for extension of registration. Where can I get the extension form ?	You can download the extension form from the link http://www.icsi.edu/Student/FormsStudent/tabid/1638/Default.aspx
4.	How can I pay the extension fees ?	The fees may be remitted by way of crossed demand draft drawn in favour of "**The Institute of Company Secretaries of India**" payable at **New Delhi**
5.	How much fees I am required to pay for applying for extension of registration ?	Extension fees varies from case to case basis depending upon the stage/ modules the student concerned has passed / or yet to pass. As such it is to be calculated as per Institutes' guidelines. To know the exact amount of extension fees payable, the student concerned is advised to contact on Tel 0120-4522072/73 or write to archana.goel@icsi.edu
6.	Can I apply "on-line" for extension of registration ?	Online extension of registration facility is not available
7.	Where I have to deposit the extension form ?	Please send the extension of registration form to Institute's Noida office at the address given below : Director (Students Services) The Institute of Company Secretaries of India C – 37, Sector – 62 Noida – 201309
8.	Who is eligible for extension of registration ?	Only Professional Programmeme students are eligible for extension of registration. For seeking extension of registration, student concerned has to apply within six month from the expiry of his/her registration and he/she has passed at least one module of Professional Programme or Completed coaching for all the module of Professional Programmeme.

QUERIES RELATED WITH SUBJECT- WISE EXEMPTION

1.	**Who is eligible to claim subject-wise exemption on the basis of qualifications ?**	Students having following qualifications are eligible to claim exemptions in the respective subjects : i) General and Commercial Laws : MA / MBA (Corporate Secretaryship) or Degree in Law (three years or five years integrated) from a recognized University / Institute either constituted under an Act of Parliament or approved by AICTE. ii) Company Accounts, Cost and Management Accounting: MA (Corporate Secretaryship) / M Com/ MBA (with Advanced Accountancy as one of the subjects at BA(Corporate Secretaryship) / BCom level and with full paper in Cost Accounting / Management Accounting / Financial Management at MA (Corporate Secretaryship) / M Com / MBA level having scured 50% marks in the subject concerned) from a recognized University / Institute either constituted under an Act of Parliament or approved by AICTE. iii) Tax Laws: MA / MBA (Corporate Secretaryship) from a recognized University / Institute either constituted under an Act of Parliament or approved by AICTE. Paperwise exemption to Cost Accountants: A candidate who has passed the Final examination of the Institute of Cost and Works Accountants of India, shall be exempted from the following papers of the CS Executive / Professional Programmes : 1. Executive Programmeme : a) Tax Laws b) Company Accounts, Cost & Management Accounting 2. Professional Proramme: a) Financial,Treasury and Forex Management Advanced Tax Laws and Practice
2.	**I am having required qualification. How can I claim subject-wise exemption ?**	Student is required to send attested photocopies of all parts of mark sheet of the relevant qualification along with the requisite exemption fees @ Rs 100/- per subject (through demand draft drawn in favour of " The Institute of Company Secretaries of India" payable at New Delhi) to Institute's Noida office immediately after registration / or before the last date for submission of examination forms.
3.	**I have already been granted exemption. I have also received a confirmation letter in his connection from the Institute.** **Am I required to pay exemption fees of Rs 100/- per subject every time whenever I avail the same while submitting the examination form ?**	No Exemption fee is required to be paid one time only.
4.	**I am Science Graduate (or Arts graduate). I have also done MBA. Can I claim exemption in "Company Accounts and Cost & Management Accountancy" paper ?**	No Only Commerce Graduate with MBA qualification (with required % of marks in the respective subjects) are eligible to claim exemption in " Company Accounts and Cost & Management Accountancy" paper.

5.	I am Commerce Graduate. I have also done Post Graduate Diploma in Management. Am I eligible to claim exemption in "Company Accounts and Cost & Management Accountancy" paper ?	If your Post Graduate Diploma in Management is recognized by All India Council of Technical Education (AICTE) or University Grant Commission (UGC) or Association of Indian Universities (AIU) equivalent to MBA qualification. Then you can apply for grant of exemption in "Company Accounts and Cost & Management Accountancy" paper.
6.	My results of M Com / or MBA is out and I am declared pass, but I have not received my pass mark sheet yet. Can I submit the downloaded copy of pass mark sheet to claim the exemption ?	No Exemption can not be granted on the basis of downloaded copy of mark sheet.
7.	What is the criteria of getting paper-wise exemption, if I have secured more than 60% marks in any paper in my earlier examinations of ICSI ?	The prescribed criteria is narrated below : Foundation Programme : A candidate who has appeared in all the papers for which he/she was enrolled and has obtained 60% or more marks in any paper(s), but failed, shall be declared to have passed in the subsequent examination if he/she obtains a minimum of forty percent marks in each of the remaining papers and fifty percent marks in the aggregate of the remaining papers at one sitting within the next three following examinations. Executive Programme: (i) A candidate who has appeared in all the papers of a module, for which he/she was required to enroll, and has secured 60% or more marks in any paper(s) and a minimum 25% marks in each of the remaining papers of the module, but has failed in that module shall be exempted from that or those paper(s) in which he/she secured sixty percent or more marks, in any subsequent examination on submission of an application in this behalf on or before the last date of enrolment for the examination in which he/she intends to appear. (ii) A candidate who has appeared in all the papers of a module for which he/she was enrolled without obtaining any exemption and has failed in one paper of the module, but got a minimum of 60% of the total marks of the remaining two papers of that module, shall be declared to have passed in that module if he /she re-appears in the remaining one paper and obtains fifty per cent marks in any subsequent examination. Professional Progaram: A candidate who has appeared in both the papers of a module, for which he/she was enrolled and has secured 60% or more marks in any one paper and a minimum 25% marks in the other paper of the module, but failed in the module, shall be exempted from that paper in which he/she secured sixty percent or more marks on submission of an application in this behalf on or before the last date of enrolment for the examination in which he/she intends to appear and he/she shall be declared to have passed in that module if he/she re-appears in the remaining one paper of the module and obtains a minimum of 50% marks in any subsequent examination.
8.	How much fees I am required to pay for claiming paper wise exemption on the basis of securing 60% or more marks in Institute's earlier examinations ?	No exemption fee is required for claiming exemption on the basis of 60% marks secured in Institute's earlier examination. .

QUERIES RELATED WITH EXAMINATION FORM

1.	How much examination fee is to be paid ?	Course	General Category Students	SC/ST Students (50% concession)	Physically handicapped students (75% concession)
		Foundation Programme	₹ 875/- lump sum	₹ 438/- lump sum	₹ 219/- lump sum
		Executive Programme	₹ 900/- per Module	₹ 450/- per Module	₹ 225/- per Module
		Professional Programme	₹ 750/- per Module	₹ 375/- per Module	₹ 188/- per Module

- For appearing from overseas Dubai Centre : Surcharge of US $ 100 (or its equivalent in Indian rupees) in addition to the applicable examination fees.

2.	What is the mode of payment of exam fees ?	The fees may be remitted by way of crossed demand draft drawn in favour of "**The Institute of Company Secretaries of India**" payable at **New Delhi** At Institute's Noida office & some Regional offices, exam fee is collected in cash also.

3.	What is the last date of submission of examination forms ?	Session	Without late fees	With late fees of Rs 100/-
		June Examination	25th March	9th April
		December examination	25th September	10th October

4.	I wish to fill up the examination form. From where can I get the Examination Form ?	Examination form can be purchased from Institute's noida office / regional offices and few major chapter offices by payment @ Rs 50/- per exam form.
5.	Can I submit the examination form "on-line" ?	Yes. Exam form can be submitted through Institute's online services at www.icsi.in. Payment of exam fees can also be made through online services.
6.	I have already submitted my examination from. Now I wish to change my centre. How can I do so ?	Student is required to submit an application for the same along with a demand draft of Rs 100/-, drawn in favour of " The Institute of Company Secretaries of India" payable at New Delhi. The application for change in exam center should reach to Institute at least 15 days before the commencement of examination of Institute. Students can also apply for change in centre at student's portal at www.icsi.in. Payment of applicable fee is to be made through payment gateway. Please note that change of exam center within the city is not permissible.
7.	I have already submitted my examination form. Now I wish to change my medium. How Can I do so ?	Student is required to submit an application for the same along with a demand draft of Rs 100/-, drawn in favour of " The Institute of Company Secretaries of India" payable at New Delhi. The application for change in medium should reach to Institute at least 15 days before the commencement of examination of Institute.

		Students can also apply for change in medium at student's portal at www.icsi.in. Payment of applicable fee is to be made through payment gateway.
8.	**I have already submitted my examination form. Now I wish to change my module. How Can I do so ?**	Student is required to submit an application for the same along with a demand draft of Rs 100/-, drawn in favour of " The Institute of Company Secretaries of India" payable at New Delhi. The application for change in module should reach to Institute at least 15 days before the commencement of examination of Institute.

Students can also apply for change in module at student's portal at www.icsi.in. Payment of applicable fee is to be made through payment gateway. |
| 9. | **I have already submitted my examination form. How will I get my Admit Card (i.e. Roll No.) ?** | Admit Card (i.e. Roll No.) can be downloaded from Institute's website www.icsi.edu / or www.icsi.in before 15 days from the date of commencement of Institute's examination. |
| 10. | **I have already passed examination. How will I get my mark sheet?** | Mark sheet can be downloaded from Institute's website www.icsi.edu / or www.icsi.in.

W.e.f. June 2011 session onwards, hard copy of mark sheets is issued to only such students who have passed Professional Programme (i.e. who have completed all four modules of Professional Programme). Hard copy of mark sheet is not issued to Foundation / Executive passed students. |
| 11. | **I have already passed examination. How will I get my Pass Certificate?** | Pass Certificate is issued to only such students who have passed Professional Programme (i.e. who have completed all four modules of Professional Programme).

Pass Certificate is not issued to Foundation / Executive passed students. |
| 12. | **I had received my mark sheet. But I have lost it. How can I get the duplicate mark sheet ?** | Student is required to submit an application (addressed to Directorate of Examinations) for the same and send it to Institute's Noida address along with a demand draft of Rs 50/- drawn in favour of " The Institute of Company Secretaries of India" payable at New Delhi. Duplicate mark sheet will be sent at his/her address within 15 days. |
| | **QUERIES RELATED WITH POSTAL TUITION / ORAL TUITION SCHEME** | |
| 1 | **What is response sheet ?** | At the end of each study material, few test papers are given. Students are required to read the subject material and write the answers of these test papers sitting at their home under strict examination conditions. This written answer sheets are called response sheets.

The answers should be written on single foolscap ruled sheets. Answer should be written by student in his/her own handwriting. |
| 2. | **What is title sheet ?** | A printed cover sheet is to be stapled on the top of answer sheets of each subject. This is called title sheet.

Student must write his/her name, registration no., subject, test paper no., his/her postal address on the title sheet neatly & correctly. |

3.	I have not received the Title sheets. What should I do ?	Generally a bunch of title sheets are provided to each student along with the set of study materials. The format of same is also uploaded on the website of Institute in student's section. If any student has not received the printed copies of the same along with the study materials, he/she may download the same from Institute's website and get the required no. of photocopy of the same.
4.	How many response sheets I am required to deposit to Institute ?	Students are required to deposit one response sheet per subject only. (i.e. they are required to attempt only one test paper per subject)
5.	Can I deposit the response sheets of all the modules together ?	Yes.
6.	Can I deposit response sheet of each subject separately as and when my writing the same is complete ?	Yes.
7.	Where can I deposit the response sheets ?	Students can submit the response sheets at Institute's Noida office (C-37, Sector-62, Noida-201309) Alternatively it can also be submitted at their nearest Regional Offices of Institute at New Delhi / Mumbai / Kolkata / Chennai. Response sheets can be submitted by hand / or by post whatever is convenient to student.
8.	I had submitted all my response sheets with in the stipulated last date ? How I can know the status of the marks secured by me ?	Students can see the status of their response sheets through "online services" at Institute's student portal www.icsi.in.
9.	I had submitted all my response sheets with in the stipulated last date. When I will get my Coaching Clearance Certificate ?	Coaching completion certificate is issued if student's performance in all the response sheets is found satisfactory. It will be automatically sent to student's address by post. Students can see the status of the same through "online services" at Institute's student portal www.icsi.in.
10.	I have got the coaching clearance certificate. When I will get the suggested answers ?	Suggested answers are issued to a student when his/her performance in all the response sheets is found satisfactory. It will be automatically sent to student's address by post.
11.	I have submitted all my response sheets with in the stipulated last date, but till date I have not received the Coaching Clearance Certificate. Can I fill up the examination form for appearing in Institute's examination provisionally?	Yes in such cases, student concerned can fill up the examination form provisionally. At the appropriate column he/she may write "Response sheets submitted, Clearance awaited".
QUERIES RELATED WITH COMPULSORY COMPUTER TRAINING		
1.	From where I can do the compulsory computer training ?	The Institute has tied up with M/s APTECH Limited for providing Computer Training to the students of the Institute at subsidized rates in all authorized centers of APTECH all over the country. List of authorized centers of APTECH are given at link given below : http://www.icsi.edu/Student/ICSIAPTECHCentres/tabid/1621/Default.aspx

2.	**What is the total duration of Computer Training ?**	70 hours of computer training shall be provided to the students. To undergo this course, a student has to approach any APTECH center recognized for ICSI-APTECH Course on all India bases. To take admission, the student has to deposit the requisite fees and fulfill the formalities as per the requirements of M/s APTECH.
3.	**How much fee I an required to pay for the said Computer Training ?**	Fee chargeable from student is Rs.3,000.00 (for General Category), Rs.2,500.00 (for SC/ST Category) Note: Service Tax and bank charges as per the GOI rules as applicable from time to time shall be payable by the student. Present rate of Service Tax @ 10.3%. All payments will be online or by credit / debit card or by demand draft (nationalized bank and large private banks only)
4.	**Who is exempted from computer training ?**	A student shall be exempted from undergoing the ICSI-APTECH Computer course if he/she fulfill the following criteria: 1. He/She has the requisite knowledge of the areas/topics covered in the computer training and 2. He/She enrolls himself/ herself for an online exemption test (to be conducted by APTECH) at any of the APTECH Center on all India basis and successfully clears the test. Physically handicapped students may also be exempted from undergoing computer training against Doctor's certificate issued as per criteria prescribed by the institute.
5.	**I am having good working knowledge of computer, but I have not done any degree/or diploma in Computer applications. Can I be exempted from the said Computer Training ?**	Yes. You can be exempted from Computer Training if you enroll yourself for an online exemption test (to be conducted by APTECH) at any of the APTECH Center on all India basis and successfully clears the test. For appearing in the said online-test, you not required to produce any Certificate/or Degree / or Diploma in Computer Applications.
6.	**What is online exemption test and How to approach for online exemption test?**	For appearing in Online exemption test, students are advised to approach their nearest APTECH center.
7.	**What is the fee for online exemption test?**	Fee chargeable from student for online exemption test Rs.450.00 (+ Taxes as applicable)
8.	**I have completed my 70 hours computer training from APTECH center but till date I have not received the Computer Course Certificate. What should I do ?**	You may contact your respective APTECH Centre or write at e-mail: supporticsi@aptech.ac.in
9.	**I have completed my 70 hours computer training from APTECH center but till date I have not received the Computer Course Certificate. Can I fill up the examination form for appearing in Institute's examination provisionally ?**	Yes in such cases, student concerned can fill up the examination form provisionally. At the appropriate column he/she may write "Computer training completed, certificate awaited".

	MISCELLANEOUS QUERIES	
1.	**I have recently shifted my residence. How can I apply for change of address in Institute's record ?**	Student can log in to institute's online services through its student portal www.icsi.in and by putting the Login ID & following the stipulated procedure, student can update his/her address in the records of institute instantly.
2.	**I wish to change my e-mail ID / or mobile no. in Institute's record. What should I do ?**	Student can log in to institute's online services through its student portal www.icsi.in and by putting the Login ID & following the stipulated procedure, student can update his/her e-mail ID / Mobile Number in the records of institute instantly.
3.	**I have not received my registration letter & Student Identity Card from Institute till date. How can I get it ?**	Student can log in to institute's online services through its student portal www.icsi.in and by putting the Login ID & following the stipulated procedure, student can download & take printout of the registration letter & Online Student Identity Card. Students are required to get the Online Student Identity Card attested locally by any Govt Gazetted Officer / ACS/FCS member of Institute to make it valid.
4.	**How can I create my Login Id & password to use Institute's online services through its Student Portal ?**	If you know your Registration Number, you may register as a user at the institute's student portal www.icsi.in While the Registration Number will be your User Id, the password may be created on your own through a simple automated process. Click on the "Reset Password" on the right middle panel link and follow the instructions to create the password.
5.	**I am registered student of Institute, but I am not getting Student Company Secretary bulletin regularly. What should I do ?**	Student Company Secretary bulletin is sent by post bi-monthly to all its registered students whose registration number is valid. If any student is not getting any issue of bulletin, he/she may inform the same to institute at naveen.kumar@icsi.edu and another copy of the same will be sent to him by post again free of cost. However, all issues of Student Company Secretary bulletin is also uploaded on institute's website www.icsi.edu in "Journals & Bulletins" section. Students can also see the same and take the printout of the relevant portion. Further, monthly e-bulletin and bi-monthly Student Company Secretary Bulletin is sent by e-mail also to all students of Institute whose e-mail IDs are registered in records of the Institute.
6.	**I had submitted my registration form along with the requisite demand draft at Regional / Chapter office of institute for admission to CS Course, but till date neither I have received my registration Number nor any confirmation about the same. How can I find the status of my application ?**	Students may check the status of registration application submitted by them by entering details like Application Number, Date of Birth/First Name, Mobile Number, E-Mail Id, etc. at institute's student portal www.icsi.in Students are advised to follow the link given below: http://icsi.in/RegistrationQuery.aspx?Request=50