



**The Institute of Chartered Accountants of India**  
[Set up by an Act of Parliament]  
Post Box No.7112, 'ICAI BHAWAN', Indraprastha Marg  
New Delhi – 110002

### **Requirements for Applying for May 2025 Exams**

**Candidates who are planning to appear in the May 2025 exams are advised to check their status at the Self Service Portal (SSP) and be assured that they meet the eligibility criteria to be able to effortlessly fill the exam forms at SSP.**

#### **Before filling the exam form please check following:**

1. Candidates are required to have valid login credentials on SSP. If not, please visit <https://eservices.icai.org/> to create the login.
2. Candidates are required to have valid course registration. In case of lapsed course registration, please make sure to convert on SSP.

**Conversion:** Candidate whose course code in their dashboard is not as under need to convert to new course before making application for May 2025. No fees is required to be paid

Intermediate: NEWINT23 or CONINT23  
Foundation : NEWFND23 or CONFND23

For Conversion, use your login credentials of SSP and Go to Student Functions- -> Student Module --> Course Registration--> Apply for Conversion Convert Old to New Course

3. Candidates whose latest photograph and signature are not available or are not of acceptable quality to be printed on marksheets are required to upload/ change the same on the Self Service Portal **before filling up the exam form. The photograph/signatures must be as per the details given under “Photo Requirements” and “Signature Requirements” in this announcement.**
4. Intermediate Candidates are required to ensure that they are registered for the group(s) they intend to appear. You may check your group wise registration details under your SSP login.
5. For any other correction required please raise a ticket in SSP or send mail to

Foundation: foundation\_examhelpline@icai.in

Intermediate : intermediate\_examhelpline@icai.in

**Detailed Course Wise Specific Eligibility conditions for May 2025 exams are as under. The candidates are advised to check that the data on SSP is updated to meet these additional requirements.**

**Foundation Course:**

- A. Candidate should be registered in Foundation Course on or before 1st January 2025.
- B. Candidate is converted to from CPT to Foundation as on the date of filling the exam form
- C. Candidate must have either
  1. Appeared in 12<sup>th</sup> Standard Board Exam from a recognized Board and his/her 12<sup>th</sup> Class Admit Card must be uploaded in SSP
  - OR
  2. Passed 12<sup>th</sup> Standard from a recognized Board and his/her 12<sup>th</sup> Class Mark sheet must be uploaded in SSP

**Intermediate Course**

**Eligibility criteria for the Intermediate Examination to be held in May 2025**

Eligibility requirement is 8 months study course as on first day of the month in which examination is to be held ( May 1<sup>st</sup>, 2025) i.e. Registered on or before Cut-off date, 1<sup>st</sup> September, 2024.

**Photo Requirements**

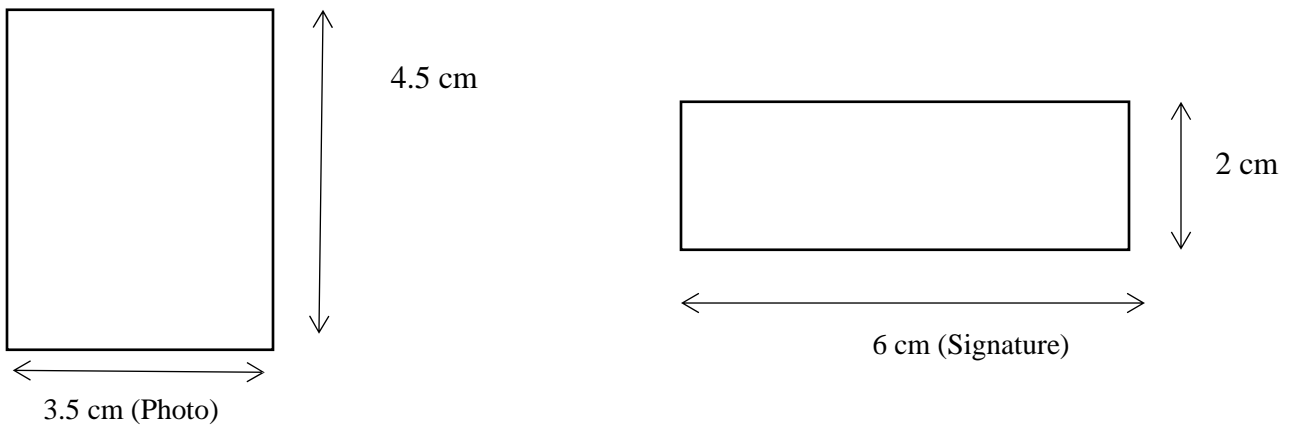
The requirements of the photograph are:

- 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
- The scanned Photo should be well cropped so that there are no extra/white spaces and the image is stored as jpg/jpeg***
- Take care that the photo as described above fits in the size 4.5 cm by 3.5cm**

□ **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***
- **Take care that the signature as described above fits in the size 6 cm by 2cm**



(Anand Kumar Chaturvedi)  
Joint Secretary (Examinations)