## **USER GUIDE TO FILL THE ONLINE APPLICATION FORM FOR AP ICET- 2021**

The candidates are required to be ready with the **following mandatory / optional details** before filling the Online Application Form:

## The Mandatory / Optional details are as follows:

S.NO	Details Required	Documents to be Referred
	Credit card or Debit card details	Credit Card/Debit Card details /Net Banking
1	(If payment is being made through Credit	User ID and password
	card / Debit card/Net Banking)	
2	Qualifying Examination appeared or passed	Marks's memos / Hall Ticket Number
		of Degree
	Hall ticket Number of the Qualifying	
	Examination	
3	Did you study Mathematics as one of the	Marks's memos of degree /
	Subject at Inter or Degree level?	Intermediate (10 +2)
		10 <sup>th</sup> or Equivalent Certificate/ Birth
4	Date of Birth, Birth District, Birth State	certificate
5	Hall Ticket Number of SSC or Equivalent examination certificate	10 <sup>th</sup> or Equivalent Certificate
6	Local Status (OU/AU/SVU/ Non-local)	Definition of local / non-local
7	Income of Parents (Income Up to Rs.1.0	Income certificate issued by MRO
	Lakh or Up to Rs. 2.0 Lakhs)	through MeeSeva / White ration card
8	STUDY DETAILS	Study certificates from Class 6 to 10,
		+2 / diploma and degree
9	Category (SC, ST,BC, etc.) and Application	Caste Certificate issued by the MRO/
	number of the Caste Certificate (in case of	Competent Authority through

	SC/ST/BC only)	MeeSeva
10	Special Category (NCC, PH, Sports, CAP,	The Certificate issued by Competent
	Etc.)	Authority
11	Aadhaar Card details	Aadhaar Card
12	Ration Card Details	Ration Card
13	Passport size photograph	A good quality passport size photograph in .jpg or .jpeg format of size less than 50Kb.
14	Signature	signature with black pen on
		a white paper shall be scanned and
		saved as .jpg or .jpeg of less than
		30Kb

The following system requirements need to be available to comfortably browse APICET-2021 official website <a href="https://www.sche.ap.gov.in/icet">www.sche.ap.gov.in/icet</a>

#### **SYSTEMREQUIREMENTS:**

For better viewing of AP ICET-2021 website <a href="www.sche.ap.gov.in/icet">www.sche.ap.gov.in/icet</a> and smooth application submission through ONLINE mode, the candidates are hereby informed to use the following computer system.

### **System Requirements:**

Browsers such as Google Chrome / Mozilla Firefox 3.6 or above / Internet Explorer 6.0 or above

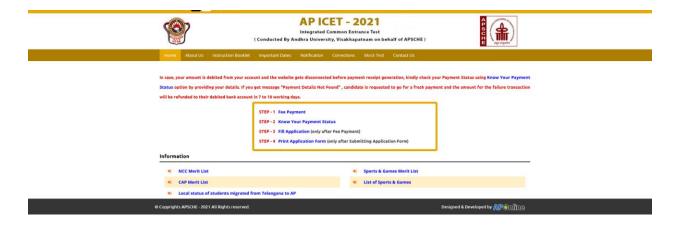
Screen Resolution: 600x800

Adobe Acrobat Reader 8.0 or above

Disable the pop-up blocks and uninstall all the Script blockers.

# AP ICET 2021 - FEE PAYMENT AND ONLINE APPLICATION FORM FILLING FLOWCHART

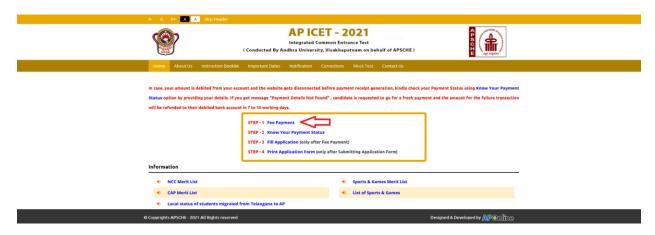
**Stage 1:** On your Internet Browser, type the website address <a href="www.sche.ap.gov.in/icet">www.sche.ap.gov.in/icet</a> and press **Enter.** The following screen is displayed on the computer screen.



There are 4 **Steps** in filling the APICET 2021 online application.

- Step-1: Fee Payment: Candidate can make Online Fee Payment using this option.
- Step-2: Know your Payment status: Candidate can check Success/Failure status of Fee Payment
- **Step-3**: **Fill Application**: After fee payment by Debit/Credit/Net Banking modes, candidate can fill in the application through this option.
- **Step-4**: **Print Application Form:** After application form submission, candidate can print the submitted form.

Step 1: Select Fee Payment tab as shown in the screen below.



After clicking on Fee Payment tab, a fee payment webpage will be displayed as shown in the screen below.



Fill in ALL the mandatory details in the web page. The details to be filled are qualifying Examination Hall Ticket No., Candidate's Name, Date of Birth, Mobile Number, Mobile No mentioned above belongs to Self or Father or Mother or Relative, Alternate mobile no, emails, Category and select one of the payment methods listed in the web page as shown in the screen below. Based on the information filled, fee amount to be paid will be populated automatically.

( Conduct	AP ICET – 2021 Integrated Common Entrance Test ed By Andhra University, Visakhapatnam on behalf	of APSCHE)	
Home About Us Instruction Booklet Importar	t Dates Notification Corrections Mock-Test Cor	ntact Us	
ee Payment for AP ICET - 2021			
Qualifying Exam Degree Hall Ticket Number *:	1234567890		
Candidate's Name •:	Kumar		
Date of Birth * (as per SSC or Equivalent):	01/01/2000		
Mobile Number •:	9849098490		
Mobile Number Mentioned Above Is My *:	Self    Father		
Alternate Mobile Number :	Enter Alternate Mobile Number		
E-Mail ID *:	kumar@yahoo.com		
Category •:	○ oc ○ BC_A ○ BC_B ○ BC_C	● BC_D ○ BC_E	○ sc ○ st
Payment Options (Convenience charges as applicable) *:	Net Banking (HDFC)		
	O Net Banking (SBI)		
	Net Banking (ICICI)		
	Net Banking (Others)		
	○ Credit Card		
	Debit Card		
Fee Amount :	Rs. 600.00/-		

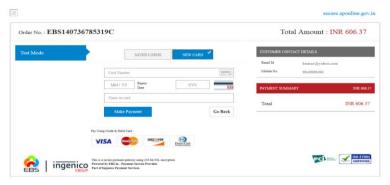
#### **AP ICET Application Form 2021 Fee:**

OC	BC	SC/ST
Rs 650	Rs 600	Rs 550

After filling the mandatory details, click on **Initiate Payment** button, the control will lead you to the AP Online PAYMENT GATEWAY. Fill the details of the Credit card/ Debit card/ Net banking based on the selected payment option in the previous screen.

**Note:** The candidate can use VISA or MASTERCARD or MAESTRO type Debit card / Credit card or Net Banking issued by any Bank. During the Payment processes, DO NOT double click on buttons or click on Back / Refresh buttons or DONOT close the Browser web page abruptly; instead maintain patience as prompted on the screen.

After filling the details, click on the "Make Payment" button. Following is the sample screen for Credit card payment.



The confirmation of successful payment of Registration Fee is shown with the "Transaction is successful" message along with Payment ID.



## Note: Preserve Payment reference ID (after payment) for all future correspondence.

Candidate has two options either to proceed to fill in the application immediately or at a later date [\*\* Refer to last dates]. Click on "Proceed to Fill Application" to fill the application immediately after the fee payment and you will be taken to the Application screen as described in step 3. If you choose another day to fill the application, simply close the window and in such case you need to start from step 3.

In a rare case, if the amount is deducted from your account and message of "Transaction is successful" or the payment ID is not displayed, wait for few hours and check your payment status as described in step 2.

## Step 2: The candidate can check the status of payment made through this option.

Click on **Know Your Payment Status** tab for checking the status of the payment as shown in the below screen.

	Integrated	ET - 2021 Common Entrance Test sity, Visakhapatnam on behalf of APSCHE)	A SECTION AND A
In case, your amounts	Us Instruction Booklet Important Dates Notification  at is debited from your account and the website gets disconnect coviding your details. If you get message "Payment Details Not	ted before payment receipt generation, kindly check ye	
	their debited bank account in 7 to 10 working days.  STEP - 1 Fee Payment  STEP - 2 Know Your Payment 5t  STEP - 3 Fill Application (only af	tatus 😂	enc and the amount for the Failure transaction
Information  NCC Meri		Sports & Games Merit List	
CAP Meri	List us of students migrated from Telangana to AP	List of Sports & Games	
● Copyrights APSCHE	- 2021 All Rights reserved.		Designed & Developed by APONTING

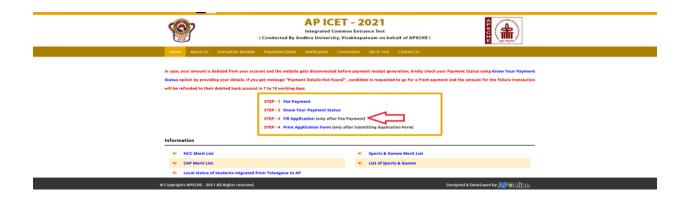
After clicking on **Know Your Payment Status** Tab, the following page will be displayed. Furnish the same hall ticket number and mobile number as given in step 1 and click on **Check Payment Status** button as shown in the screen below.



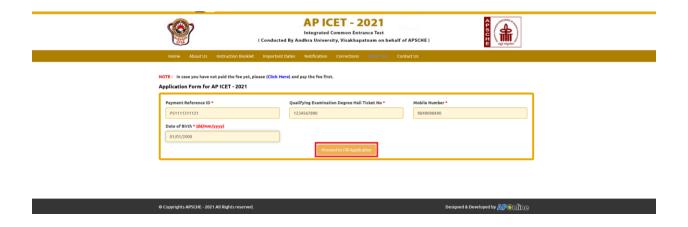
After clicking on **Check Payment Status** button, the following success page will be displayed as shown in the screen below. If the payment was filed, it displays PAYMENT WAS NOT DONE. If the payment was failed, pay the registration fee again as described in step 1. The amount deducted from your account during the previous attempt will be refunded or rolled back into your account.



Step 3: The candidate can start filling the application by selecting the tab "Fill Application (only after fee payment)" as shown below.



After clicking Fill Application Form tab, a webpage will be opened as shown below.



Fill in the details of payment reference ID, Qualifying examination Hall ticket number, mobile number and date of birth and click on **Proceed to fill application**. After clicking the Proceed to fill application tab, following application format will be opened. In the application form, the fields marked with '\*' symbol are MANDATORY which cannot be left blank without providing information. The details provided during the Registration Fee payment are frozen and cannot be edited.



#### **AP ICET - 2021**

Integrated Common Entrance Test ( Conducted By Andhra University, Visakhapatnam on behalf of APSCHE )



NOTE: In case you have not paid the fee yet, please (Click Here) and pay the fee first. Application Form for AP ICET - 2021 Mobile Number • 9849098490 Payment Reference ID • Qualifying Examination Degree Hall Ticket No • P51111311121 Date of Birth \* (dd/mm/yyyy) 01/01/2000 1. Candidate Details Candidate's Name \*(as per SSC or Equivalent Records) Father's Name \*(as per SSC or Equivalent Records) Mother's Name \*(as per SSC or Equivalent Records) Date of Birth \* (dd/mm/yyyy) Aadhaar Card Number • 01/01/2000 O Male O Female O Transgender Enter Aadhaar Card N Birth District • Birth State • Ration Card Number ▼ Enter Ration Card Number Annual Income of the Parents (Rs.) \* Above Eight Lakhs

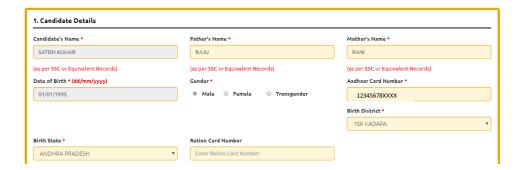
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			State •			Pin Code *		
Enter District	District •					Enter Pin Code		
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Degree 1st year *		Place / Village •		Schoo	ol Name / Institute Name *		
Select	~	Enter Place / Villa	age	Ente	er School Name / Institute Name		
Degree 2nd year *		Place / Village •		Schoo	ol Name / Institute Name *		
Select	~	Enter Place / Villa	age	Ente	er School Name / Institute Name		
Degree 3rd year *		Place / Village •		Schoo	l Name / Institute Name •		
Select-	~	Enter Place / Villa	age	Ente	er School Name / Institute Name		
Local Area *							_
For local status of students migrated from Telangana to AP, refer home page							
4. Details of Common Ent	rance Test					Photo & Signature *	_
Test Centre Preferences							
Primary District •	Preference	1*	Preference 2 *		Preference 3 *		
Select v	Select	~	Select	~	-Select v		
Secondary District •	Preference	1.	Preference 2 *		Preference 3 *		
Select v	Select	~	Select	~	-Select v	Photo (<50kb jpg, jpeg)	
						Browse No file selected.	
						Elis Order	
						Signature (<30kb jpg, jpeg)	
						Browse No file selected.	
I have carefully gone through the instruction Booklet and I am conversant with the instructions. I shall abide by the eligibility conditions and other regulations to be satisfied for appearing at the entrance text and admission into any course prescribed. Further, I assure that, I will not involve in any malpractice or illegal activities in the entrance text. In case, I have furnished any false information or involved in any malpractice or illegal activities, I am liable for punishment as per the existing law. I am responsible for the correctness of the above details filled in by me and the CONVENER, AP ICET - 2021 is not responsible in any way. Mere appearing for the entrance examination does not confer any right for me to take admission.							
Save Preview / Submit							
SAVE: Will record the partially filled details in the Database. The same can be retrieved at your convenience and you can continue to fill the rest and submit the form.  PREVIEW / SUBMIT: You will have a chance to preview your application and then finally confirm your application by clicking on Confirm button.							
	ATTICLE OF THE PARTY OF	eview your applicat	on and then finally confir	n your a	application by clicking on Confirm but		123
Copyrights APSCHE - 2021 All Rig	hts reserved.					Designed & Developed by APOILIN	

Candidate need to fill in the following details in the application form:

## 1. Candidate Details:



Candidate Name: Name of the candidate as entered in fee payment screen will be displayed here and cannot be modified or edited.

Father's Name: The candidate has to enter his/her father's name as per 10<sup>th</sup> class records in the space provided in CAPITAL LETTERS.

**Mother's Name**: The candidate has to enter his/her mother's name as per 10<sup>th</sup> class records in the space provided in CAPITAL LETTERS.

Date of Birth: Date of Birth as entered in fee payment screen will be displayed here and cannot be modified or edited.

**Gender:** Select your Gender among the given three options.

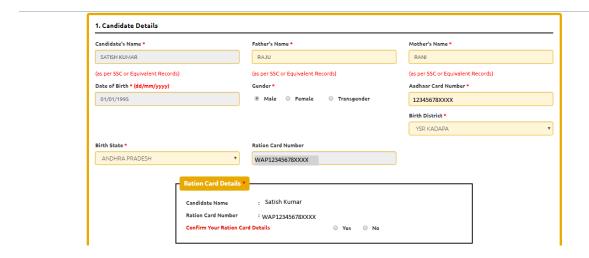
Aadhaar Card Number/Enrollment No.: Enter your Aadhar Card number if not available, enter the Aadhaar Enrolment number.

**Birth District**: Select the Birth District from the drop down. In case the birth place is in Telangana or other state or other country, select the appropriate value from the drop-down list.

Birth State: Select your Birth State from the drop-down list provided.

Ration Card Number: Enter the Ration card number of your family.

Note: Ration Card Details will be auto populated on entering Aadhaar Card Number if the candidate's Ration Card Details are seeded to his/her Aadhar ID.

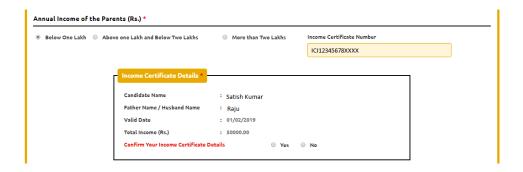


Select Yes or No to confirm the details populated by the application system as shown in the screen above.

If the candidate's Ration Card Details are not seeded to his/her Aadhar ID, candidate should enter the Ration Card Details manually.

Annual Income of the Parents (in Rs.): Select the any one of the three options provided as given below regarding the "Annual Income of the Parents (Rs.):" A valid income certificate issued by competent authority through MeeSeva and its number shall be entered.

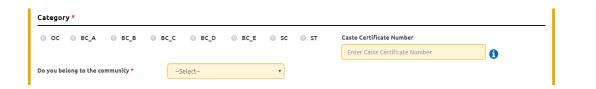
Note: Annual Income of the Parents will be auto populated on entering Income Certificate Number. Select Yes or No to confirm the details populated by the application system as shown in the screen below.



If the candidate's **Annual Income of the Parents** are not auto populated on entering **Income Certificate Number**, candidate should enter the **Income Certificate Number** manually.

Caste Category: Click on the relevant option of your caste category as per the Caste certificate. Enter the caste certificate number issued by the competent authority through MeeSeva in case your caste category is other than OC.

Do you belong to the community: Select KAPU / BALIJA / TELAGA / ONTARI / if you belong to any one these castes. If the candidate not belong to any of the above four communities, select NONE from the dropdown list.

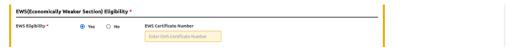


**Note:** Caste Certificate Details will be auto populated on entering Caste Certificate Number. Select Yes or No to confirm the details populated by the application system as shown in the screen below.



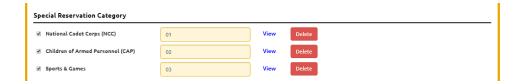
If the candidate's **Caste Certificate Details** are not auto populated on entering **Caste**Certificate Number, candidate should enter the Caste Certificate Number manually.

**Eligible for EWS (Economically Weaker Sections):** Click on Yes if you are eligible for EWS and have a valid EWS certificate issued by Tahsildar and it is latest by 2021. After clicking on 'Yes' you have to enter the EWS certificate number manually and this will be verified at Helpline Centre.



**Special Reservation Category:** Reservations are provided for candidates with NCC, CAP, and Sports & Games categories also. Select the applicable categories for which supportive certificates are available and should be up as shown in the screen below.

National Cadet Corps (NCC): Enter NCC Merit Number and upload certificate in .PDF Children of Armed Personnel (CAP): Enter CAP Merit Number and upload certificate in .PDF Sports & Games: Enter Sports & Games Merit Number and upload certificate in .PDF



## **Physically Handicapped:**

In case of PH, the medical board certificate details issued through SADAREM shall be entered.

Note: If the candidate is Physically Handicapped, select the type of disability [Visually impaired (VH) Hearing Impaired (HI), Physically/orthopedically disabled (OH)] check box and enter Sadarem Number.

Sadarem Certificate Details will be auto populated on entering Sadarem Number. Select Yes or No to confirm the details populated by the application system as shown in the screen below.



If the candidate's **Sadarem Certificate Details** are not auto populated on entering **Sadarem Number**, candidate should enter the **Sadarem Number** manually.

Minority/ Non-Minority: If the candidate belongs to any of the minority communities such as Muslim, Christian, Buddhist, Sikh, Jain, Zoroastrian or other minority, click on Minority button and select the applicable minority. Otherwise, if the candidate does not belong to a Minority community, then the non-Minority option has to be clicked.



## 2. Address:

Candidate should enter his/her Present/Permanent address with the following fields, House No or C/O, Village/Street/Locality, Mandal/Town/City, District, State, Pin code, Mobile No & Email ID as shown in the screen below.



House No. (Or) C/O: Candidate should enter his/her House Number.

Village/Street /Locality: Candidate should enter his/her Street Number or Locality Number or Village Name.

Mandal/Town/City: Candidate should enter his/her Mandal Name or Town Name or City Name.

**District:** Candidate should enter his / her District Name.

**State:** Candidate should enter his/her State Name.

Pin Code: Candidate should enter his/her State Pin Code Number.

Mobile Number, Alternate Mobile Number and Telephone Number: Candidate should enter his/her Mobile Number, Alternate Mobile Number and Telephone Number.

**Email Id:** Candidate should enter his/her Email ID.

## 3. Qualifying Examination:

(a) The candidates should be Indian Nationals and should satisfy local/non-local status requirements as laid down in the Andhra Pradesh Educational Institutions (Regulations

of Admission) Order, 1974 as amended and as per G.O. Ms. No. 25, dt: 19.03.2004 & G.O.Ms.No.108, Higher Education Department, dated 30-7-2005 and its amendments.

- b) The candidates admitted should satisfy the rules of the Universities concerned.
- c) The candidates seeking admission –

Should have studied and passed 3-year Degree course in any faculty conducted by the Universities or its equivalent Degree Examination in 10 + 2 + 3 pattern as recognized by U.G.C (University Grants Commission).

For recognized universities please log on to <a href="http://www.ugc.ac.in/recog\_College.aspx">http://www.ugc.ac.in/recog\_College.aspx</a> For degrees / universities permitted by distance education bureau, please log on to <a href="http://www.ugc.ac.in/deb\_and">http://www.ugc.ac.in/deb\_and</a> follow the link Recognition information.

<u>MBA</u> - Degree of 3 years duration from any recognized University or its equivalent with Mathematics as one of the subjects at  $10^{th}$  class level.

<u>MCA</u> - Degree of 3 years duration with "Mathematics" as one of the subjects **at Intermediate or Degree level**.

<u>Note</u>: (Candidate who passed all the subjects of the three years of any Degree course in one sitting is not eligible for admission into MBA or MCA Course.

Candidate with aggregate marks of 50% (45% in case of reserved categories) are alone are eligible to take admission through ICET as per the latest AICTE Approval Process Handbook 2021-22.

Candidates shall fulfill the eligibility criteria laid down in relevant Government Orders in vogue at the time of admissions.

The qualifying Degree obtained by Distance Mode Program should have recognition by Joint Committee of UGC, AICTE and DEC/DEB.

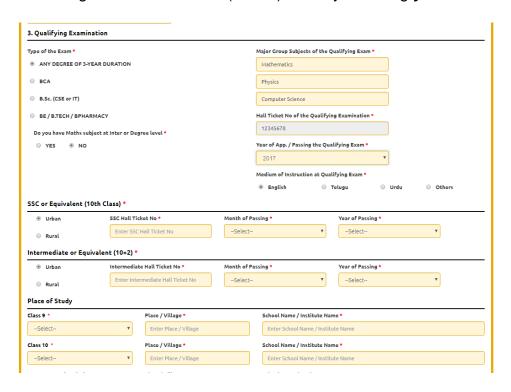
The candidates who are appearing for the final year degree examination shall also be eligible to appear for APICET-2021.

Select the appropriate type of qualifying examination and also enter the names of the major group subjects (other than language subjects). Also mention whether you have passed in Mathematics at Degree or Intermediate (10 + 2) level by selecting yes or no buttons.

Enter the hall ticket number of the qualifying examination (Degree) and the year of passing the qualifying examination / appearing for the final year of qualifying examination.

**Medium of Instruction at Qualifying Exam:** Enter the medium of instruction at the Qualifying examination.

**Mathematics at Inter or Degree level:** Also mention whether you have passed in Mathematics at Degree or Intermediate (10 + 2) level by selecting **yes** or **no** buttons.



SSC or Equivalent (10th Class): Candidate should select Urban or Rural location where he pursued his 10<sup>th</sup> class study, Enter the SSC (10<sup>th</sup> class) or Equivalent Hall Ticket No., Month of Passing and Year of Passing.



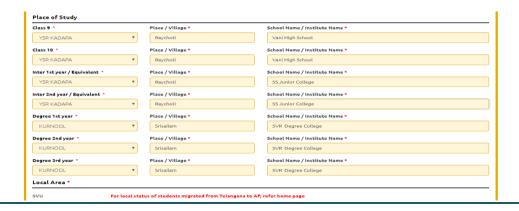
Intermediate or Equivalent (10+2): Candidate should select Urban or Rural location where he pursued his 10+2 classes of study Enter the Intermediate / 10+2 or Equivalent Hall Ticket No., Month of Passing and Year of Passing.

Places of Study: The candidate has to select the district name from the drop-down list related to his study for each of Class-9/10 to Degree. However, if a candidate has studied in a state other than Andhra Pradesh or Telangana, then select OTHER STATE. If studied outside India, select OTHER COUNTRY.

Local Area: Based on the places of study during the preceding 7 years of the qualifying examination, local area will be decided.

- The part of the State comprising the districts of Srikakulam, Vizianagaram, Visakhapatnam, East Godavari, West Godavari, Krishna, Guntur and Prakasam shall be regarded as the AU Local Area.
- The part of the State comprising the districts of Anantapur, Kurnool, Chittoor, YSR Kadapa and Nellore shall be regarded as the SVU Local Area.
- If the places of study fall in districts of Telangana State, it shall be regarded as **OU** local area.

On entering the candidate's places of study, local area of the candidate is auto populated by the application system i.e. **AU, SVU, OU or NL**. However, these credentials will be verified based on the certificates produced at the time of admission.



## 4. Details of Common Entrance Test:



#### **Test Centre Preference:**

The APICET will be conducted in the following centers and candidates are given option to choose two preferences of centers of their choice from the list.

District	Locations
ANANTAPUR	Anantapur, Gooty, Hindupur, Puttaparthi, Tadipatri
CHITTOOR	Chittoor, Madanapalle, Puttur, Tirupati
EAST GODAVARI	Kakinada, Rajamahendravaram, Amalapuram
GUNTUR	Bapatla, Guntur, Narasaraopeta
HYDERABAD	LB Nagar, Nacharam, Secunderabad
KRISHNA	Gudlavalleru, Mylavaram, Vijayawada, Machilipatnam, Tiruvuru
KURNOOL	Kurnool, Nandyal, Yemmiganuru
PRAKASAM	Chirala, Markapuram, Ongole
SRI POTTI SRI RAMULU NELLORE	Gudur, Kavali, Nellore
SRIKAKULAM	Rajam, Srikakulam, Tekkali
VISAKHAPATNAM	Anakapalli, Anandapuram, Gajuwaka, Visakhapatnam City
VIZIANAGARAM	Bobbili, Vizianagaram
WEST GODAVARI	Bhimavaram, Eluru, Narasapuram, Tadepalligudem
YSR KADAPA	Kadapa, Proddatur, Rajampeta

However, Convener reserves the right to allot candidates to any other centre(s) in unavoidable circumstances.

#### **Photo and Signature:**

DON'T FORGET to upload your Photograph & Signature. A good quality passport size photograph in .jpg or .jpeg of less than 50Kb and signature signed with a black pen on a white paper shall be scanned and saved as .jpg or .jpeg of less than 30Kb shall be uploaded by clicking on browse button under the photograph and signature panels and selecting the files already kept ready.



#### Save and Preview/Submit:

After furnishing ALL the required data and correct particulars, read the declaration at the end of the page and select the check box if you are done with Online Application Form filling. Then, click on save to save the data as shown in the screen below.



If you are sure of the data entered, you can Preview/submit the online application.



Further, the same will be displayed at the bottom of the page. If all the details are furnished, then the screen will change to the next page after the Submit button is clicked.

## **Modify and Confirm/Freeze**

Once the online application is **Submitted**, two more buttons pop up **MODIFY** and **CONFIRM/FREEZE**.



A click on **Modify** button enables the candidate to re-inspect the entire application to correct any errors or mistakes in the saved application. After the data is modified and saved, the data need to be confirmed by clicking on **CONFIRM/FREEZE** to finally submit the application. The data in the application is frozen and no more editing is allowed.



"Your application is submitted successfully. Please note your Registration Number for further reference".

Clicking on **Print Application**, candidate can view the Receipt of the Application form as shown in the screen below.



Step 4: Print Application Form

The candidate can print the submitted application through this option.



After clicking on Print Application Form link from Application tab of APICET-2021 Home page, the Print Application Form for APICET-2021 page will be displayed then enter all the mandatory details and click on Get Application Details as show in the screen below.



After entering all the mandatory details and clicking on Get Application Details, the print copy of the APICET -2021 will be displayed for printing as show in the screen below.

