USER GUIDE TO FILL THE ONLINE APPLICATION FORM FOR AP ICET- 2023

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

**The Mandatory / Optional details are as follows:**

<table>
<thead>
<tr>
<th>S.NO</th>
<th>Details Required</th>
<th>Documents to be Referred</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Credit card or Debit card details (If payment is being made through Credit card / Debit card / Net Banking)</td>
<td>Credit Card / Debit Card / Net Banking Account User ID and its password</td>
</tr>
<tr>
<td>2</td>
<td>Qualifying Examination appeared or passed Hall ticket Number of the Qualifying Examination</td>
<td>Marks’s memos / Hall Ticket Number of Degree / Intermediate / 10th</td>
</tr>
<tr>
<td>3</td>
<td>Did you study Mathematics as one of the Subject at Inter or Degree level?</td>
<td>Marks’s memos of degree / Intermediate (10 +2)</td>
</tr>
<tr>
<td>4</td>
<td>Date of Birth</td>
<td>10th or Equivalent Certificate</td>
</tr>
<tr>
<td>5</td>
<td>Hall Ticket Number of SSC or Equivalent examination certificate</td>
<td>10th or Equivalent Certificate</td>
</tr>
<tr>
<td>6</td>
<td>Income of Parents</td>
<td>Certificate issued by the MRO / Competent Authority</td>
</tr>
<tr>
<td>7</td>
<td>STUDY DETAILS</td>
<td>Study certificates from Class 6 to 10, +2 / Diploma and Degree</td>
</tr>
<tr>
<td>8</td>
<td>Category (SC, ST, BC, etc.) Application number of the Caste Certificate</td>
<td>Caste Certificate issued by the MRO / Competent Authority</td>
</tr>
<tr>
<td></td>
<td>Special Category (NCC, PH, Sports, CAP, Bharat Scouts and Guides)</td>
<td>The Certificate issued by Competent Authority</td>
</tr>
<tr>
<td>---</td>
<td>---------------------------------------------------------------</td>
<td>-----------------------------------------------</td>
</tr>
<tr>
<td>10</td>
<td>Aadhaar Card details</td>
<td>12-digit number present in Aadhaar Card issued by UIDAI</td>
</tr>
</tbody>
</table>

The following system requirements need to be available to comfortably browse APICET-2023 official website [https://cets.apsche.ap.gov.in/ICET](https://cets.apsche.ap.gov.in/ICET)

**SYSTEM REQUIREMENTS:**
For better viewing of AP ICET-2023 website [https://cets.apsche.ap.gov.in/ICET](https://cets.apsche.ap.gov.in/ICET) and smooth Application submission through ONLINE mode, the candidates are hereby informed to use the following computer system

**System Requirements:**

**Requirements are most desirable:**

- Google Chrome Latest Version
- Adobe Acrobat Reader Latest Version
- Disable the pop-up blocks and uninstall all the Script blockers.
Stage 1: On your Internet Browser, type the website address https://cets.apsche.ap.gov.in/ICET and press Enter. The following screen is displayed on the computer screen.

There are 4 Steps in filling the AP ICET 2023 online application.

Step-1: Eligibility Criteria & Fee Payment: Candidate can make Online Fee Payment through this option.

Step-2: Know your Payment Status: Candidate can check Success/Failure status of Fee Payment

Step-3: Fill Application (Only after Fee Payment): After fee payment by Debit/Credit/Net Banking modes, candidate should fill in the Application through this option.

Step-4: Print Application Form (Only after Submitting Application Form): After application form submission, candidate can print the submitted form.
Step 1: Fee Payment

Select Fee Payment Tab from AP ICET-2023 home page 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 given in the web page. The details are **Qualifying Examination Degree Hall Ticket No, Candidate’s Name, Date of Birth, Mobile Number, Mobile No Mentioned above is My, Alternate Mobile Number, E-Mail ID Category and Fee Amount Options, Fee Payment** (will be populated automatically on selecting the category and payment mode) as shown in the screen below.

**PAYMENT BY NETBANKING / CREDIT / DEBIT CARD MODE:** Registration fee can be paid through Net Banking or Credit Card or Debit Card.

Select the appropriate radio button for payment of registration fee as shown in the screen below:

**AP ICET Application Form 2023 Fee:**

<table>
<thead>
<tr>
<th>Category</th>
<th>OC</th>
<th>BC</th>
<th>SC/ST</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Rs 650</td>
<td>Rs 600</td>
<td>Rs 550</td>
</tr>
</tbody>
</table>
After filling the mandatory details and clicking on **Verify Email and Pay** button, the system will send an OTP to the Email ID should be entered in the OTP Verification pop up field and click on **Verify** button as shown in the screen below.

After clicking on **Verify** button, the control will lead you to the BANK PAYMENT GATEWAY as shown in the screen below. Fill in all the credit/Debit card/Net Banking details and click on **Pay Now** button as shown in the screen below.

(NOTE: 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).
The confirmation of successful payment of Registration Fee is shown with the “Your Payment done successful” item in the below web page as Payment Status along with “Payment Id”. (Note: Preserve both the IDs for future correspondence). Click on the button “Proceed to Fill Application” and you will be taken to the next screen.

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 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 step3.

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.

Otherwise pay the registration fee again as in step 1 on the next day. The amount deducted from your account made in the first attempt will be refunded or rolled back into your account.
Step 2: Know Your Payment Status

The candidate can also check the status of payment made through this option. Click on **Know Your Payment Status** tab from AP ICET-2023 home page for checking the status of the payment as shown in the below screen.

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/Failure page will be displayed as shown in the screen below.
Step 3: Fill Application (Only After Fee Payment)

Candidate can start filling the application by selecting the tab “Fill Application (only after fee payment)”

Click on Fill Application from the home page of AP ICET-2023 as shown in the screen below.

After clicking Fill Application Form tab, a webpage will be opened fill the required details and click on Proceed to Fill Application as shown in the screen below.

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.
Candidate Details

- Name of the Parent:
  - Father's Name:
  - Mother's Name:

- Date of Birth:
  - Sex:
  - Nationality:
  - Religion:

- Address:
  - Permanent Address:
  - Present Address:

- Category:

- General / SC / ST / OBC / Minority

- Special Reservation Category:
  - OBC / SC / ST / Minority
  - Physically Handicapped

- Minorities / Non-Minorities:

- Income Details:
  - Annual Income of the Parents (Rs.):
    - Below Rs. 1 Lakh
    - Above Rs. 1 Lakh and Below Rs. 2.5 Lakh
    - Above Rs. 2.5 Lakh and Below Rs. 5 Lakh
    - Above Rs. 5 Lakh

- Category Details:
  - Caste Certificate Number:

- Qualifying Examination Details:
  - Qualifying Examination Type:
    - B.E.
    - B.Tech.
    - MCA
    - M.Com.
    - MBA

- Qualifying Examination Board:
  - Board Name:

- Qualifying Examination Details:
  - Qualifying Examination Degree:
    - B.E.
    - B.Tech.
    - MCA
    - M.Com.
    - MBA

- SSC or Equivalent (10th Class):
  - Status:

- Intermediate or Equivalent (10+2):
  - Status:

- Place of Study:
  - Class 10:
  - Class 11:
  - Class 12:

- Local Area:

Details of Common Entrance Test

- Test Centre Preferences:
  - Preference 1
  - Preference 2
  - Preference 3

- Photo & Signature:
  - Photograph:
  - Signature:

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I hereby certify that the information furnished above is true to the best of my knowledge and belief. The information furnished above is true to the best of my knowledge and belief and shall not be subject to any disqualification or rejection of any candidate. I hereby declare that I have read and understood the following statements:

**By checking the box below, I agree to the terms and conditions of the AP ICET 2023.**
Candidate need to fill in the following details in the application form:

1. **Candidate Details:**

   ![Candidate Details](image)

   **Candidate Name:** Name of 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 10th class records in the space provided in CAPITAL LETTERS.

   **Mother’s Name:** The candidate has to enter his / her mother’s name as per 10th 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 three options given.

   **Aadhaar Card Number:** Enter your 12 digit Aadhar Card number provided by UIDAI

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

   **Annual Income of the Parents (in Rs.):** Select any one of the four options provided as given below regarding the “Annual Income of the Parents (Rs.):” A valid income certificate issued by competent authority with certificate 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.

![Image of Income Certificate Details]

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:** Caste Category is frozen in the application as it is provided in the Fee Payment Step 1, Enter **Caste Category** certificate number issued by the competent authority in the caste category field as shown in the screen below.

**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.

![Image of Caste Certificate Details]

Select **Yes** or **No** to confirm the details populated by the application system as shown in the screen above.
If the candidate’s **Caste Certificate Details** are not auto populated on entering **Caste Certificate Number**, candidate should enter the **Caste Certificate Number** manually.

**Note:** EWS option in the application will be visible only if the candidate belongs to OC category.

**Eligible for EWS (Economically Weaker Sections):** Click on Yes if you are eligible for EWS and have a valid EWS certificate issued by competent authority. 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.

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

**National Cadet Corps (NCC):** Enter NCC Merit Number (refer list of priorities) and upload certificate in .PDF format

**Children of Armed Personnel (CAP):** Enter CAP Merit Number (refer list of priorities) and upload certificate in .PDF format

**Sports & Games:** Enter Sports & Games Merit Number (refer list of priorities) and upload certificate in .PDF format

**Bharat Scouts and Guides:** Enter Bharat Scouts and Guides Merit Number (refer list of priorities) and upload certificate in .PDF format
Physically Handicapped: In case of PH, the medical board certificate 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)] checkbox 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

Mobile No & Email ID will be auto populated which was furnished at the time of Fee Payment i.e., in Step 1.

Alternate Mobile Number, Telephone Number (Landline): Candidate can enter another contact number or Land Line Number which will be used to contact in case of Primary Mobile Number is not reachable.

Email Id: Email Id will be auto populated as it is provided in Fee Payment (Step-1).

Note: Select Permanent Address check box if the present address is your Permanent Address.
3. **Qualifying Examination:**

Select the appropriate type of qualifying examination and also enter the names of the major group subjects (other than language subjects).

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 10th class study, Enter the SSC (10th class) or Equivalent Hall Ticket No., Month of Passing and Year of Passing.

On entering SSC Hall Ticket No, Month of Passing & Year of passing, Candidate details will be populated if the candidates’ details are available in database as shown in the screen below

Candidate should enter SSC/Equivalent details manually If the candidates’ details are not auto populated.

**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 values related to his study for each of Class-6 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 is decided.
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:** Candidates are given option to choose minimum three districts (Based on availability) preferences of centers of their choice as shown in the screen below.

**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 Choose File 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 the application by clicking on **Preview/submit** the online application as shown in the screen below.

Clicking on Preview/Submit button will display the preview page where candidate can review application as shown in the screen below.
## Application Form for AP ICET - 2023

### Candidate Details

<table>
<thead>
<tr>
<th><strong>Candidate Name</strong></th>
<th><strong>Father's Name</strong></th>
<th><strong>Mother's Name</strong></th>
<th><strong>Category</strong></th>
<th><strong>PHI</strong></th>
<th><strong>Minority / Non-Minority</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Dinesh Kumar</td>
<td>Raju Chandra</td>
<td>Lakshmi</td>
<td>DLH</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Permanent Address

<table>
<thead>
<tr>
<th><strong>House No.</strong></th>
<th><strong>Village / Mist. / Locality</strong></th>
<th><strong>District</strong></th>
<th><strong>Pin Code</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>32-45</td>
<td>Market Street</td>
<td>Razole</td>
<td>505001</td>
</tr>
</tbody>
</table>

### Educational Qualification

<table>
<thead>
<tr>
<th><strong>Qualification</strong></th>
<th><strong>Year of Passing</strong></th>
<th><strong>Marks</strong></th>
<th><strong>Year of Appearance</strong></th>
<th><strong>Type of Study</strong></th>
<th><strong>Seat Type</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>BA</td>
<td>2022</td>
<td>85%</td>
<td>2023</td>
<td>Regular</td>
<td>General</td>
</tr>
</tbody>
</table>

### Details of Common Entrance Test

<table>
<thead>
<tr>
<th><strong>Test Centre Preferences</strong></th>
<th><strong>Seat Allotment Rank (UPWARD)</strong></th>
<th><strong>Previous Year Seat Allotment</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Andhra Pradesh</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Declaration

I have carefully gone through the instructions and I am conscious with the instructions. I shall abide by the eligibility conditions and other regulations to be satisfied for appearing at the entrance test and admission into the course mentioned. Further, I assert that I will not make any forged or false claims in the entrance test and the declaration made at the time of the application. I shall abide by the rules and regulations of the college and I shall not engage in any activity that may bring disrepute to the college. If found guilty of any acts of omission or commission, I shall be expelled from the college and I shall be liable for any legal action that may result from my actions. I understand that the college reserves the right to conduct an investigation of any claim made by me.

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*Signed*

Anurag Prasad

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APICET2023 designed and developed by ApJeeBee Technologies.
Modify and Confirm/Freeze

Once the online application is Previewed/submitted, two buttons will pop up i.e., MODIFY and CONFIRM.

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** button to finally submit the application.

**Confirm/Freeze**: Click on Confirm button for processing the completely filled application as shown below.

Clicking on **Confirm/Freeze** button, candidate can view pop up alert as “Your application is submitted successfully. Please note your Application Number for further reference”. Candidate can take print application by clicking on **Print Application** button which is useful for further correspondence.
Candidate can take print out of the application by clicking on **Print Application** button present bottom of the application which is useful for further correspondence. The same should be submitted in the test center. Use the **Registration Number** for future reference.
Step 4: Print Application Form (Only after Submitting Application Form)

The candidate can print the submitted application through this option.

Click on Print Application Form tab from AP ICET-2023 Home page, the Print Application Form for AP ICET-2023 page will be displayed as shown in the screen below.

After clicking on Print Application Form link from Application tab of AP ICET-2023 Home page, the Print Application Form for AP ICET-2023 page will be displayed then enter all the mandatory details and click on Get Application Details as shown in the screen below.

After entering all the mandatory details and clicking on Get Application Details, the print copy of the AP ICET-2023 application will be displayed for printing as shown in the screen below.
AP ICET - 2023

Class 12

Class 10

Entrance Exam Number

Entrance Exam Number

Degree Obtained

Entrance Exam Number

Degree Obtained

Institution where received the degree

Institution where received the degree

Year of Passing

Year of Passing

Place of Study

Place of Study

SC/ST Category

SC/ST Category

Date of Birth

Date of Birth

Gender

Gender

Father’s Name

Father’s Name

Mother’s Name

Mother’s Name

Religion

Religion

Date of Birth (as per SC/ST or Equivalent)

Date of Birth (as per SC/ST or Equivalent)

Category

Category

Minority

Minority

District

District

Block

Block

P.O.

P.O.

Village

Village

Pin Code

Pin Code

Date of Birth

Date of Birth

declaration

Date of Birth

Signature of Candidate

Signature of Candidate