USER GUIDE TO FILL THE ONLINE APPLICATION FORM FOR AP ICET- 2022

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></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</td>
<td>Marks’s memos / Hall Ticket Number of Degree / Intermediate / 10th</td>
</tr>
<tr>
<td></td>
<td>Hall ticket Number of the Qualifying Examination</td>
<td></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, Birth District, Birth State</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>Local Status (OU/AU/SVU/ Non-local)</td>
<td>Certificate issued by the Competent Authority</td>
</tr>
<tr>
<td>7</td>
<td>Income of Parents</td>
<td>Certificate issued by the MRO/Competent Authority</td>
</tr>
<tr>
<td>8</td>
<td>STUDY DETAILS</td>
<td>Study certificates from Class 6 to 10, +2 / Diploma and Degree</td>
</tr>
<tr>
<td>9</td>
<td>Category (SC, ST, BC, etc.) and Application number of the Caste Certificate (in case of)</td>
<td>Caste Certificate issued by the MRO/Competent Authority</td>
</tr>
<tr>
<td></td>
<td>SC/ST/BC only</td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---------------</td>
<td>---</td>
</tr>
<tr>
<td>10</td>
<td>Special Category (NCC, PH, Sports, CAP, Etc.)</td>
<td>The Certificate issued by Competent Authority</td>
</tr>
<tr>
<td>11</td>
<td>Aadhaar Card details</td>
<td>12-digit number present in Aadhaar Card issued by UIDAI</td>
</tr>
<tr>
<td>12</td>
<td>Passport size photograph</td>
<td>A good quality passport size photograph in .jpg or .jpeg of size less than 50Kb</td>
</tr>
<tr>
<td>13</td>
<td>Signature</td>
<td>signature affixed with a black pen on a white paper shall be scanned and saved as .jpg or .jpeg of less than 30Kb</td>
</tr>
</tbody>
</table>

The following system requirements need to be available to comfortably browse APICET-2022 official website [https://cets.apsche.ap.gov.in/ICET](https://cets.apsche.ap.gov.in/ICET)

**SYSTEM REQUIREMENTS:**

For better viewing of AP ICET-2022 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 2022 online application.

Step-1: 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-2022 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 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 Number, E-Mail ID and Fee Amount (FROZEN)** (will be populated automatically on selecting the category and payment mode) as shown in the screen below.

**AP ICET Application Form 2022 Fee:**

<table>
<thead>
<tr>
<th>Category</th>
<th>Fee Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>OC</td>
<td>Rs 650</td>
</tr>
<tr>
<td>BC</td>
<td>Rs 600</td>
</tr>
<tr>
<td>SC/ST</td>
<td>Rs 550</td>
</tr>
</tbody>
</table>
After filling the mandatory details click on **Initiate Payment** button, the control will lead you to the PAYMENT GATEWAY where you can select the mode of payment credit card or debit card or net banking as shown in the screen below.

**Note:** The candidate can use VISA or MASTERCARD or MAESTRO type Debit card/Credit card/Net Banking issued by any Bank.

After the relevant **Payment Mode** radio button is selected by the candidate, click on the button **“Make Payment”** and the control will automatically take you to the **BANK PAYMENT GATEWAY** screen.

*(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).*

Clicking on **Debit Card** button, the following page will be displayed, fill in all the debit card details and click on **Make Payment** button as shown in the screen below.

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 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 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.

Otherwise pay the registration fee again as in step 1. 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-2022 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-2022 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.
# Application Form for AP ICET - 2022

**Payment Reference ID**
- P201001001

**Qualifying Examination Degree Hall Ticket No.**
- 20210912345

**Mobile Number**
- 9876543210

## Candidate Details

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Candidate's Name</td>
<td>VIJENDER KUMAR</td>
</tr>
<tr>
<td>Date of Birth</td>
<td>08/01/2000</td>
</tr>
<tr>
<td>Father's Name</td>
<td>ENTER FATHER'S NAME</td>
</tr>
<tr>
<td>Gender</td>
<td>Female</td>
</tr>
<tr>
<td>Mother's Name</td>
<td>ENTER MOTHER'S NAME</td>
</tr>
<tr>
<td>Date of Birth</td>
<td>08/01/2000</td>
</tr>
<tr>
<td>Annuity Income of the Parents (Rs.)</td>
<td></td>
</tr>
<tr>
<td>Below One Lakh</td>
<td></td>
</tr>
<tr>
<td>Above One Lakh and Below Two Lakh</td>
<td></td>
</tr>
<tr>
<td>Above Two Lakh and below Eight Lakh</td>
<td></td>
</tr>
<tr>
<td>Above Eight Lakh</td>
<td></td>
</tr>
</tbody>
</table>

## Category

<table>
<thead>
<tr>
<th>Type</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>BC/D</td>
<td>Enter BC/D Certificate Number</td>
</tr>
</tbody>
</table>

## Special Reservation Category

- National Cadet Corps (NCC)
- Children of Armed Personnel (CAP)
- Sports & Games

## PH (Physically Handicapped)

- VH (Visually Handicapped)
- HH (Hearing Impaired)
- OTH (Orthopedically Handicapped)

## Minority / Non-Minority

- Non-Minority
- Minority

## Candidate Bank Details

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name as In Bank Account</td>
<td>Enter Name as In Bank Account</td>
</tr>
<tr>
<td>Account Number</td>
<td>Enter Account Number</td>
</tr>
<tr>
<td>IFSC Code</td>
<td>Enter IFSC Code</td>
</tr>
</tbody>
</table>

## Present Address

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>House No. (or) C/O</td>
<td>Enter Present House No./C/O</td>
</tr>
<tr>
<td>Village / Street / Locality</td>
<td>Enter Present Village / Street / Locality</td>
</tr>
<tr>
<td>District</td>
<td>Enter District</td>
</tr>
<tr>
<td>State</td>
<td>Enter State</td>
</tr>
<tr>
<td>Mandal / Town / City</td>
<td>Enter Mandal / Town / City</td>
</tr>
<tr>
<td>Pin Code</td>
<td>Enter Pin Code</td>
</tr>
</tbody>
</table>
### Permanent Address

- **House No. (or) C/O:**
  - Enter House No/Flat No/C/O

- **Village / Street / Locality:**
  - Enter Permanent Village / Street / Locality

- **P.O. / P.S. / Taluk / Dist.:**
  - Select

### Qualifying Examination Degree

- **Type of the Exam:**
  - B.Sc. (CS or IT)
  - B.E. / B.Tech / B.Pharmacy
  - B.E. / B.Tech (Lateral Entry)
  - Any Bachelor Degree of 3 / 4 / 5 Years Duration

- **Do you have Maths subject at Inter or Degree level?**
  - Yes
  - No

### SSC or Equivalent (10th Class)

- **Urban**
  - SSC Hall Ticket No
  - Enter SSC Hall Ticket No

- **Rural**
  - Intermediate Hall Ticket No
  - Enter Intermediate Hall Ticket No

### Place of Study

- **Class 9**
  - Select

- **Class 10**
  - Select

- **Inter 1st Year**
  - Select

- **Inter 2nd Year**
  - Select

- **Degree 1st Year**
  - Select

- **Degree 2nd Year**
  - Select

- **Degree 3rd Year**
  - Select

### Local Area

For local status of students migrated from Telangana to AP, refer home page

### Details of Common Entrance Test

### Test Centre Preferences

<table>
<thead>
<tr>
<th>Primary District</th>
<th>Preference 1</th>
<th>Preference 2</th>
<th>Preference 3</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Select</td>
<td>Select</td>
<td>Select</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Secondary District</th>
<th>Preference 1</th>
<th>Preference 2</th>
<th>Preference 3</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Select</td>
<td>Select</td>
<td>Select</td>
</tr>
</tbody>
</table>

### Photo & Signature

- **Photo:**
  - Choose File

- **Signature:**
  - Choose File

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**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 test and admission into any course prescribed. Further, I assure that, I will not involve in any malpractice or illegal activities in the entrance test. In case, I furnish 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 CDSWEIL, AP CET - 2022 is not responsible in any way. Any appearing for the entrance examination does not confer any right for me to take admission.**

**SAY: 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 still have a chance to preview your application and then finally confirm your application by clicking on Confirm button.
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/Enrollment No.:** Enter your Aadhar Card number if not available, enter the Aadhaar Enrolment number.

   **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 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 in case your caste category is other than OC.

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.

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.

**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 2022. 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 file format  
**Children of Armed Personnel (CAP):** Enter CAP Merit Number and upload certificate in .PDF file format  
**Sports & Games:** Enter Sports & Games Merit Number and upload certificate in .PDF file 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)] 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.

<table>
<thead>
<tr>
<th>Candidate Name</th>
<th>XXXXXXXXXXXXXXXXXXXX</th>
</tr>
</thead>
<tbody>
<tr>
<td>PH Category</td>
<td>XXXXXXXXXXXXXXXXXXXX</td>
</tr>
<tr>
<td>Percentage</td>
<td>55.0</td>
</tr>
<tr>
<td>Confirm Your Sadarem Details</td>
<td>Yes  No</td>
</tr>
</tbody>
</table>

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

**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 & 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.

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

**MBA** - Degree of 3 years duration from any recognized University or its equivalent with Mathematics as one of the subjects at 10th class level.

**MCA** - Degree of 3 years duration from any recognized University or its equivalent with "Mathematics" as one of the subjects **at Intermediate or Degree level**.

Candidate with aggregate marks of 50% (45% in case of reserved categories) are eligible to take admission through ICET as per the latest AICTE Approval Process Handbook 2022.

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

The candidates who are appearing for the final year degree examination shall also be eligible to appear for APICET-2022.

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 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:** 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:**

Select Primary & Secondary Test Center from the drop-down list as shown in the screen below.
Candidates are given option to choose two preferences of centers of their choice from the above list. However, Convener reserves the right to allot candidates to any other center(s) in unavoidable circumstances.

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”.

Candidate can take print out of the application by clicking on Print 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-2022 Home page, the Print Application Form for AP ICET-2022 page will be displayed as show in the screen below.

After clicking on Print Application Form link from Application tab of AP ICET-2022 Home page, the Print Application Form for AP ICET-2022 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 AP ICET-2022 application will be displayed for printing as show in the screen below.
**AP ICET - 2022**

**Integrated Common Entrance Test**

Conducted by Andhra University, Visakhapatnam on behalf of APSCHE

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**Candidate's Details**

1. **Name**: Vikas Kumaar
2. **Date of Birth**: 20-03-1998
3. **Gender**: Male
4. **Address**:
   - **House No**: 123
   - **Street**: ABC
   - **City**: Hyderabad
   - **State**: Telangana
   - **Pin Code**: 500016

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**DeclARATION**

I, Vikas Kumaar, hereby declare that the information furnished by me is correct and true to the best of my knowledge and belief. I hereby undertake to attend the examination in accordance with the rules and regulations specified in the Prospectus. By signing this declaration, I agree to abide by the rules and regulations of the examination and to submit to the authority's decision in case of any dispute.

---

**Signature of the Candidate**

![Signature]

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**Exam Details**

- **Registration No**: ECI2121002
- **Date of Exam**: 15-06-2022
- **Exam Centre**: Andhra University
- **City**: Visakhapatnam
- **Pin Code**: 530003

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**Notes**

1. All candidates must submit the filled form to the Examination Hall on the date of the examination.
2. Candidates are not allowed into the Examination Hall if they are late by 30 minutes.
3. This document is computer generated and does not require the signature of the **CONVENTOR**, AP ICET 2022.