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:

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

9	Special Category (NCC, PH, Sports, CAP,	The Certificate issued by Competent
	Bharat Scouts and Guides)	Authority
10	Aadhaar Card details	12-digit number present in Aadhaar Card issued by UIDAI

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

SYSTEM REQUIREMENTS:

For better viewing of AP ICET-2023 website 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.

AP ICET 2023 - FEE PAYMENT AND ONLINE APPLICATION FORM FILLING PROCESS

VISIT: https://cets.apsche.ap.gov.in/ICET

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.

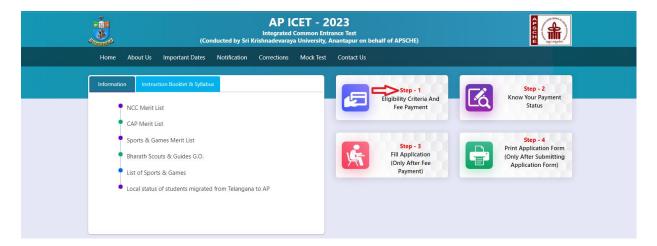


There are 4 **Steps** in filling the AP ICET 2023 online application.

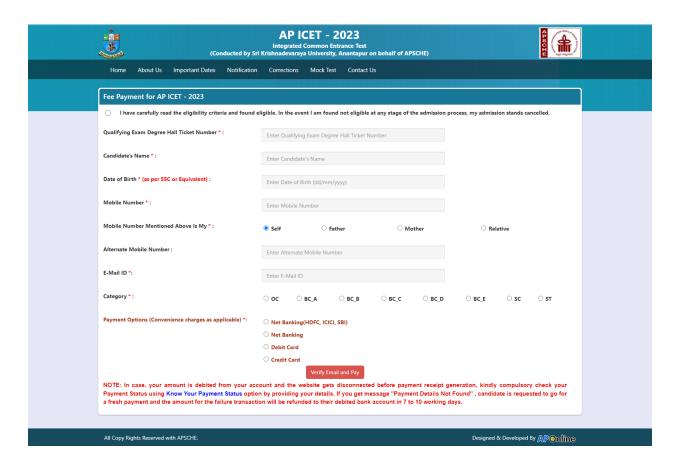
- **Step-1**: **Eligibility Criteria & Fee Payment:** Candidate can make Online Fee Payment through this option.
- Step-2: Know your Payment Status: Candidate can check Success/Failure status of Fee Payment
- **Step-3**: **Fill Application (Only after Fee Payment):** After fee payment by Debit/Credit/Net 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

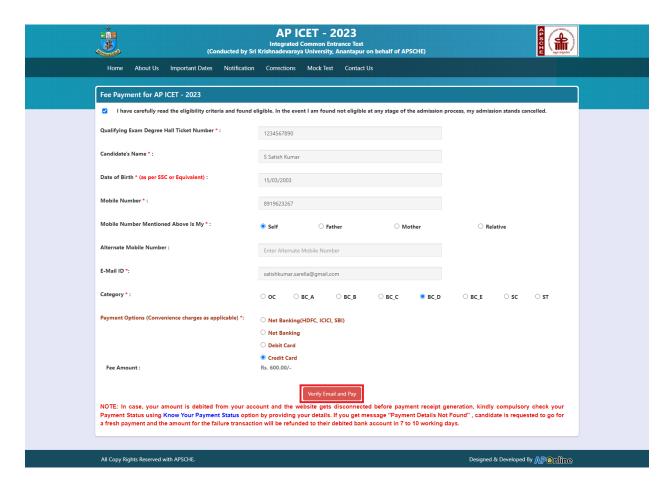
Select Fee Payment Tab from AP ICET-2023 home page as shown in the screen below.



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.



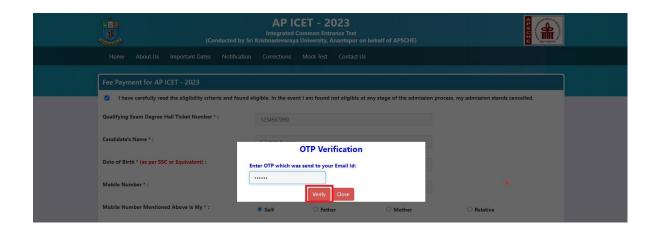
PAYMENT BY NETBANKING / CREDIT / DEBIT CARD MODE: Registration fee can be paid through Net Banking or Credit Card or Debit Card.

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

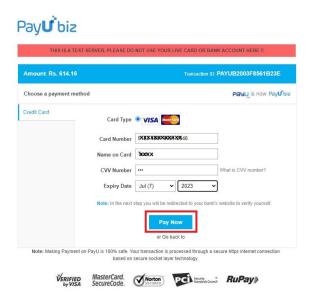
AP ICET Application Form 2023 Fee:

OC	BC	SC/ST
Rs 650	Rs 600	Rs 550

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.





AP ICET - 2023

Integrated Common Entrance Test

(Conducted by Sri Krishnadovaraya University, Anantapur on behalf of APSCHE)

Home About Us Important Dates Notification Corrections Mock lest Contact Us

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:-Mail Id * satishkumar.sarella@gmail.c	com					
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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.

All Copy Rights Received with APSCHE. Save Preview / Submit

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

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)
VIGNESH KUMAR	KRISHNA KUMAR	RADHA
Date of Birth * (dd/mm/yyyy)	Gender *	Aadhaar Card Number *
01/01/2000	Male	3 XXXXXXXX 105
		Ration Card Number

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.

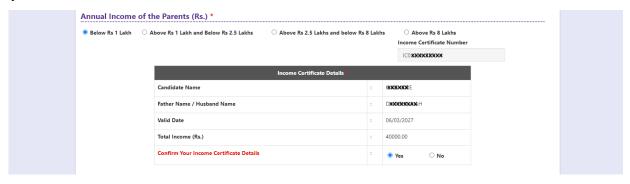
Gender: Select your Gender among the three options given.

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.



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.



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 toenter 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

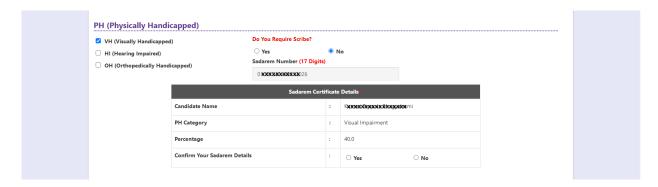
Sports & Games: Enter Sports & Games Merit Number (refer list of priorities) and upload certificate in .PDF format

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)] 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.

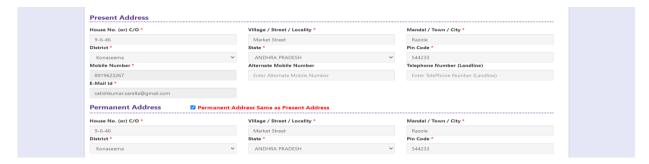
If the candidate's **Sadarem Certificate Details** are not auto populated on entering **Sadarem Number**, candidate should enter the **Sadarem Number** manually.

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 & 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**

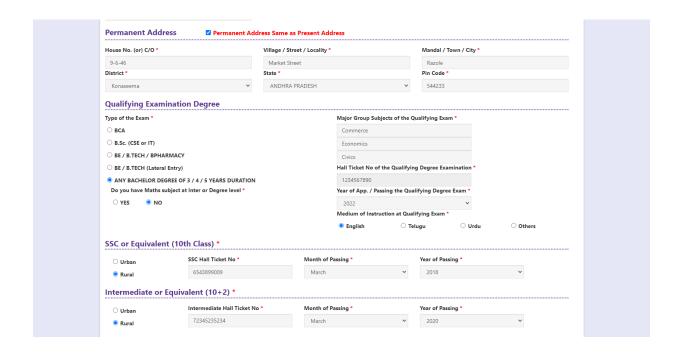
3. **Qualifying Examination:**

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.

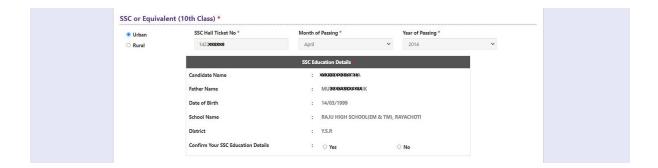
Mathematics at Inter or Degree level: Also mention whether you have passed in Mathematics at Degree or Intermediate (10 + 2) level by selecting **yes** or **no** buttons.



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.

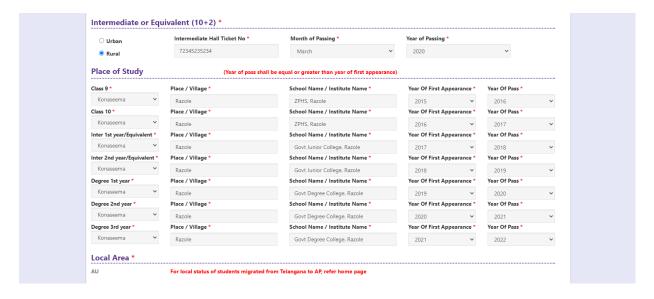
On entering SSC Hall Ticket No, Month of Passing & Year of passing, Candidate details will be populated if the candidates' details are available in database as shown in the screen below

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: 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

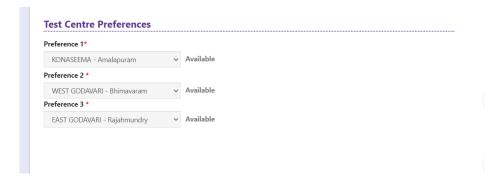


Photo and Signature:

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.

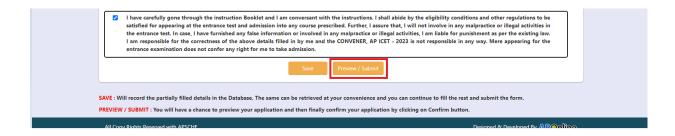


Save and Preview/Submit

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.



AP ICET - 2023
Integrated Common Entrance To
d by Sri Krishnadevaraya University



Village / Street / Locality *
MARKET STREET

Village / Street / Locality *
MARKET STREET

State *
ANDHRA PRADESH

Home About Us Important Dates Notification Corrections Mock Test Contact Us

Application Preview for AP ICET - 2023

Candidate's Name "(as per SSC or Equivalent Records) S SATISH KUMAR

Father's Name *(as per SSC or Equivalent Records) S V BHASKAR RAO Mother's Name *(as per SSC or Equivalent Records)
S S DEVI

Date of Birth * (dd/mm/yyyy)

Candidate Details :

Gender *

Annual Income of the Parents (Rs.) *

Income Certificate Number

Category *

Special Reservation Category

PH (Physically Handicapped)

HI (Hearing Impaired) :NO

OH (Orthopedically Handicapped) :NO
Minority / Non-Minority *

Present Address

House No. (or) C/O * 9-6-46

State *
ANDHRA PRADESH Mobile Number * 8919623267

E-Mail Id *
satishkumar.sarella@gmall.com
Permanent Address

House No. (or) C/O * 9-6-46 District *

Qualifying Examination Degree

Type of the Exam *
ANY BACHELOR DEGREE OF 3/4/5 YEARS DURATIO

Do you have Maths subject at Inter or Degree level

SSC or Equivalent (10th Class) *

RURAL SSC Hall Ticket No - 6543899009
Intermediate or Equivalent (10+2) *

Intermediate Hall Ticket No * 72345235234 Place of Study Place / Village *
RAZOLE Class 9* Konaseema

RAZOLE
RAZOLE
Place / Village *
RAZOLE
Ritor Its year/Equivalent *
Reasserms
Reasserms Inter 2nd year/Equivalent *
Konaseema Place / Village * RAZOLE

Degree 1st year * Konaseema Place / Village *
RAZOLE Degree 2nd year * Konaseema Place / Village *
RAZOLE Place / Village *
RAZOLE Degree 3rd year * Konaseema

Local Area * AU For local status of students migrated from Telangana to AP, refer home page

Details of Common Entrance Test

Test Centre Preferences
Preference 1: KONASEEMA - Amalapuram (AVAILABLE)
Preference 2: WEST GODAVARI - Bhimavaram (AVAILABLE)
Preference 3: EAST GODAVARI - Rajahmundry (AVAILABLE)

Caste Certificate Number

Aadhaar Card Number * 471713848167

Mandal / Town / City *
RAZOLE

Pin Code * 544233

Mandal / Town / City **
RAZOLE

Pin Code * 544233

Major Group Subjects of the Qualifying Exam *
COMMERCE ECONOMICS

Month of Passing *

Month of Passing *

School Name / Institute Name *
ZPHS, RAZOLE

School Name / Institute Name *
ZPHS, RAZOLE School Name / Institute Name *
GOVT JUNIOR COLLEGE, RAZOLE

School Name / Institute Name *
GOVT JUNIOR COLLEGE, RAZOLE

School Name / Institute Name *
GOVT DEGREE COLLEGE, RAZOLE

School Name / Institute Name *
GOVT DEGREE COLLEGE, RAZOLE

School Name / Institute Name *
GOVT DEGREE COLLEGE, RAZOLE

Hall Ticket No of the Qualifying Degree Examination *

Year of App. / Passing the Qualifying Degree Exam *

Year of Passing * 2018

Year of Passing *

2018 2019

Year Of First Appearance * Year Of Pass * 2019 2020 2019 2020

Year Of First Appearance Year Of Pass 2021 2021 Year Of First Appearance * Year Of Pass * 2021 2022

0101

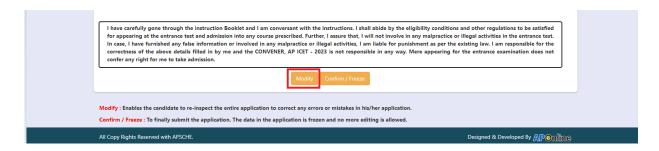
I have carefully gone through the instruction Booklet and I am conversant with the instructions. I shall abide by the eligibility conditions and other regulations to be satisfied for appearing at the entrance text and admission into any course prescribed. Further, I sesure that, I will not involve in any malpractice or illegal activities in the entrance text in case, I have transhed any type lake information or involved in any malpractice or illegal activities. I am liable to punishment as per the existing law. I am responsible for the conceives of the above details filled in by me and the CONVENER, AP ICET - 2023 is not responsible in any way. Mere appearing for the entrance examination does not confer any right for me to take admission.

Modify: Enables the candidate to re-inspect the entire application to correct any errors or mistakes in his/her applicatior Confirm / Freeze: To finally submit the application. The data in the application is frozen and no more editing is allowed.

Modify and Confirm/Freeze

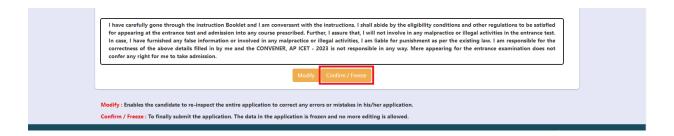
Once the online application is Previewed/submitted, two buttons will pop up I.e., **MODIFY** and **CONFIRM.**

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 shouldbe submitted in the test center. Use the **Registration Number** for future reference.



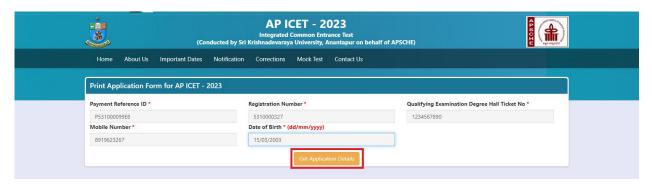
Step 4: Print Application Form (Only after Submitting Application Form)

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 show 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 show 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 show in the screen below.

