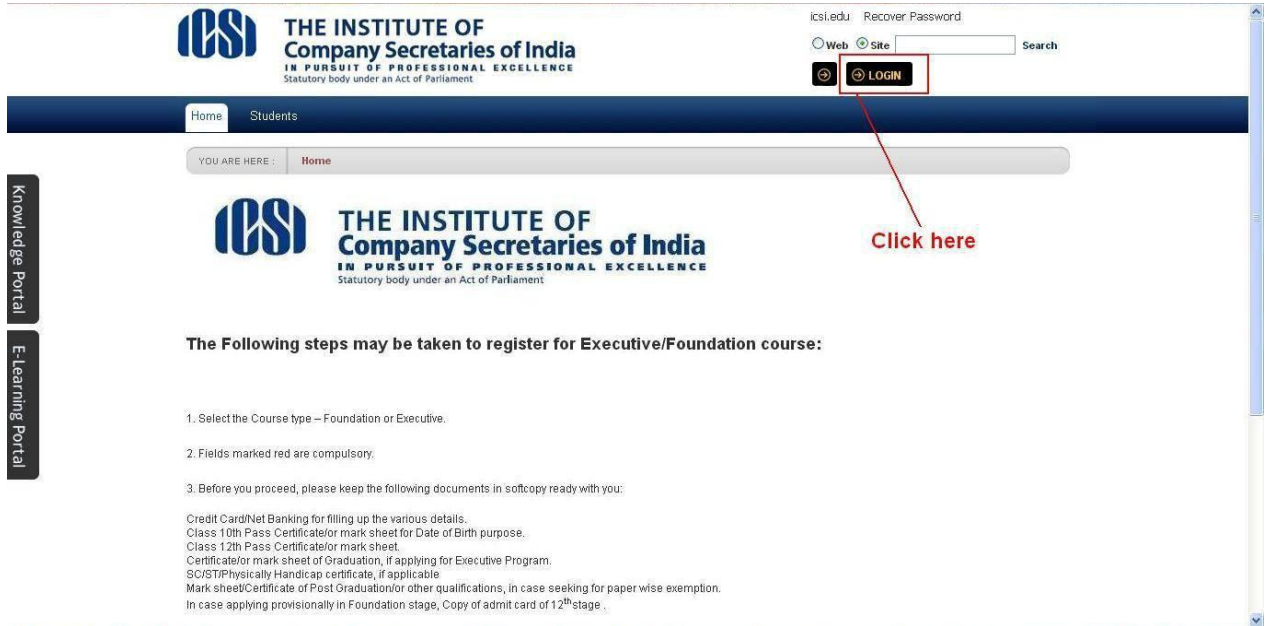


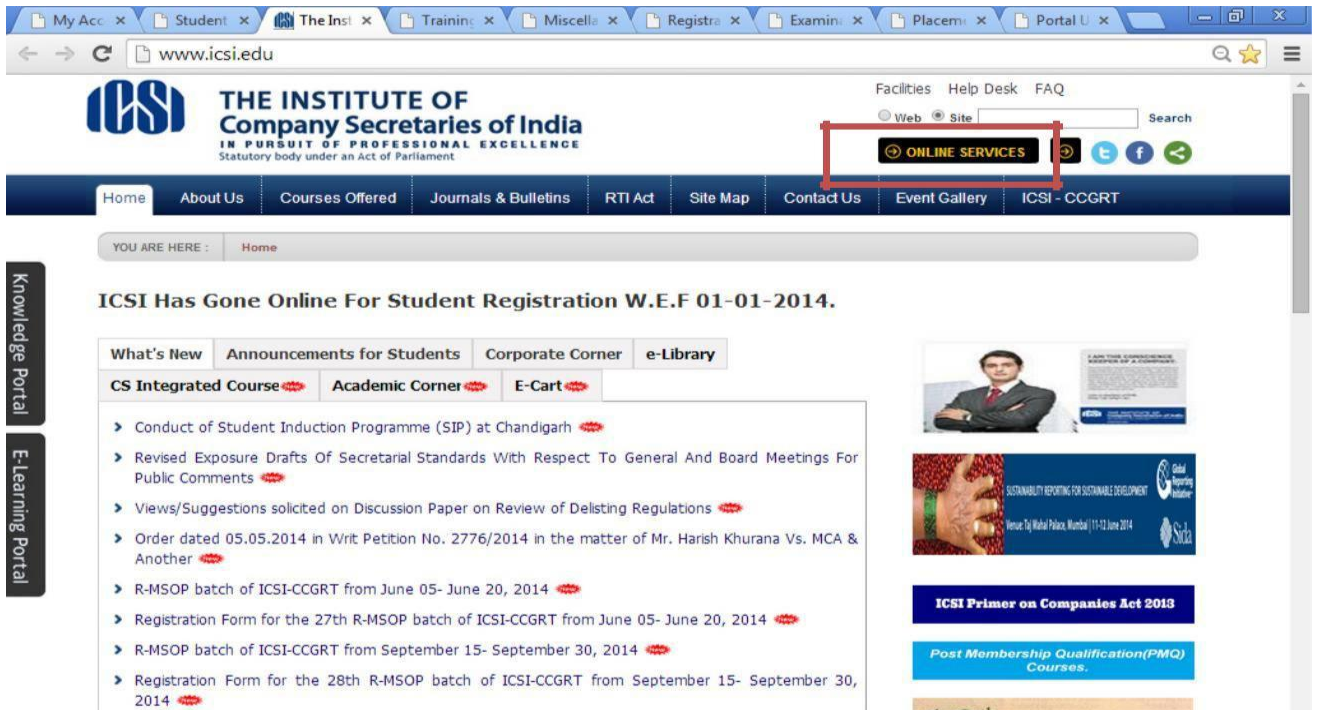
User Manual to download letters for students

Below are the steps that you need to follow to download letters for students

1. Go to www.icsi.in/student/Home.aspx or <http://www.icsi.edu/>
2. Click on login Button.



OR



OR

Go to Home → then Click on Check Your Account (Post Registration) Link

3. Now enter your Username & password

4. Now click on login button

5. After successful login, you will get the next Welcome screen.

The screenshot shows a web browser window displaying the ICSI Online Services Welcome page. The browser's address bar shows the URL <https://www.icsi.in/student/Welcome.aspx>. The page header includes the ICSI logo and the text "THE INSTITUTE OF Company Secretaries of India IN PURSUIT OF PROFESSIONAL EXCELLENCE Statutory body under an Act of Parliament". There are links for "Home", "icsi.edu", "Students", "Members", "Companies", and "My Cart". A search bar is present with "Web" and "Site" radio buttons and a "Search" button. Below the search bar are "Reset Password" and "LOGOUT" buttons. A breadcrumb trail shows "YOU ARE HERE : Welcome". The main content area is titled "Welcome to ICSI Online Services..." and contains three sections: "For Student Profile" with a link "Go to Students Tab -> My Account", "For Member Profile" with a link "Go to Members Tab -> My Account", and "For Membership Annual Fee Payment" with a link "Go to Members Tab -> Online Services". On the left side, there are vertical buttons for "Knowledge Portal" and "E-Learning Portal". The Windows taskbar at the bottom shows the system tray with the time 10:42 and date 20-06-2014, and several open applications including Internet Explorer, Outlook, and various folders.

6. Go to Students → My Account.

The screenshot shows a web browser window displaying the ICSI website. The address bar shows the URL <https://www.icsi.in/student/Welcome.aspx>. The page header includes the ICSI logo and the text "THE INSTITUTE OF Company Secretaries of India IN PURSUIT OF PROFESSIONAL EXCELLENCE Statutory body under an Act of Parliament". There are links for "Home", "icsi.edu", "Students", "Members", "Companies", and "My Cart". A search bar and "Recover Password" link are also present. A "YOU ARE HERE" breadcrumb trail shows "Student Registration" and "My Account", with "My Account" highlighted in a blue box and a red rectangle around it. Below the navigation, there are instructions for accessing online services: "For Student Profile: Go to Students Tab -> My Account", "For Member Profile: Go to Members Tab -> My Account", and "For Membership Annual Fee Payment: Go to Members Tab -> Online Services". The Windows taskbar at the bottom shows the date and time as 10:41 on 20-06-2014.

7. Below given page will be displayed.

The screenshot shows the ICSI website's 'My Account' page. At the top left is the ICSI logo and the text 'THE INSTITUTE OF Company Secretaries of India IN PURSUIT OF PROFESSIONAL EXCELLENCE Statutory body under an Act of Parliament'. To the right, there are links for 'icsi.edu', 'Recover Password', and a search bar. Below the header is a navigation menu with items: Home, Students, Members, Companies, icsi.edu, My Cart, Delegate Registration, and What's New. A breadcrumb trail indicates 'CHIRAG VIJAYBHAI PANCHMIYA YOU ARE HERE : Students > My Account'. A message box says 'To make changes to the account details go to Manage Account tab!'. Below this is a menu with 'Account Summary', 'Manage Account', 'Programme Info', 'Payment Requests', 'Requests', 'Examination Enrollment', and 'Others'. A red vertical bar indicates required fields. A link 'Click here to change elective subject' is present. Below the menu are tabs for 'General Information', 'Documents Uploaded', and 'Instructions'. The 'PERSONAL INFORMATION' section shows: Applied Programme: Professional - New Syllabus; Elective Subject: 345 - International Business – Laws and Practices; Qualification selected at time of Registration: [blank]; Status: Registered. A profile picture of a man is shown on the right.

8. Go to **Letters for Student** Under Others Tab.

This screenshot is similar to the previous one but with the 'Others' dropdown menu open. The menu items are: Previous Requests, Identity Card, Payment Transaction Guidelines, Letters for Student (highlighted with a red circle), Payment Return Guidelines, SMS/Email Communication, Study Material Executive (Old Syllabus), Study Material Executive (New Syllabus), Study Material Foundation, Study Material Professional (New Syllabus), and List of Successful Transactions. The 'Letters for Student' option is circled in red. The rest of the page content remains the same as in the previous screenshot.

9. Select the Letter Type and Stage.

https://www.icsi.in/student/Students/MyAccount/ My Account ICSI Students Online Services

Home Students Members Companies ICSI.edu My Cart Delegate Registration What's New

CHIRAG VIJAYBHAI PANCHMIYA YOU ARE HERE: Students > My Account

Account Summary Manage Account Programme Info Payment Requests Requests Examination Enrollment Others

Indicates required fields
Student Letter Help

Select the Letter Type Registration Letter
 Letter for Denovo

Stage Professional Programme

Download Cancel

Place your request for viewing/ downloading above listed communications as released towards you by ICSI.

It may be noted that the transaction charges against each transaction would be borne by the Institute.

All stakeholders can make use of the Payment Gateway after logging in www.icsi.in/Student. The stakeholder must keep the credit card with pin number ready while using the payment gateway. The process shall be as under:

Stakeholder shall make use of any of the options on the left panel of the browser window after logging in www.icsi.in/Student. Thereafter two options 1) Citi bank credit card and 2) Net Banking will be visible to the user in the right side panel for the option selected against the left side panel. After clicking any of the option confirm screen will appear. After confirmation the control shall shift from www.icsi.in/Student to the site of the bank.

Only secure content is displayed. [What's the risk?](#) Show all content x

12:38 PM 5/10/2016

10. Click on Download Button to download the letter in pdf format.