User Manual for Requesting Training

Below are the steps that you need to follow for requesting training.

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

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	The Follo	owing steps may	/ be taken to register	for Executive/Foundat	tion course:		
	 Select the C Fields mark 	ourse type - Foundation	or Executive.				
	3. Before you p	proceed, please keep the	following documents in softcopy re	eady with you:			
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3. Now enter your Username & password

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- 4. Now click on login button
- 5. After successful login, you will get the next Welcome screen.

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7. Click on Payment Requests → Student Training Requests you will get the next screen as shown below.

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- 8. Select the requested fields from the drop down list.
- 9. Upload the required documents as mentioned in the instructions given.

	Scanned copy of following documents are required to be uploaded (under modifies training structure):
	i) If opting for 1 year / 2 year / 3 years Apprenticeship Training under PCS :
	a) Scanned copy of ST-10 Form duly filled & signed by the student (format can be downloaded from click here)
	b) Scanned copy of the contract signed between trainee & trainer, along with Part-A & Part-B of the same. (format of contract can be downloaded from
	click here). The contract will be executed on a Non-Judicial stamp paper or form to be affixed with specific adhesive stamps or franking or by way of e-
	Stamping of the requisite value (i.e. Rs 100/-)
	 ii) If opting for 1 year / 2 year / 3 years Management Training under any company or body corporate : a) Scanned copy of ST-10 Form duly filled & signed by the student (format can be downloaded from click here) b) Scanned copy of the appointment letter / confirmation letter issued by the company or body corporate, mentioning that the company is ready to take the student as trainee w.e.f. from date for the period of years. Upload the duly filled, signed and scanned all desired documents into one single file and upload the same here in .jpg format.
	Upload Attachment Browse
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	Commence Date (mm/dd/yyyy)
,	Cancel

10. Click on submit button.