# Flow Chart & Process for Admission to IGNOU Courses as per the MOU with IGNOU and ICMAI dated 27<sup>th</sup> May, 2022

According to the MOU with IGNOU and ICMAI i.e. the Credit Transfer/ Exemption Scheme, the ICMAI (erstwhile ICWAI) students have to take admission in B.Com./ M.Com./ MBF/ any MBA (ODL and Online) Programme (as per their interest) of IGNOU fulfilling the eligibility criteria for that particular programme.

#### Students have to visit the IGNOU website:

http://ignou.ac.in/ignou/studentzone/download/InternalCredittransferscheme

# **Steps:** Student support > Student Zone > Online Admission > Click for New Registration > Fillup the Students Registration Form

#### Following are the instruction given: Instruction to Fill Application Form Online

- 1. If you are a first time applicant you are advised to click the available programme tab on the homepage of the Online Admission System and select the desired programme and carefully read the details of programme including eligibility criteria, fee details, duration, etc.
- 2. You are also requested to download the <u>Common Prospectus</u> and read carefully the **Rules of the University** as mentioned in the common prospectus.
  - a. Click on the button **NEW REGISTRATION** that appears in the applicant login area and fill the required registration details.

Please provide your own email and mobile number at the time of registration.

- b. Remember, while choosing your User Name it must be between 8 to 16 characters.
- c. While choosing your password it must be alphanumeric and between 8 to 16 characters long.
- d. After filling the mandatory information click the "SUBMIT" button.
- e. Your username will be instantly sent to you via e-mail and SMS.
- 3. Remember your Username and Password for subsequent login.
- 4. If you have already registered i.e. you are an existing user click the "LOGIN" button.
- 5. Before proceeding for filling the form online the applicant must have the following:
  - a. Scanned Photograph (less than 100 KB)
  - b. Scanned Signature (less than 100 KB)
  - c. Scanned copy of relevant Educational Qualification (less than 200 KB)
  - d. Scanned Copy of Experience Certificate (if any) (less than 200 KB)
  - e. Scanned Copy of Category Certificate, if SC/ST/OBC (less than 200 KB)
- 6. Fee can be paid by the following methods:
  - o Credit Card (Master/Visa)
  - o Debit Card (Master/Visa/Rupay)
  - Net Banking
- 7. **It is necessary to scan documents from your originals**. Once you have uploaded the document, click the next button you will get the Form preview option. Save/Print your form for future reference.
- 8. Please fill up the details carefully. If you are using the services of a cybercafe to fill up your form, please make sure that details are correctly filled up and the relevant documents are uploaded as prescribed.

#### Registration fee, Cancellation of Admission and Refund of Fee

A non-refundable Registration Fee shall be charged along with the programme fee of first semester/year at the time of admission.

If a student applies for cancellation of application/admission and refund of fee, the refund request will be considered as per the University policy as under:

1. Before confirmation of admission: Full Programme fee paid shall be refunded.

After confirmation of admission:

Within 15 days of confirmation of admission: Programme Fee paid shall be refunded after deduction of Rs.500/-. Within 16-90 days of confirmation of admission: Programme Fee paid shall be refunded after deduction of Rs.1000/-.

After 90 days of confirmation of admission: No refund shall be allowed.

For more details, please refer to the Common Prospectus.

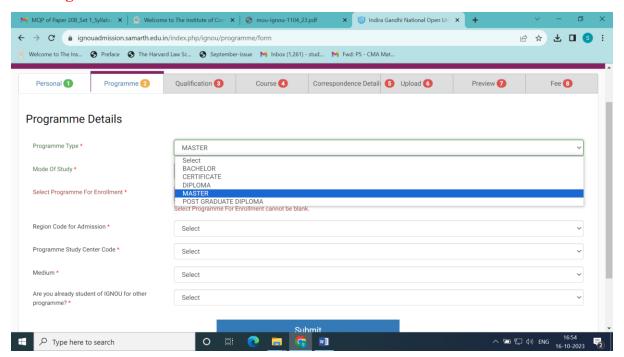
# Following are the documents required to take admission:

#### **Important Instructions**

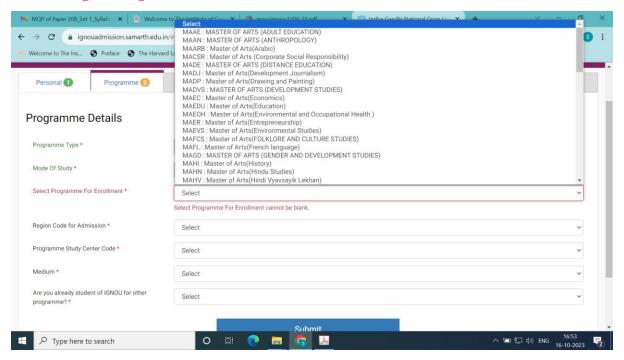
- 1. If you are a first time applicant you are advised to click the available programme tab on the homepage of the Online Admission System and select the desired programme and carefully read the details of programme including eligibility criteria, fee details, duration, etc.
- 2. You are also requested to download the **Common Prospectus** and read carefully the **Rules of the University** (Section 06) as mentioned in the common prospectus. You may also read section 1, 7, 8, 9, 12 and 13.
- 3. Before proceeding for filling the form online the applicant must have the following:
  - a. Scanned Photograph (less than 100 KB)
  - b. Scanned Signature (less than 100 KB)
  - c. Scanned copy of Age Proof (less than 200 KB)
  - d. Scanned copy of relevant Educational Qualification (less than 200 KB)
  - e. Scanned Copy of Experience Certificate (if any) (less than 200 KB)
  - f. Scanned Copy of Category Certificate, if SC/ST/OBC (less than 200 KB)
  - g. Scanned Copy of BPL Certificate, if Below Poverty Line (less than 200 KB)
- 4. Fee can be paid by following methods:
  - Credit Card (Master/Visa)
  - o Debit Card (Master/Visa/Rupay)
  - Net Banking
- 5. It is suggested to scan documents from your originals. Once you have uploaded the document, click the next button you will get the Form preview option. Save/Print your form for future reference.

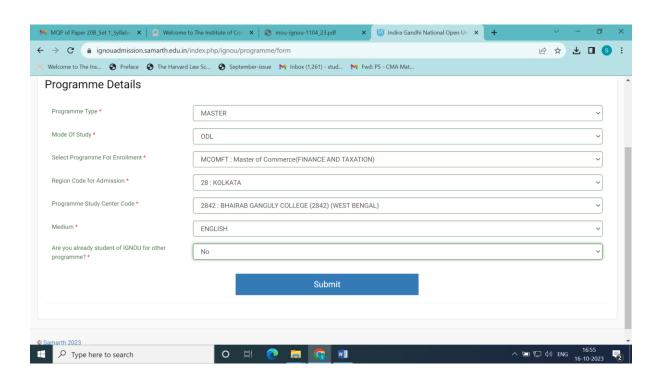
Note: Furnishing of incorrect information/suppression of information would lead to rejection of application form as per IGNOU Rules.

#### First Page - Personal Details:

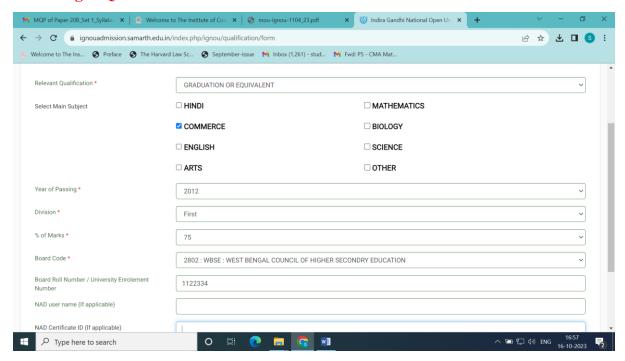


# **Second Page – Programme Details**

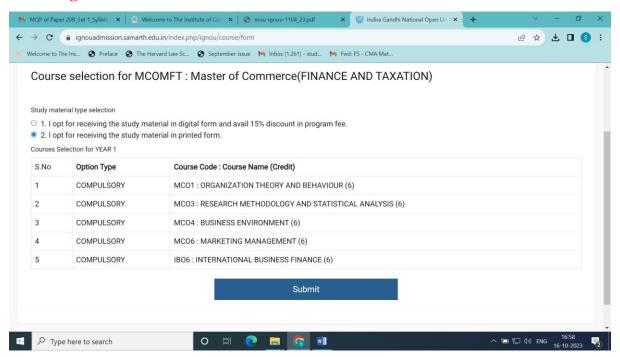




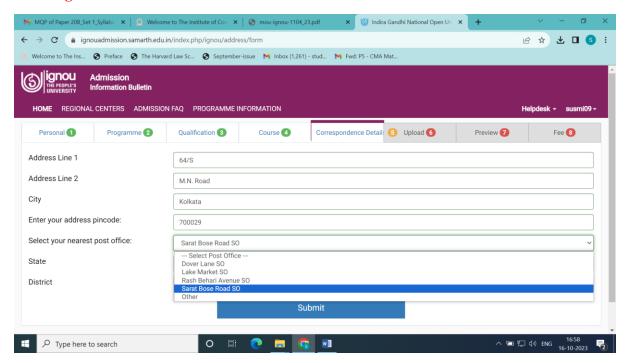
# **Third Page - Qualifications**



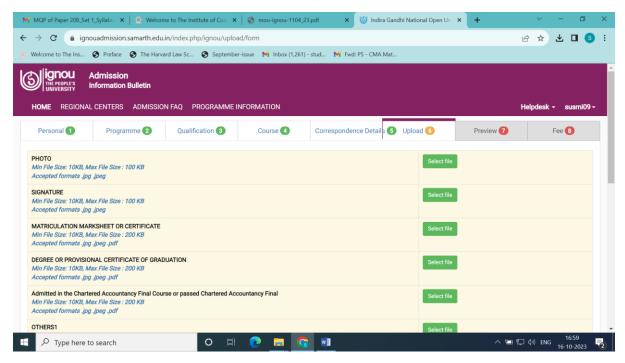
## Forth Page - Course Selection



#### Fifth Page - Address



### Sixth Page - Photo, Signature and Certificates upload



Seventh Page - Preview of the filled up form to be submitted

**Eighth Page –Payment of Programme Fees** 

After taking admission student/member of ICMAI shall be eligible to claim exemption by filling up the form:

 $\frac{http://ignou.ac.in//userfiles/4\_\%20Proforma\%20for\%20transfer\%20of\%20External\%20Credits\%20from\%20ICAI\%20(ICWAI)\%20to\%20\%20BCOM\%20and\%20MCOM.pdf$ 

#### **Mail this Credit Transfer form to:**

The Registrar, Student Registration Division, Indira Gandhi National Open University, Maidan Garhi, New Delhi  $-110\,068$ 

**Note:** As per the MOU between IGNOU and ICMAI, the ICMAI students have to pay the full programme fee for the respective programme. No separate fee will be charged for credit transfer/exemption from ICWA/CMA to MBA/MBF/PG diploma programmes in Management.