

STEP-BY-STEP GUIDE FOR CMA SYLLABUS CONVERSION

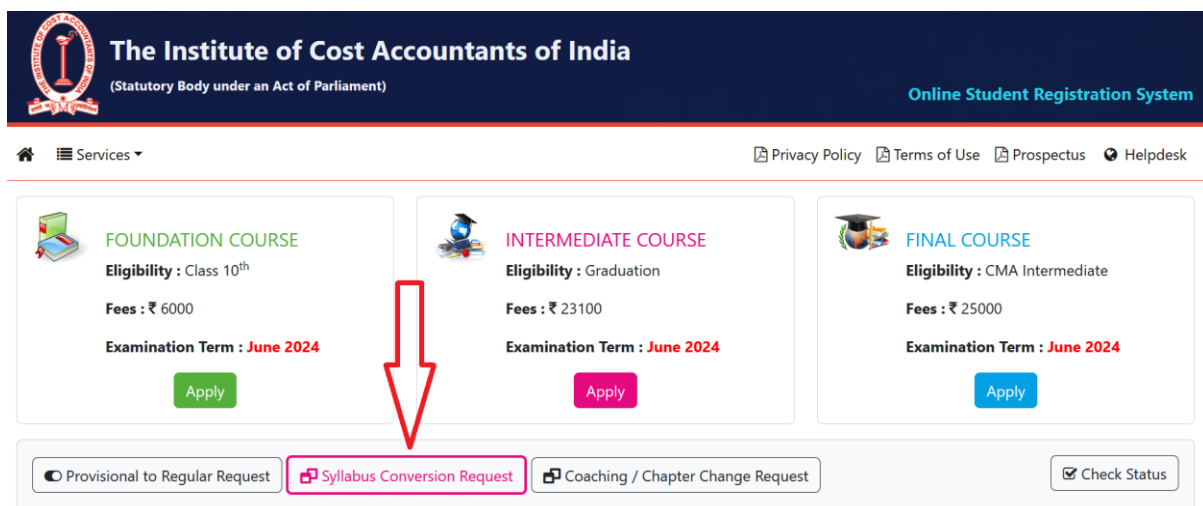
Step 1:- Go to www.icmai.in

Step 2:- Go to **Online Admission** tab



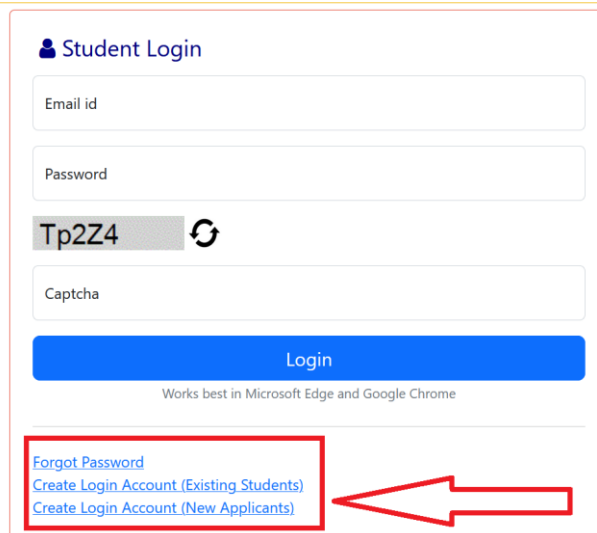
The image shows the top section of the ICMAI website. The header includes the ICMAI logo, the text 'THE INSTITUTE OF COST ACCOUNTANTS OF INDIA (Statutory Body under an Act of Parliament)', and the CMA logo. A red box highlights the 'Online Admission' link in the top right corner. Below the header is a navigation bar with links: Home, About Us, Members, Students, Placement, PD & CEP, Taxation, BFSI, CAT, Adv Studies, Journal, and Industry Connect. The main content area features a large photo of a graduation ceremony, a 'Profile of the President' section with a photo of CMA Ashwinkumar G. Dalwadi, and a 'Profile of the Vice President' section with a photo of CMA Bibhuti Bhusan Nayak. A red arrow points from the 'Online Admission' link to the 'Syllabus Conversion Request' tab in the next step.

Step 3:- Enter **'Syllabus Conversion Request'** tab




The image shows the 'Online Student Registration System' page. It features three main course options: 'FOUNDATION COURSE' (Eligibility: Class 10th, Fees: ₹ 6000, Examination Term: June 2024), 'INTERMEDIATE COURSE' (Eligibility: Graduation, Fees: ₹ 23100, Examination Term: June 2024), and 'FINAL COURSE' (Eligibility: CMA Intermediate, Fees: ₹ 25000, Examination Term: June 2024). A red arrow points from the 'INTERMEDIATE COURSE' section to the 'Syllabus Conversion Request' tab in the bottom navigation bar. The navigation bar also includes links for 'Provisional to Regular Request', 'Coaching / Chapter Change Request', and 'Check Status'.

Step 4:- Create Student login



The image shows the 'Student Login' form. It includes fields for 'Email id', 'Password', and a 'Captcha' (Tp2Z4). A red box highlights the 'Forgot Password' link and the 'Create Login Account (Existing Students)' and 'Create Login Account (New Applicants)' links. A red arrow points from the 'Create Login Account (New Applicants)' link to the next step.

OTP Sent to your email id x`x' x' x' x' x@. ' ' ' ' ' . Please enter the OTP received.

 **Create Login Account**

Existing students of the Institute

An OTP will be sent to your email address registered with the Institute.

Registration / Identification Number

Password
●●●●●●●●


Password must contain 1 Number, 1 Upper case alphabet, 1 Lower case alphabet, 1 Special character (@\$!%*?&) and password length must be at least 8 characters.

Confirm Password
●●●●●●●●

OTP
●●●●●●●●

Verify OTP

Your login account has been created. Please login using your email id as username and the password you created.

 **Create Login Account**

Existing students of the Institute

An OTP will be sent to your email address registered with the Institute.

Registration / Identification Number

●●●●●●●●

Password

●●●●●●●●

Password must contain 1 Number, 1 Upper case alphabet, 1 Lower case alphabet, 1 Special character (@!%*?&) and password length must be at least 8 characters.


Confirm Password

●●●●●●●●

OTP

[Click here to Login](#)

Step 7: - After Successful login, you can see this screen

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(Statutory Body under an Act of Parliament)


Online Student Registration System

Home Student Section Value Added Services Admission HelpDesk Contact UsPROVISIONAL@ICMAI.IN

Dashboard

S.No.	Registration No.	Name	Course Type	Coaching Type	DOB	Syllabus	Actions
1	02201085755	CHANDAN KUMAR	Intermediate	Oral	17/11/2000	2016	<div>Apply for syllabus change Apply for coaching / chapter change</div>

Step 8: - Submit your request

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Online Student Registration System

Home Student Section Value Added Services Admission HelpDesk Contact Us

Syllabus change

NOTE:-


- Your syllabus change request will be checked and approved by Directorate of Studies.
- After the request is approved, the fees payment link will be activated.
- Purchase of Study Materials under Syllabus 2022 is optional.

Registration No. : Course Type : INTERMEDIATECurrent Syllabus : 2016

Have you passed any Group ?☐ Yes ☒ No

Submit Request

Step 9: - After submitting your request your application will be successfully submitted

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Online Student Registration System

Home Student Section Value Added Services Admission HelpDesk Contact Us

Syllabus change


Your syllabus change request has successfully been submitted. Reference number is 02201085755_SC_IBGnpqQOfc

Registration No. : Course Type : INTERMEDIATECurrent Syllabus : 2016

S.No.	Reference No	Registration No.	Course	Current Syllabus	New Syllabus	Status	Remarks	Submit Date	Payment Status
1	02201085755_SC_IBGnpqQOfc		Intermediate	2016	2022	Applied		30/12/2023 8:09:04 PM	

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Step 10: - Await confirmation from the Institute and access the provided link once confirmed



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Online Student Registration System

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Syllabus change

Your syllabus change request has successfully been submitted. Reference number is 02201085755_SC_IBGnpqQOfc

Registration No. :


Course Type :

Current Syllabus :

S.No.	Reference No	Registration No.	Course	Current Syllabus	New Syllabus	Status	Remarks	Submit Date	Payment Status
1	_SC_IBGnpqQOfc		Intermediate	2016	2022	Approved		30/12/2023 8:09:04 PM	Pay Fees

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Step 11: - Complete your 'Syllabus Conversion' process by making an online payment of Rs.250/-. If you additionally wish to buy Study Materials under Syllabus 2022, you may select the check box based on your needs. Please note that the purchase of Study Materials under Syllabus 2022 is optional.



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Online Student Registration System

Reference ID :

Student Name :

Regn. Number :

Mobile No. :

Email ID :

Pin/Zip Code :

Fees Details :

Select	Fees Description	Amount
<input checked="" type="checkbox"/>	Conversion Fee - Syllabus 2022	₹ 250.00
<input type="checkbox"/>	P5 - Business Laws and Ethics (BLE)	₹ 600.00
<input type="checkbox"/>	P6 - Financial Accounting (FA)	₹ 600.00
<input type="checkbox"/>	P7 - Direct and Indirect Taxation (DITX)	₹ 600.00
<input type="checkbox"/>	P8 - Cost Accounting (CA)	₹ 600.00
<input type="checkbox"/>	P9 - Operations Management and Strategic Management (OMSM)	₹ 600.00
<input type="checkbox"/>	P10 - Corporate Accounting and Auditing (CAA)	₹ 600.00
<input type="checkbox"/>	P11 - Financial Management and Business Data Analytics (FMDA)	₹ 600.00
<input type="checkbox"/>	P12 - Management Accounting (MA)	₹ 600.00
	Total Fees	₹ 250.00

N.B.: Please note that purchase of Study Materials under Syllabus 2022 is optional.

Declaration :

☐ I declare that :-
To the best of my knowledge and belief the information given above are correct and complete in all respect. In the event of being found otherwise, I shall abide by the decision of the Institute to summarily reject my application. I also undertake to make the payment, which is non-refundable and agree to abide by the rules and regulations framed by the council applicable to the students admitted.

[Proceed](#)

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Upon completing the payment process, your syllabus will be automatically converted to the new syllabus 2022.