FAQs on admit cards- CA exams

1. How do I get my admit card?

Admit cards in respect of **all eligible candidates** admitted to the Foundation, Intermediate (IPC), Intermediate, Final and Final-New examination, with their photographs and signatures on them, will be hosted on www.icaiexam.icai.org

No physical admit cards will be sent to any candidate. Candidates are required to download and print their admit cards from the website.

Admit card printed from the website contains your photograph and specimen signature, besides other necessary details and is a valid admit card for gaining admission to the examination. However, should there be still any query, feel free to contact the Helpline numbers of the Exam dept. given in answer to Question No.11.

2. Will the admit cards contain my photograph and signature?

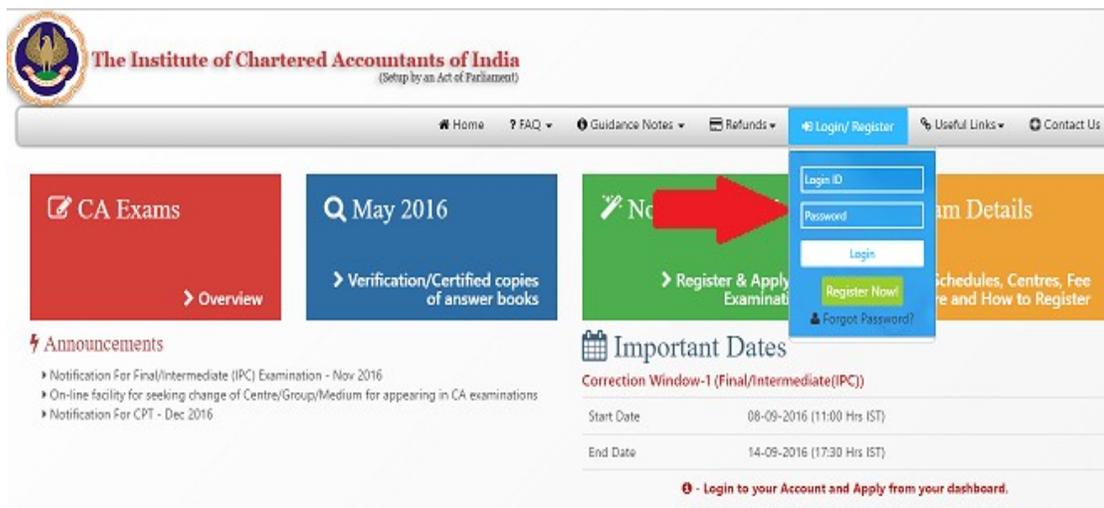Yes, if the application you have submitted contains them.

3. I had not affixed my photograph in the exam form. Can I send them now?

Yes. However, once the admit cards are hosted, no changes will be made thereon. The photographs will be used at the time of preparation of pass certificates. We advise you to carry with you a photo identity card issued by Govt. agencies or by ICAI at the time of registration as articled assistants, to the examination hall, along with the admit card downloaded/printed from the website. Also please refer to the reply to question no. 5 given herein below.

4. How do I print my admit card from the website?

1.Visit the site http://www.icaiexam.icai.org

2.Log in using your log in ID(Registration Number) and password.

3.Click on link in front of Admit Card

Your admit card and the "Instructions to Examinees" will appear on the screen. You can then print the same in A 4 size paper.

5. My photograph and/or signature are not there in the admit card. Is it valid?

Yes. It is valid. In case the admit card does not bear the photograph and signature of the candidate, he/she is advised to paste the photograph and affix signatures in the area marked on the printout of the admit card and get this page attested by a member of the Institute (member may indicate his/her Name, membership number, and office stamp while signing/attesting at the bottom of that page) and carry the same to the examination centre, in duplicate, as proof of his/her identity. He/she will be required to hand over the original attested admit card to the examination centre, while retaining one copy of the same, for his/her own record. He/She is also advised to carry one* stamp size photograph (matching with the photograph affixed on the attested letter referred above) to the exam centre for affixing the same at the appropriate place in the attendance register.

(*NOTE : Please carry two stamp size photograph if you are a unit/both groups candidate.)

6. I have downloaded my admit card from the website. However, details therein do not relate to me. What should I do?

Contact the Helpline numbers (mentioned below) immediately, quoting your registration number, bar code number of your examination form and receipt number issued by the regional office(s), if any, centre opted (with zone, if applicable), telephone number, fax number etc.

7. I have downloaded my admit card from the website. However, details therein are different from what I had filled in my exam application form. What should I do now?

Send an email or contact the Helpline numbers (mentioned below) immediately, quoting your registration number, bar code number of your examination form and receipt number issued by the regional office(s), centre opted (with zone, if applicable), telephone number, fax number etc.

8. I have not yet received the physical admit card sent by post by ICAI. What should I do?

The practice of sending physical admit cards by post is discontinued with effect from May 2017 examination onwards.

You are required to print your admit card from the website http://icaiexam.icai.org and carry the same to the examination hall.

9. I am not able to print my admit card from the site. What should I do?

Contact the Helpline numbers (mentioned below) immediately, quoting your registration number, bar code number of your examination form and receipt number issued by the regional office(s), centre opted (with zone, if applicable), telephone number, fax number etc.

10. I have a valid exemption in a paper. However, the admit card does not show that exemption. Will I get the exemption?

Exemptions granted to you are not shown on the admit card. Please go through the relevant statement of marks of the exam, where in your opinion, you were granted an exemption in a paper(s).

Alphabet "E" printed against the marks of a paper denotes that marks of that paper have been brought forward from an exemption granted in that paper in an earlier attempt.
So also, "#" symbol printed against the marks of a paper denotes that you have been granted an exemption in that paper, which will be valid for the next three following exams. Also the result below that Group shows "F-EX"

If no such symbol or alphabet is printed against the marks of any paper, even though the marks obtained in that paper may be more than 60, then that indicates that no exemption has been granted in that paper.

You can log in with your single sign on credentials at http://icaiexam.icai.org after 15th April for May cycle exams & 15th October for November Cycle exams to check your exemptions.

Candidates are advised to go through the rules relating to "Exemption in a paper(s)" contained in the Guidance Notes hosted along with the Examination form, CA Regulations 1988 and the announcement dated 09-01-2018 hosted on the institute's website www.icai.org and be clear about their exemption entitlements and not miss out on appearing in those paper/s where they are not eligible for exemption. Candidates can also check the status of the paper(s) in which they are eligible for exemption in the forthcoming examination, at http://icaiexam.icai.org.

Also kindly refer to the FAQs on exemptions hosted on the website for more details.

11. What are the contact details?

Help Line Telephone numbers: 0120 3054 851, 852, 853 and 835
                                           0120 4953 751, 752, 753 and 754

<u>E-mail:</u>

Foundation candidates	: foundation_examhelpline@icai.in
Intermediate (IPC) candidates	: intermediate_examhelpline@icai.in
Final candidates	: final_examhelpline@icai.in
CPT candidates	: cpt_exam@icai.in