


CA Foundation- Eligibility and Registration Procedure





Detailed Procedure for Registration- CA Foundation May 2021



CA PREETI AGGARWAL

 theorymasterslearning

 TheoryMasters Learning

 cafoundationlawbypreetiaggarwal

Foundation Course Route

Who is eligible?

Students currently in Std 11th or Std 12th are **eligible** to enrol for the Foundation Course with ICAI. This is known as **'PROVISIONAL Registration'**

By when can we register?

For May/June attempt


Register on or before 1st January

For Nov / Dec attempt


Register on or before 1st July

Why Provisional? Why is not Final Registration?

To save 6 months of your CA Journey, ICAI is now allowing students to register and appear for CA Foundation even before clearing Std 12th. After the results of Std 12th, you simply need to upload your 12th marksheet and your registration shall be finalized.

 theorymasterslearning

 TheoryMasters Learning

 cafoundationlawbypreetiaggarwal

Foundation Course Route

So can I appear for CA Foundation with this provisional registration?

Yes. As ICAI now requires you to simply **appear for 12th Std exam** to write CA Foundation exam.

(No need to wait for 12th std result to give CA Foundation exam)

I am a Class XII student who will be appearing in class XII exams. in March/April. Suppose I register and clear Foundation exams of May but I fail to clear class XII exams, will my Foundation result be valid?


Your provisional admission to Foundation course will be regularized only when you clear Class XII exams.

What is the registration fees?


₹9,200/- [Additional ₹400 for subscription to Member's Journal, (optional)]

Is this the only fees to be paid?

The above is only registration fees. Exam fees of ₹1,500 has to be paid separately while filling the exam form

 theorymasterslearning

 TheoryMasters Learning

 cafoundationlawbypreetiaggarwal

Foundation Course Route

What is an Exam Form? Isn't registration form sufficient for Exam?


Registration form is only to register yourself for the course. You may choose to give the exam either in May/June or November/December. Validity of registration is 3yrs, 4 yrs, 5 yrs for Foundation/Inter/Final respectively


Is the procedure online or offline?


The registration procedure is completely online. You are not required to submit any document physically. Fees shall also be paid online. After successful registration, students can place order for study material on <https://icai-cds.org/>

Where can I Register myself for CA Foundation?

For registrations students may visit www.icai.org
Click on e-services and then student services
Click on Entry level forms [Foundation and Intermediate (Direct Entry)]

 theorymasterslearning

 TheoryMasters Learning

 cafoundationlawbypreetiaggarwal


Foundation Course Route

Information /Documents to be kept ready before filling the form

- 1) 10th Std Marksheet / 12th Std marksheet for students registering after clearing 12th exam
(Name of student to be entered in registration form shall be the same as in 10th Std / 12th Std marksheet as the case may be)
- 2) Father's Name
(As mentioned in 10th Std or 12th Std marksheet)
- 3) Phone number and e-mail id (**note down the e-mail entered**)
(Please enter your own MOBILE NO. and E-MAIL id as all important communications and OTP will be sent on this number only)
- 4) Write permanent address for correspondence
- 5) Date of Birth (as per 10th Std / 12th Std Marksheet)
- 6) Keep payment mode like debit or credit card, netbanking details handy.

 theorymasterslearning

 TheoryMasters Learning

 cafoundationlawbypreetiaggarwal

Foundation Course Route

Information /Documents to be kept ready before filling the form

7) Scanned copy of self-attested 10th Std or 12th Std marksheet (for students registering after passing 12th Std exam)

Kindly note:

- a) DOB must be mentioned on marksheet
- b) In case DOB is not mentioned on the marksheet kindly upload Marksheet and Passing certificate (in a single file)
- c) If a student does not possess the original marksheet, ICAI also accepts Internet Downloaded Statement of Marks duly attested by the School Principal (with a stamp) and / or A Practicing CA bearing his membership Signature as recorded with the Institute

8) Scanned Copy of Photograph


9) Scanned copy of Signature

Note: All the above documents must be in either jpeg/png/pdf format


Size of the Marksheet should be less than 1 Mb and for other documents it should be less than 100 kb

Only scanned copy is accepted. Image captured from mobile or camera will be rejected.

Maximum size of image is width:21 cms and length 27 cms. Image must be clear

 theorymasterslearning

 TheoryMasters Learning

 cafoundationlawbypreetiaggarwal

Foundation Course Route

Let's begin...

Step 1:

Generate Login id and password by filling personal information.

For this

Log on : www.icaai.org

Click on e-services and then student services

Click on Entry level forms [Foundation and Intermediate (Direct Entry)]

Step 2:


Fill in the details and click on generate OTP

You will receive OTP via sms and E-mail


(e-mail is imp, as you may sometimes not receive an sms)

Along with OTP, you will receive two additional e-mails

- (1) One to confirm your e-mail id (wherein you will have to simply click on the link in the email)
- (2) Second will contain your User ID and Password
(But you need not use this as after entering OTP, you will be automatically directed to the page for registration
(This is nothing but eservices.icaai.org)

 theorymasterslearning

 TheoryMasters Learning

 cafoundationlawbypreetiaggarwal


Foundation Course Route


Step 3:


Complete the form
Upload the Documents

Step 4:

Pay Fees

 theorymasterslearning

 TheoryMasters Learning

 cafoundationlawbypreetiaggarwal

Foundation Course Route

After Payment of Fees

- 1) ICAI shall verify your documents, ensure that the scan copies and photo are clear. If everything is found proper, you shall receive your Registration number via sms and e-mail in a few days.


(Don't worry if there is a slight delay)

- 2) After online registration to the course, your registration data will be transferred to CDS Portal. Once your data is transferred to CDS portal, you will receive SMS/ email advising you to place your order on <https://icai-cds.org/> portal by Sign in. In view of this procedure, you are requested to wait till you receive SMS/ email alerts as under to place your requisition for supply of Study Material free of cost against your registration by redeeming coupon.


Specimen SMS is given below. On receipt of SMS place your order on:
<https://icai-cds.org/> :

Dear XXXXXXXXXX,

You have successfully registered on the Centralised Dispatch System (CDS) portal of ICAI. Your user name is XXXXXXXXXXXX. Your password is your date of birth in DDMMYYYY format. In case you are a student, you can order your required Study Material/s by redeeming coupon/s. Log in to www.icai-cds.org with your credentials.

 theorymasterslearning

 TheoryMasters Learning

 cafoundationlawbypreetiaggarwal

Foundation Course Route

After Payment of Fees

- 3) Remember to finalize your registration by uploading your 12th Std Marksheet (when received) on SSP Portal using your Login id and Password