



TEST CENTER: SOUTH CITY INTERNATIONAL SCHOOL KOLKATA
 Center Address: 375, Prince Anwar Shah Rd, South City Complex, Jadavpur, Kolkata, West Bengal 700068
 AP Coordinator: Ms. Tiyasa Daw
 AP Coordinator's Email: careercounsellor@scis.ac.in

(Kindly share the payment transaction details along with name, address & phone number of the examinee to this mail id)

Contact Phone: +919051107067/033 4007 2444
 Contact Hours: 9:00 am – 15:00 pm (Monday – Friday)

Payment Details for SCIS Students:

1. Log in to the Student Portal. <https://sci.nascorptechnologies.com/Index>
2. Click on the "Activity Fee Collection" option.
3. Select the desired activities from the list provided. Multiple activities can be selected as needed.
4. Review the respective fee for each selected activity and the total amount.
5. Click on the "Pay Now" button to proceed to the payment gateway.
6. Follow the instructions to complete the payment process.
7. Upon successful payment, a receipt will be available on the Activity Selection page for your records

Please note that while selecting "REGULAR" or "LATE" testing options, students should be more careful as multiple options are there in ERP.

Payment Details for Non-SCIS Students:

Bank details as follows:

Beneficiary: South City International School
 A/c No.: 923010035352234 (savings a/c)
 Name of Bank: Axis Bank Ltd
 Branch: Harish Mukherje Cal WB
 Kolkata – 700025
 West Bengal
 IFSC Code: UTIB0002756

Registration & Payment Deadline: Registration opens on 23rd September, 2024. **Deadline to pay and register is November 01, 2024.**

FIRST REGISTRATION WINDOW 01 October 2024 to 01 November 2024	
Registration Start Date	Registration End Date
September 23 rd , 2024	November 1 st , 2024 (5:00pm IST)
AP Exam Dates	EXAM FEES (INR)
Regular testing (May 5-9 and May 12-16)	Rs 14,000 (per exam)
Late testing (May19-23, 2025)	Rs 17,000 (per exam)
Registration and Payment	Open from September 23 rd , 2024

SECOND REGISTRATION WINDOW 05 JANUARY 2025 to 05 MARCH 2025	
Registration Start Date	Registration End Date

January 10 th , 2025	MARCH 1 st , 2025 (5:00pm IST)
AP Exam Dates	EXAM FEES (INR)
Regular testing (May 5-9 and May 12–16)	Rs 18,000 (per exam)
Late testing (May 19-23, 2025)	Rs 21,000 (per exam)
Registration and Payment	Open from 10 th January, 2025

REGISTRATION AND PAYMENT INSTRUCTIONS

Complete ALL STEPS BELOW (register online and pay test center) within 3 days of registration to reserve your seat. The Test Center will provide an AP Admission Ticket on test day.

IF YOU REGISTER ONLINE WITH THE COLLEGE BOARD BUT DO NOT PAY THE TEST CENTER, YOU WILL NOT BE ABLE TO TAKE THE TEST. IF YOU PAY BUT DO NOT COMPLETE ONLINE REGISTRATION, YOU WILL NOT BE ABLE TO TAKE THE TEST.

TO START: Use a phone, tablet, or computer to complete registration online with the College Board (Steps 1 - 5)



1 SIGN IN TO MY AP

Sign in to myap.collegeboard.org using the same College Board student account login you have used to view AP, SAT, or PSAT scores, or to register for the SAT.

❗ Forgot your login info? Follow the “**Forgot** username or **password?**” links to reset them.

❗ **Don’t have a student account yet?** Click the **Sign up** link.

IMPORTANT: Create your College Board account using the same email you will provide to the test center.

Having technical issues?

Inquiry Form : cb.org/apstudentinquiry

Live Chat available on [College Board](https://collegeboard.org) during AP Program business hours.

Phone: [+1 212-632-1780](tel:+12126321780)



2 JOIN AN EXAM

Click the **Join a Course** or **Exam** button.

3 SUBMIT YOUR JOIN CODE

Check the India AP Exam schedule on <http://ap-india.org>. Enter the unique join code for each regular or late testing exam you wish to take at this test center and click **Submit**. (Repeat for each exam you wish to take.)



Course Name	Section Name	Active Join Code
AP Biology	Regular	
AP Biology	Late	
AP Calculus AB	Regular	
AP Calculus AB	Late Testing	
AP Calculus BC	Regular	
AP Calculus BC	Late	
AP Chemistry	Regular	
AP Chemistry	Late	
AP Comparative Government and Politics	Regular	
AP Comparative Government and Politics	Late	
AP Computer Science A	Regular	
AP Computer Science A	Late	
AP English Language and Composition	Regular	
AP English Language and Composition	Late	
AP English Literature and Composition	Regular	
AP English Literature and Composition	Late	
AP Environmental Science	Regular	
AP Environmental Science	Late	
AP European History	Regular	
AP European History	Late	
AP Human Geography	Regular	
AP Human Geography	Late	
AP Macroeconomics	Regular	
AP Macroeconomics	Late	
AP Microeconomics	Regular	
AP Microeconomics	Late	
AP Physics 1	Regular	
AP Physics 1	Late	
AP Physics 2	Regular	
AP Physics 2	Late	
AP Physics C: Electricity and Magnetism	Regular	
AP Physics C: Electricity and Magnetism	Late	
AP Physics C: Mechanics	Regular	
AP Physics C: Mechanics	Late	
AP Psychology	Regular	
AP Psychology	Late	
AP Statistics	Regular	
AP Statistics	Late	
AP United States Government and Politics	Regular	
AP United States Government and Politics	Late	
AP United States History	Regular	
AP United States History	Late	
AP World History: Modern	Regular	
AP World History: Modern	Late	



4 VERIFY EXAM INFORMATION

Confirm that the exam name, exam date, and test center name are what you want. Click the **Join a Course or Exam** button.



5 FILL OUT REGISTRATION INFORMATION

The first time you register in My AP, **you'll need to fill out some** registration information. Provide accurate information – this will be on your personalized AP labels for the exam day. You only have to do this once.

Repeat steps **2** - **4** for each exam you wish to take.

****Please scroll Down
for the remaining steps**



6 PAY TEST CENTER WITHIN 3 BUSINESS DAYS OF COMPLETING ONLINE REGISTRATION OR WHICHEVER COMES FIRST. EMAIL YOUR PAYMENT DETAILS TO THE TEST CENTER COORDINATOR SO THAT THE TEST CENTER MAY MATCH YOUR PAYMENT TO YOUR ONLINE REGISTRATION.

FILL IN THE INFO BELOW AND EMAIL TO THE TEST CENTER COORDINATOR:

- Student First Name: _____
- Student Last Name: _____
- Student Primary Email (same as on your College Board account): _____
- Student Mobile: _____
- Student Date of Birth (DDMMYYYY): _____
- *AP ID (locate in your AP Profile on your College Board account): _____
- Payment Screenshot attached to the email.
- Payment Date: _____
- List All Exams You Registered:
- REGULAR TESTING: May 5 – May 16, 2025: _____
- LATE TESTING: May 19 – May 23, 2025: _____
- Late Testing Reason: _____

RECEIVE ADMISSION TICKET FROM TEST CENTER



The test center will receive your admission ticket after the exam has been ordered in your name. Tickets will be provided to you on the first day of your test. This ticket is confirmation that your seat has been reserved. You will need this ticket on exam day, along with an original, valid passport or PVC Aadhar Card, or you will not be able to take the test.

BY PAYING THE TEST CENTER, YOU ACKNOWLEDGE YOU HAVE READ AND UNDERSTAND ALL AP EXAM TEST CENTER POLICIES.

- I acknowledge that I will need to pay the test center and register online with the College Board by the stated deadline to complete my AP Exam registration and receive an Admission Ticket from the test center, or I will not be able to test.
- I acknowledge that I have read and agree to the test center policies above, with respect to payment deadlines, payment instructions, refunds and cancellations.
- I acknowledge that I will bring my Admission Ticket along with an original, VALID PASSPORT to the test center on exam day, or I will not be able to test.
- I acknowledge that if an original, valid passport is not available, then I must have the Aadhaar in either original Letter format or the PVC version with hologram only (both received from UIDAI). No other Aadhaar versions will be accepted.
- Photocopies of the ID will not be accepted.
- Plan visa applications or ID renewals in advance to ensure you have valid ID
- 2025 AP Exam Eligibility
- Students in any of the categories below are eligible to take AP Exams at the secondary school where they're enrolled or at other AP-authorized schools or test centers:
- Students actively enrolled in secondary school.
- Secondary school-level students who are homeschooled, participate in independent study, or attend a virtual school.
- Actively enrolled students who may be prepared to take an AP Exam prior to the ninth grade.