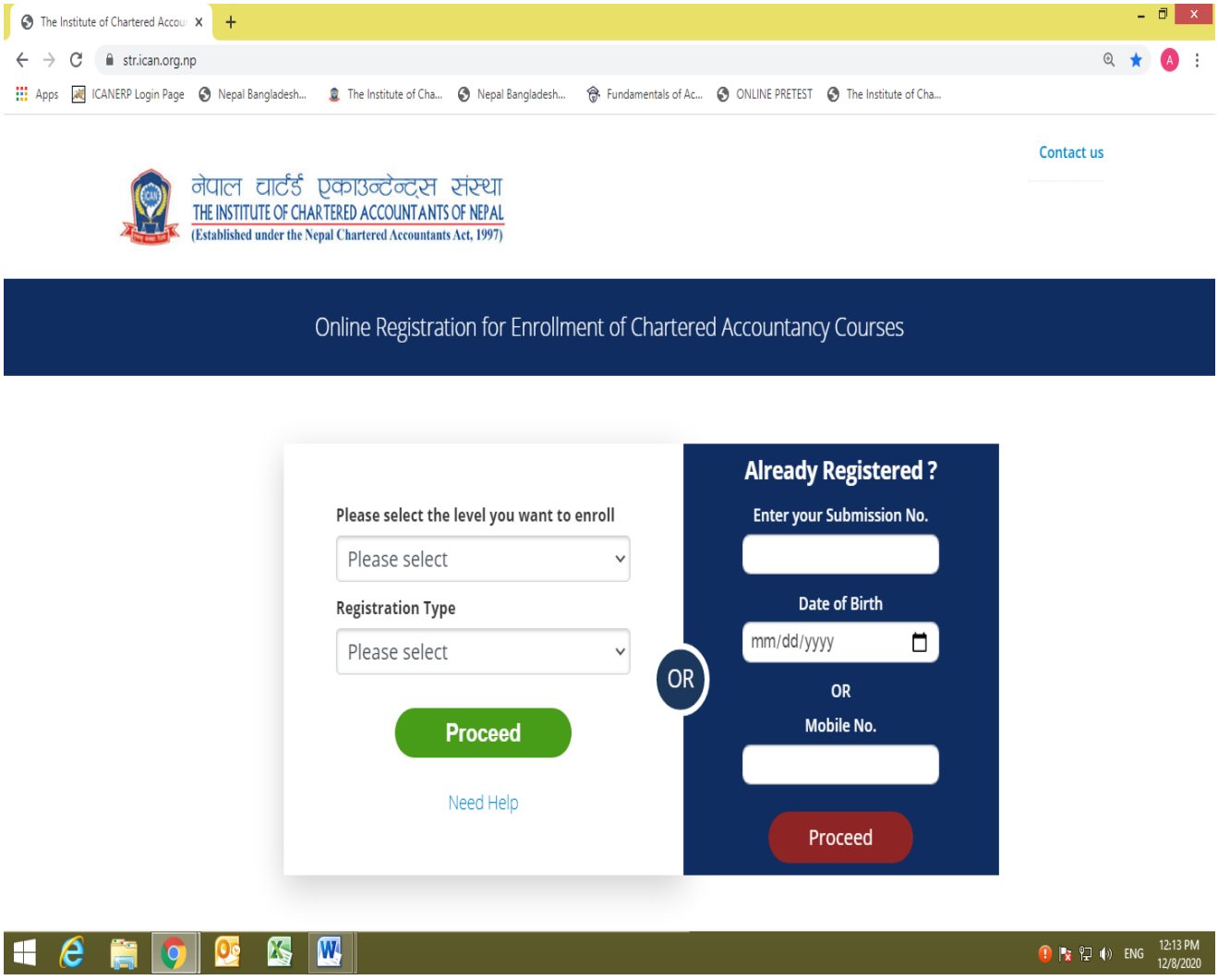
ONLINE STUDENT REGISTRATION GUIDELINE

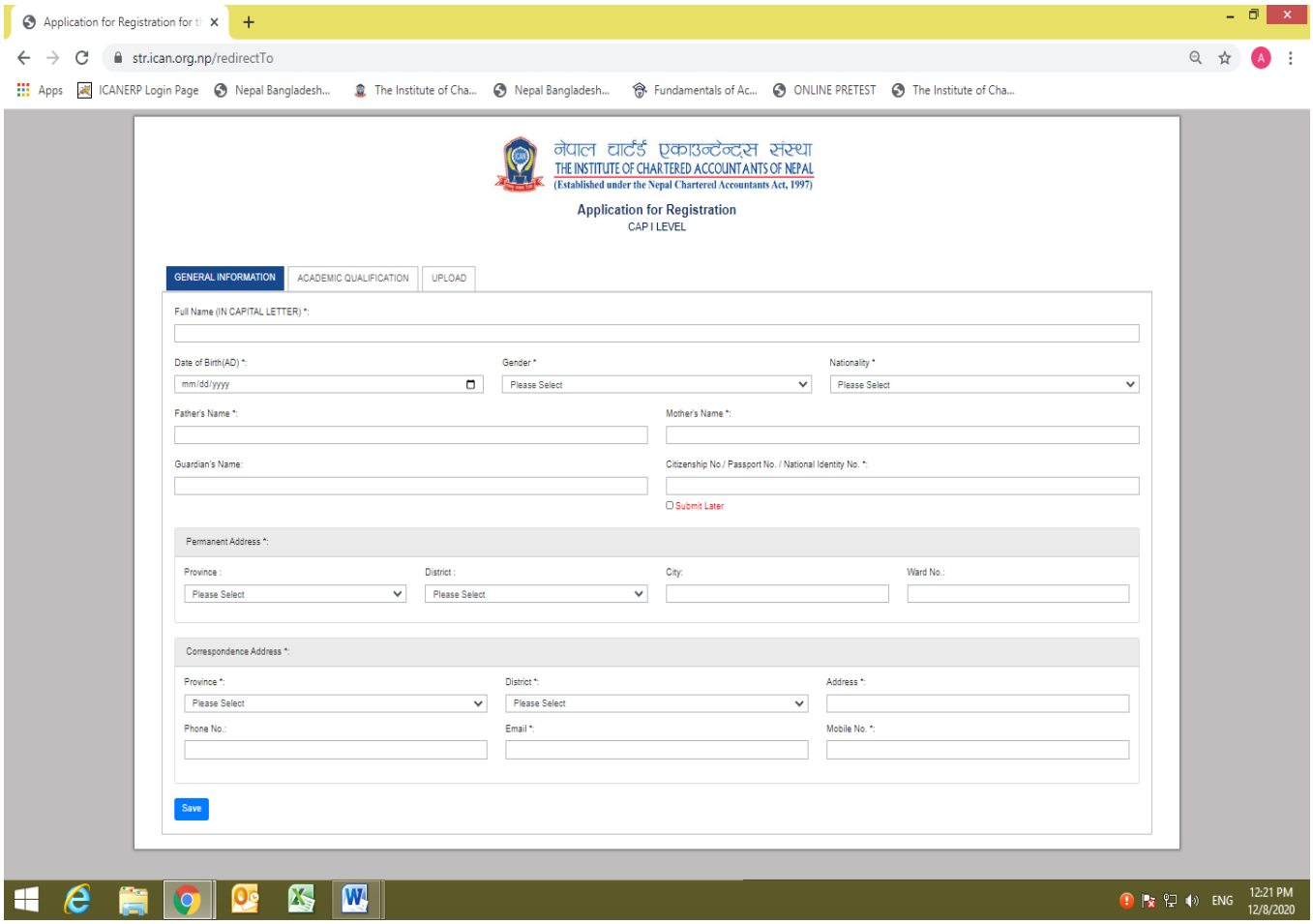
Online Registration:

Students need to go to the ICAN website www.ican.org.np from the computer or laptop or mobile, click on 'Student Registration Form' then select level (CAP I/ CAP II/ CAP III) for new enrollment. ICAN Students eligible for upgradation of reregistration should fill Registration Form of **Upgrade** and **Reregistration** from their student login in ICAN Website.

*Note: The tab **New** is for the students enrolling first time in Chartered Accountancy Course of ICAN. **Upgrade** is for students who have passed one level and enrolling in another level of Chartered Accountancy Course. e.g. Students who have passed CAP I level and enrolling in CAP II level should select level 'CAP II' and registration type **'Upgrade'** and enter registration number of CAP I level and proceed. The tab **Re-registration** is for the students whose registration validity period has been expired and willing to register in the same level again.*

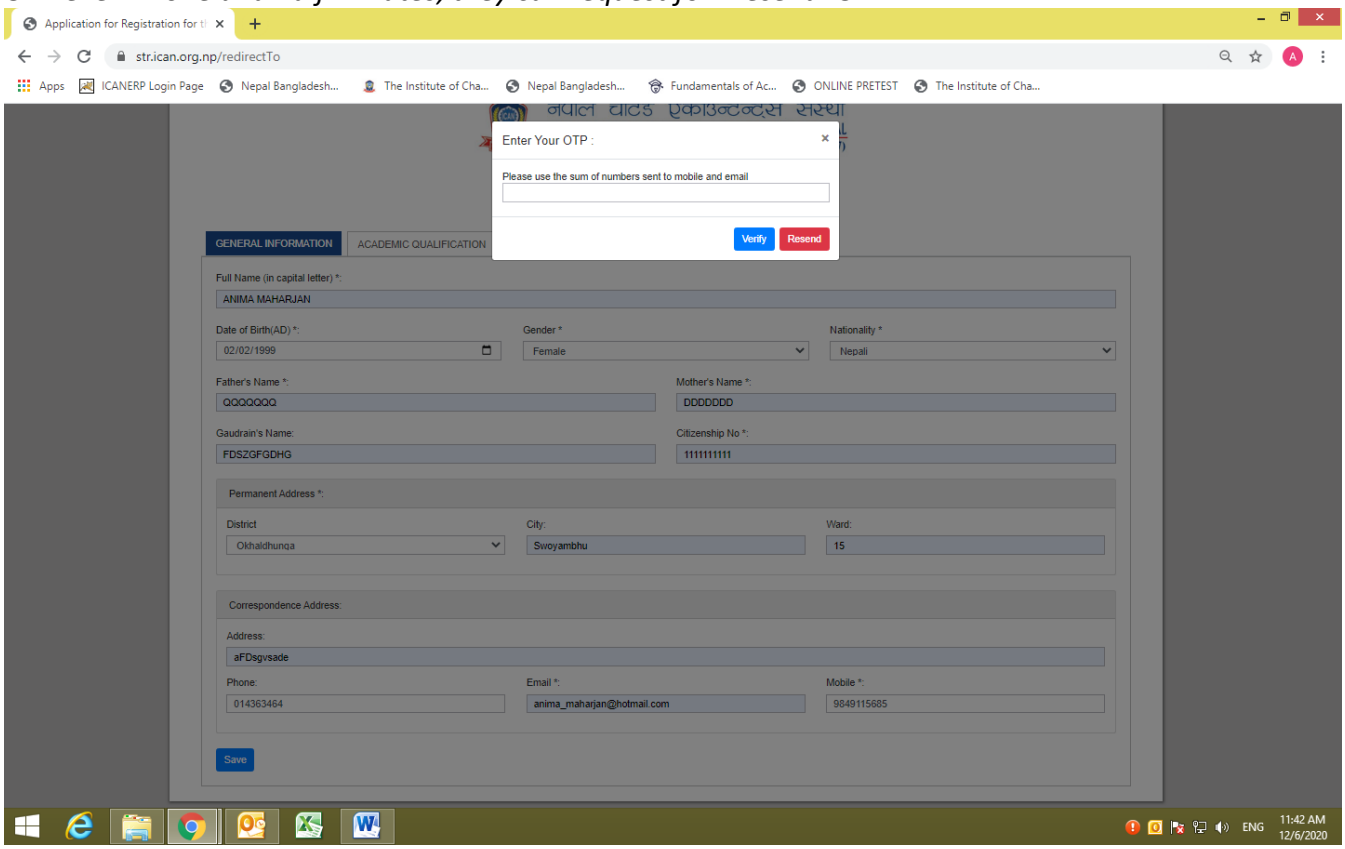


1. Now, students can see the first page of enrollment form, where they have to enter their General Information. Here (*) means the compulsory field. After filling the first page of form including all compulsory fields, save button should be clicked. Students not having Citizenship Certificate can opt for **'Submit Later'** and leave citizenship certificate No. blank or write '0' and save.

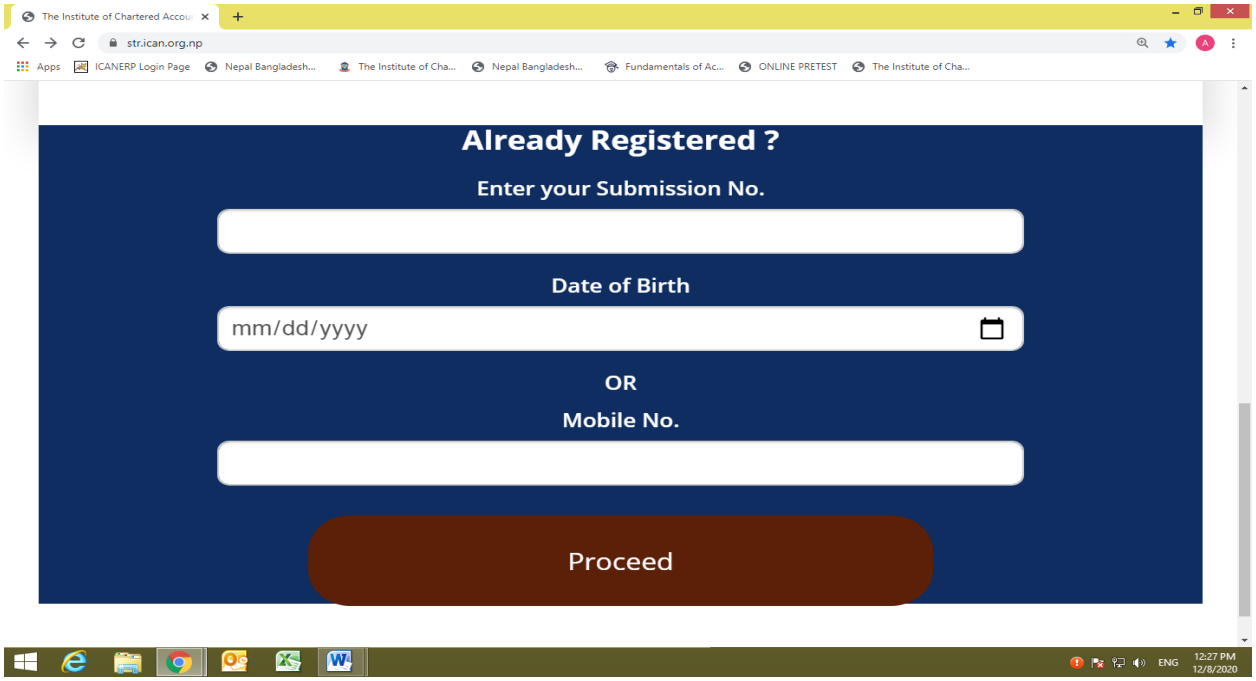


Now, the student will receive One Time Password (OTP) in their mobile number and email address. Student need to put the add (sum) of OTP numbers received in both mobile number and email address to proceed further.

Note- Student has to check all the folders of email including promotion, spam and junk. If student don't get OTP even in one and half minutes, they can request for 'Resend' OTP.

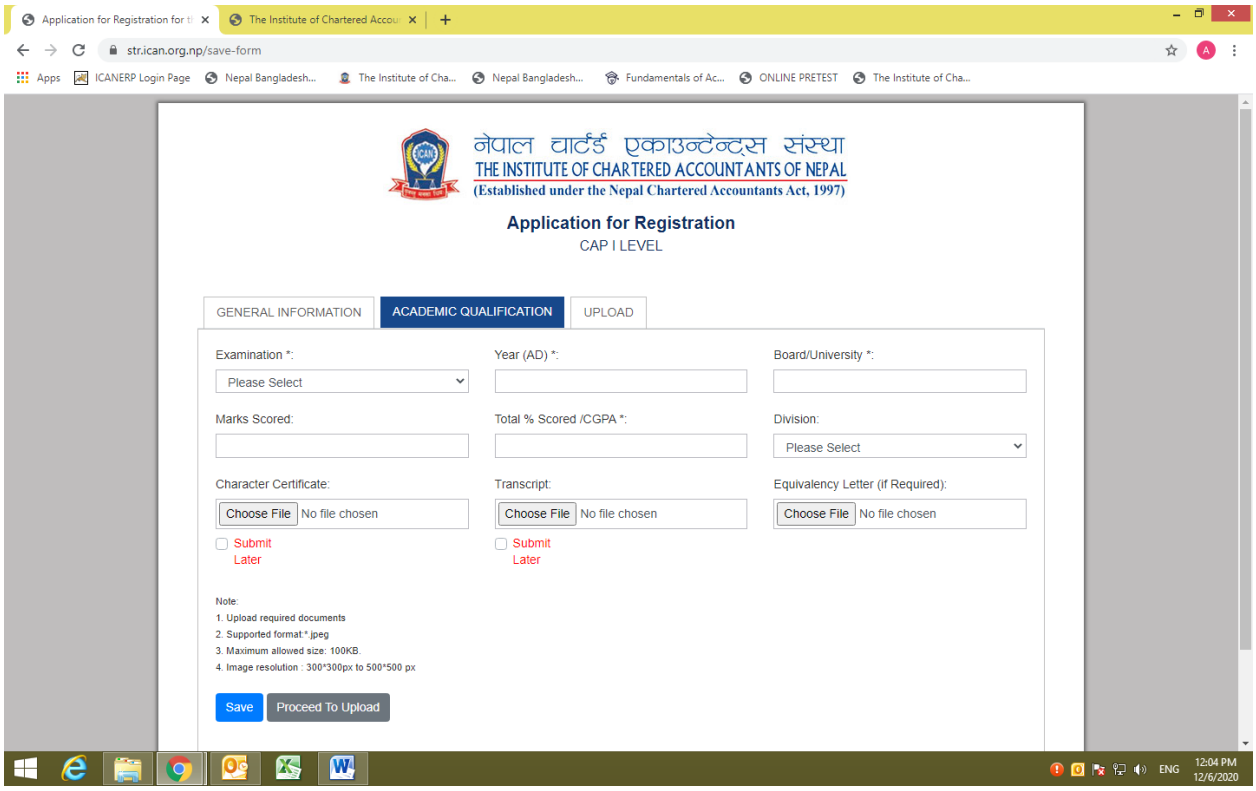


2. After verification of OTP, student gets submission number in their email. Now, due to any problem if student couldn't complete the form, he/she can complete by using the submission no. and Date of Birth/Mobile No. in 'Student Registration Form' available in ICAN Website.



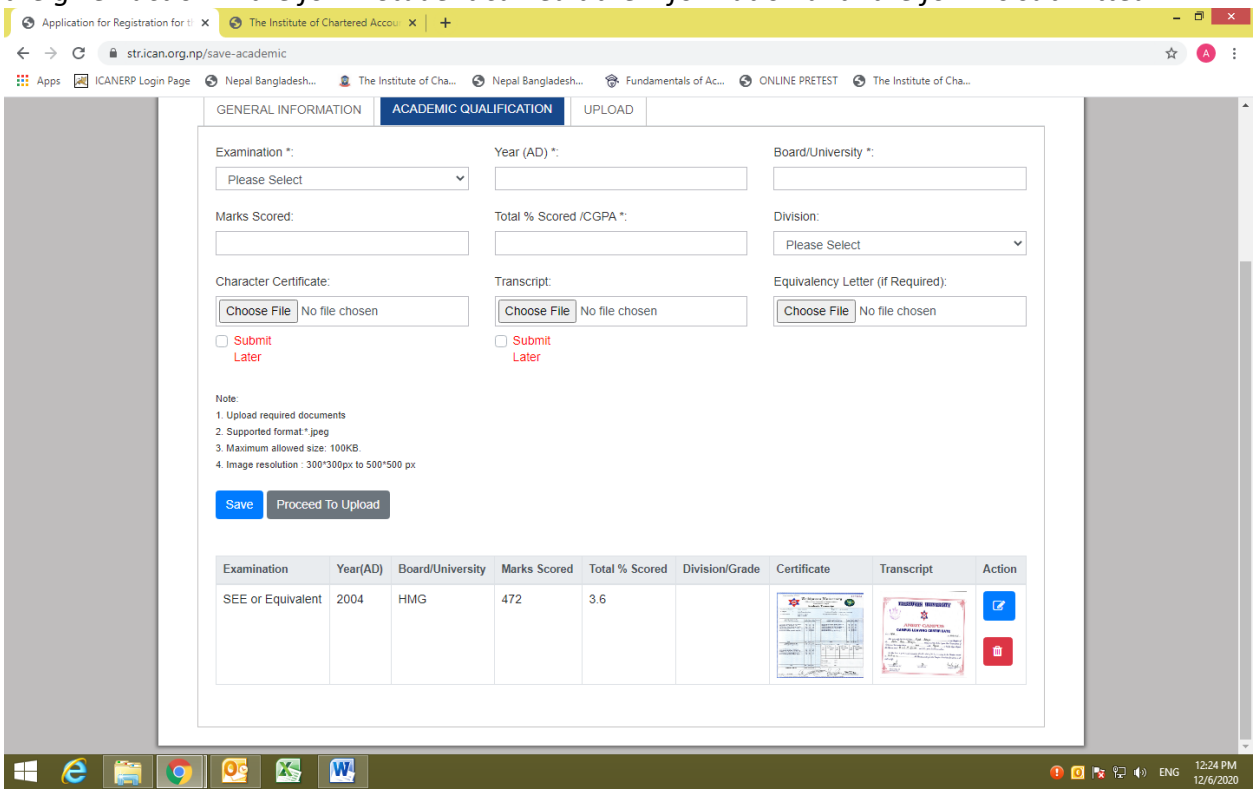
In second page, student have to fill their academic qualification which includes level of examination passed, Total Marks obtained, CGPA/% and Division / Rank Secured. Student must fill the details of SEE (or equivalent) level and 10+2 (or equivalent) level in this form. Students who have passed from foreign country are required to upload equivalency letter too. Any student enrolling for provisional registration, he/she is required to upload mark sheet of Grade 11 and entrance/admit card instead of Character Certificate and Transcript and must tick the box of ***Submit Later***.

3. Here, student have to fill all the compulsory box which is denoted by (*) and have to upload and save their documents (Transcript and Character Certificate) of each level.

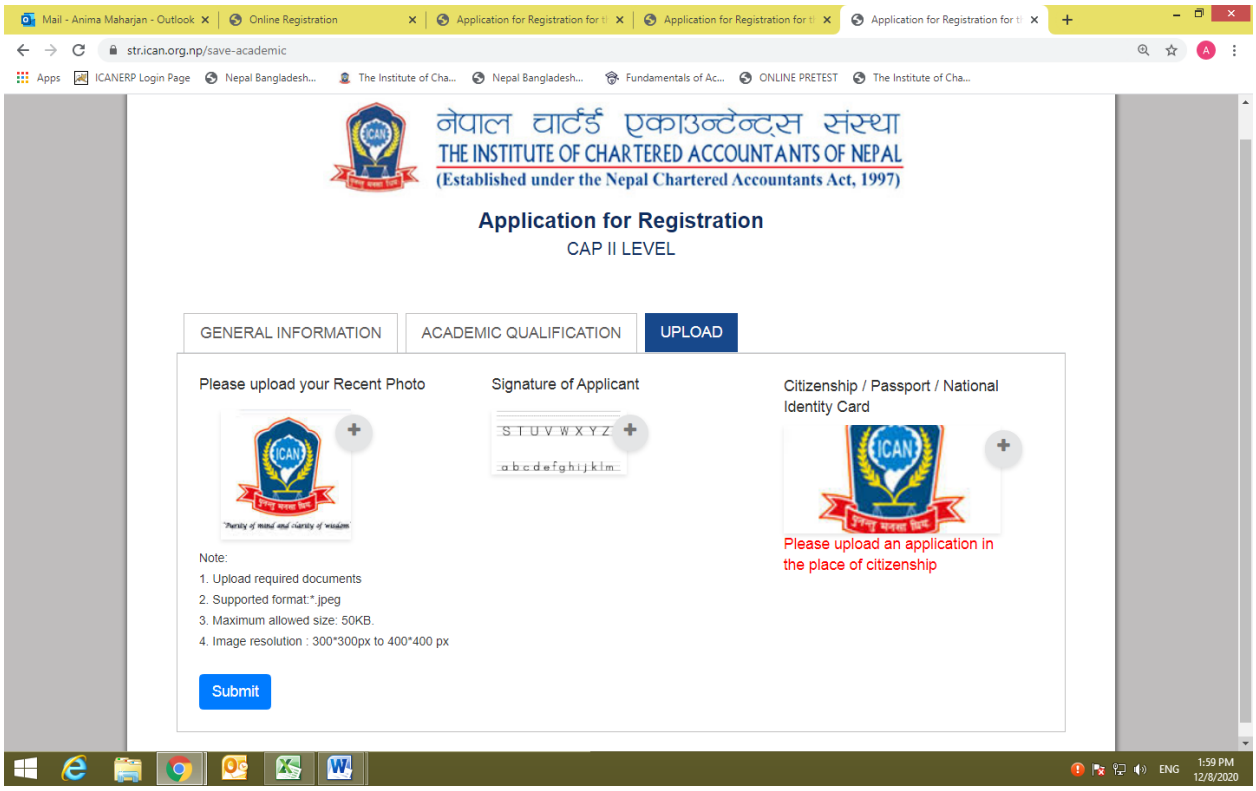


After saving all the documents, student are required to click 'Proceed to upload' button for further processing.

Note: If student have mistakenly uploaded wrong documents, they can edit or delete the document by using the given action in the form. Student can edit the information until the form is submitted.

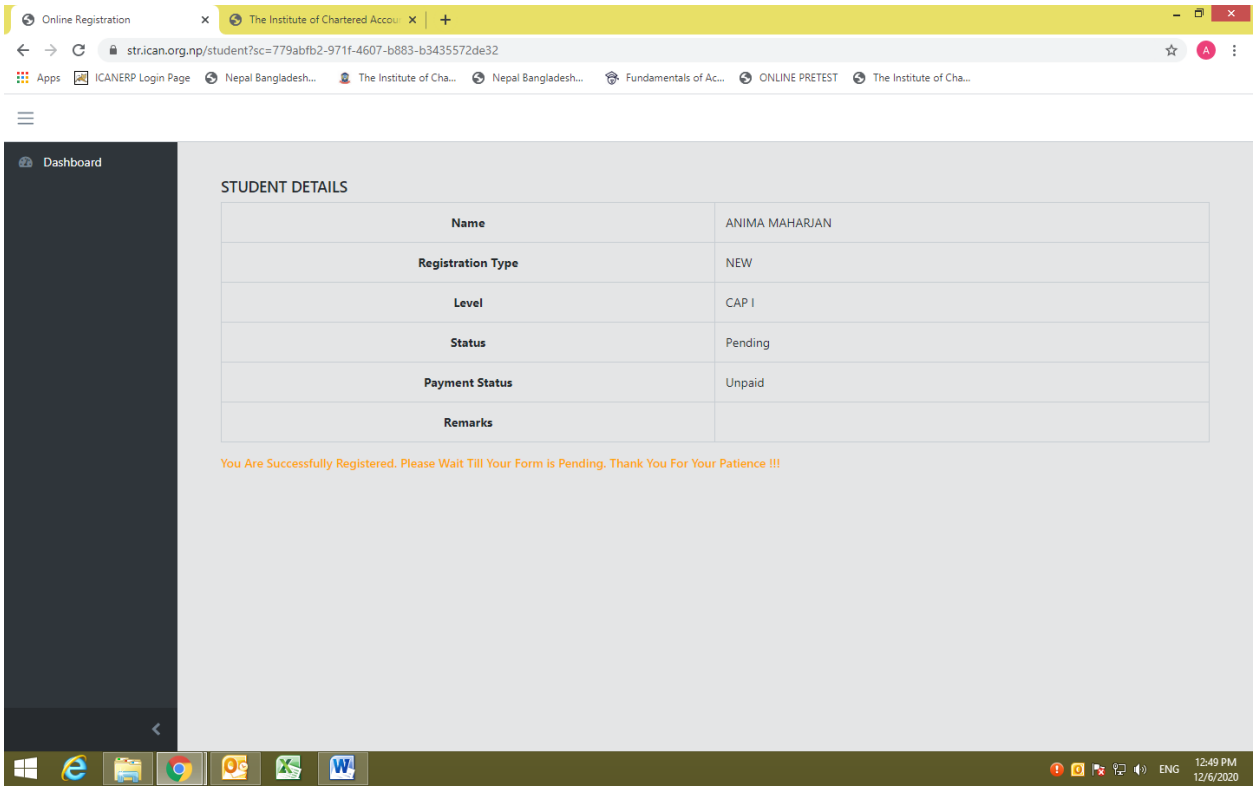


4. In third and last page, Student needs to upload their recent Photo, Signature and Citizenship/ Passport/National Identity Card. If the Citizenship Certificate is not available the student can upload an application letter explaining the reason for consideration by the Institute.

5. 

Note: Documents to be uploaded must support Resolution, Size and Formats as per the specification provided in the form.

After submitting the form, Student will receive 'Successful' message in their screen.

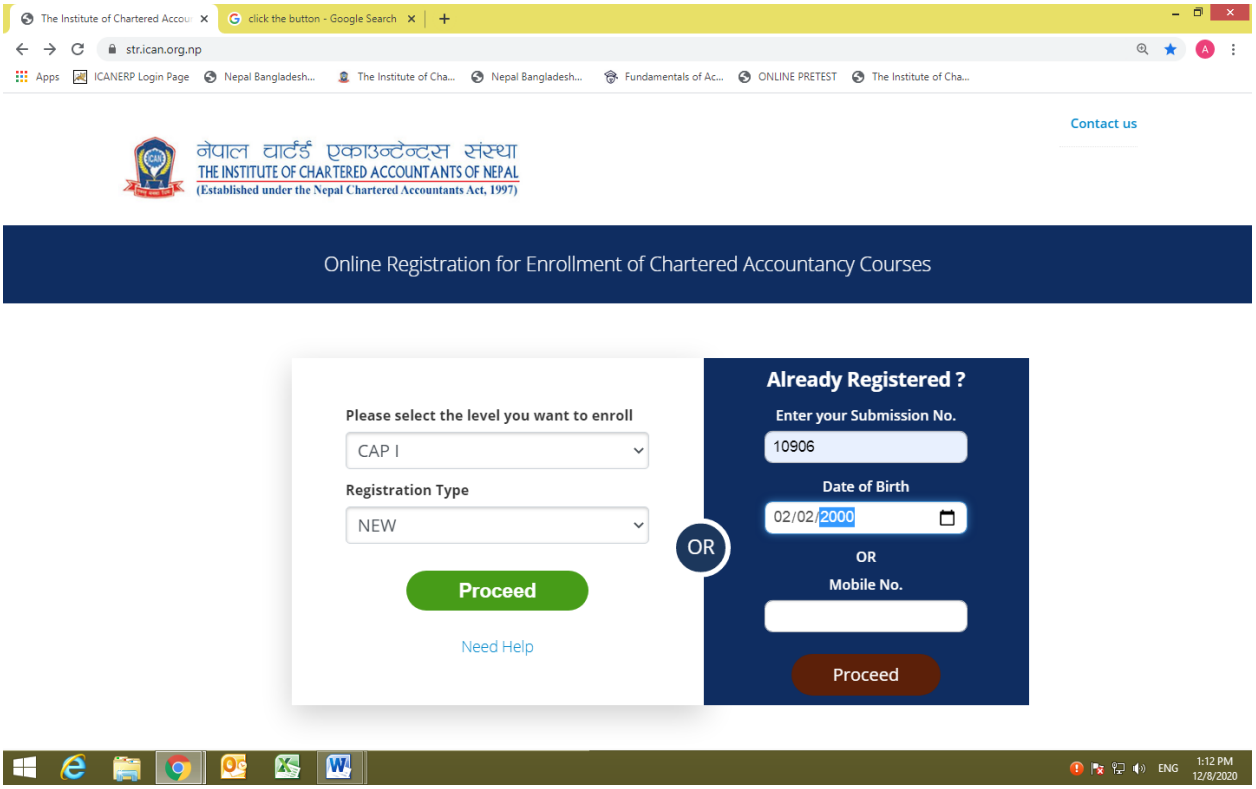


6. Once student have submitted the enrollment form, it will be under verification by ICAN. Once the enrollment form and documents submitted are verified by the ICAN, student will receive SMS as well as in email with the message their application form has been accepted or rejected. If the form is accepted student can pay their installment by entering submission number and date of birth and get their registration letter in the email. If, the form is rejected student can edit the form as instructed in their email and submit again.

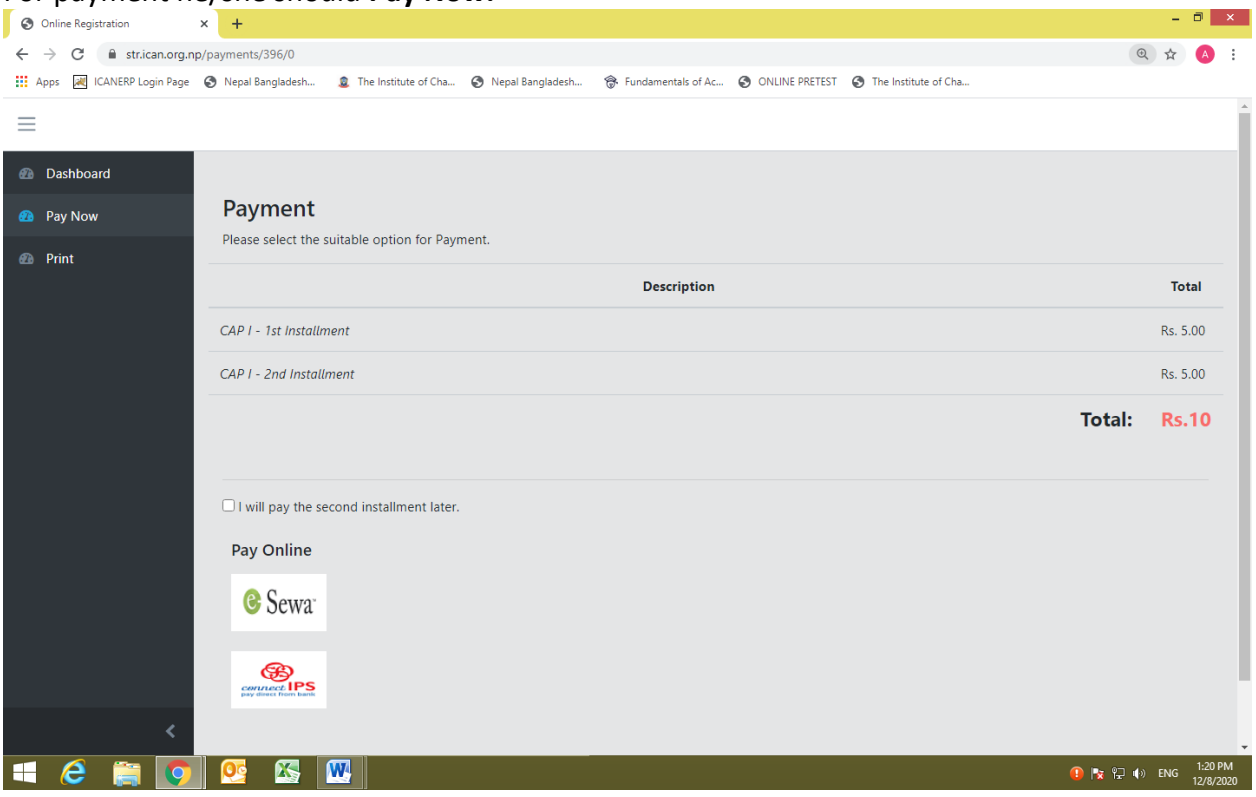
Note : Generally, it will take 3 working days for verification of online registration form by the ICAN.

Online Payment:

1. After verification of Registration Form by ICAN, student will get approved message with submission no. in their mobile as well as in email. Now, student needs to go to website https://enroll.ican.org.np/ (*Student will get the link of the website in their email along with approved message)* enter their Submission No. and Date of Birth / Mobile No. then, click proceed button.



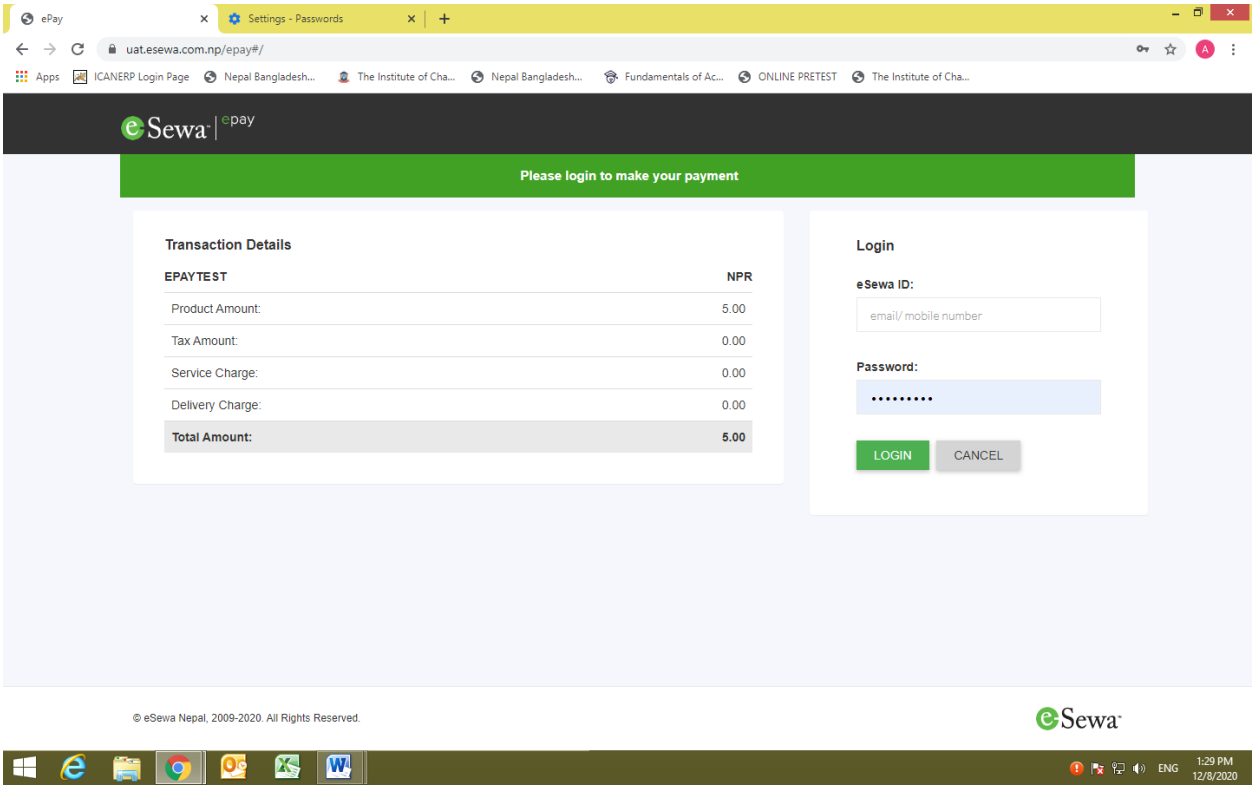
2. Student can see the student details with approved message, payment box and print box in dashboard. For payment he/she should **Pay Now.**

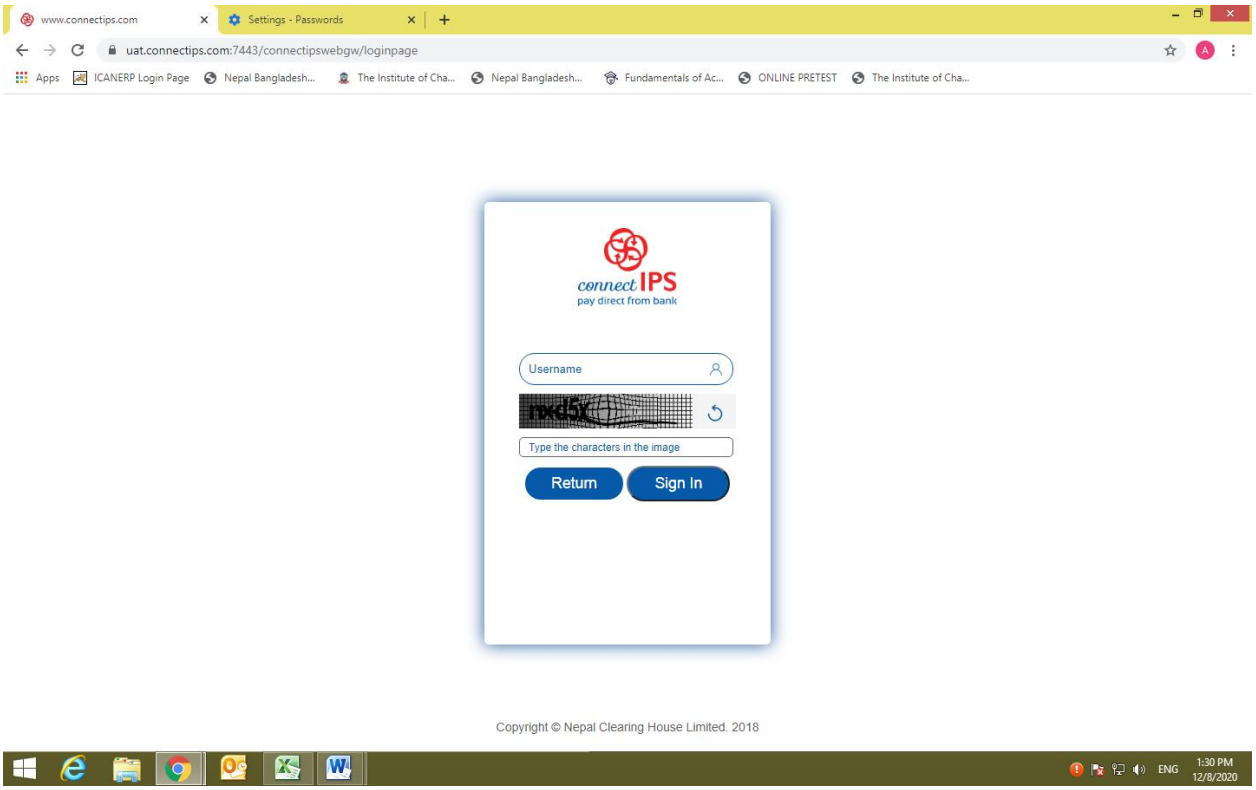


Here, student can see payment options with description and methods of payment in the screen. In payment option, student can pay 1st installment only or can pay full amount of registration fees.

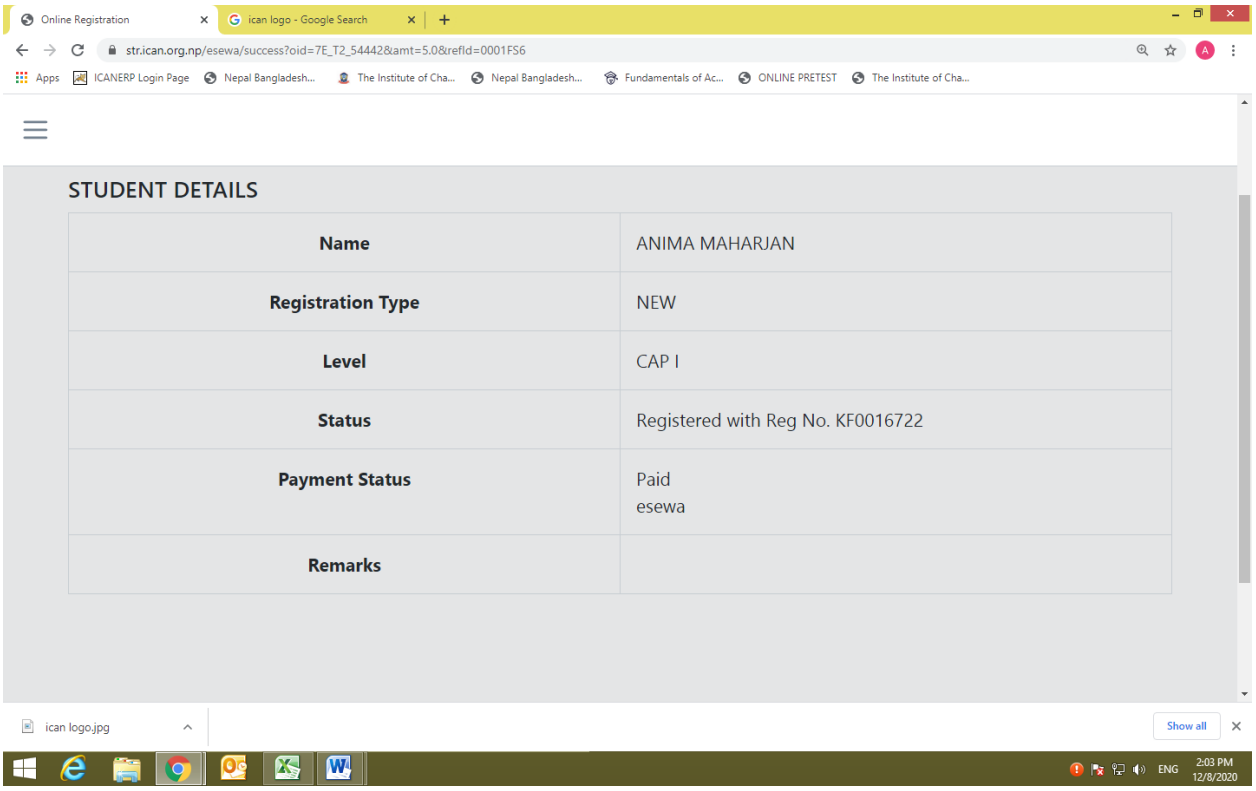
- If student is opting to pay full fee of registration then, he/she can click the suitable method of payment i.e., E-sewa or Connect IPS.

- If student is opting to pay only first installment he/she should tick the box of 'I will pay the second installment later.' Then, he/she can click the suitable method of payment i.e. E-sewa or Connect IPS.





3. Once the payment is completed, he/ she will get successful message along with Registration No. in the screen. Student will also get Registration Letter in their email.



Note: If any error occurs in payment, student need to communicate with ICAN regarding the matter and if the amount is not received in ICAN then only proceed for payment from another medium so that there will not be any chances of double payment by the student.

4. After successful registration student can visit ICAN Head Office or Branch Office with Registration Letter to collect Study Materials (Books) and Student Identity Card.