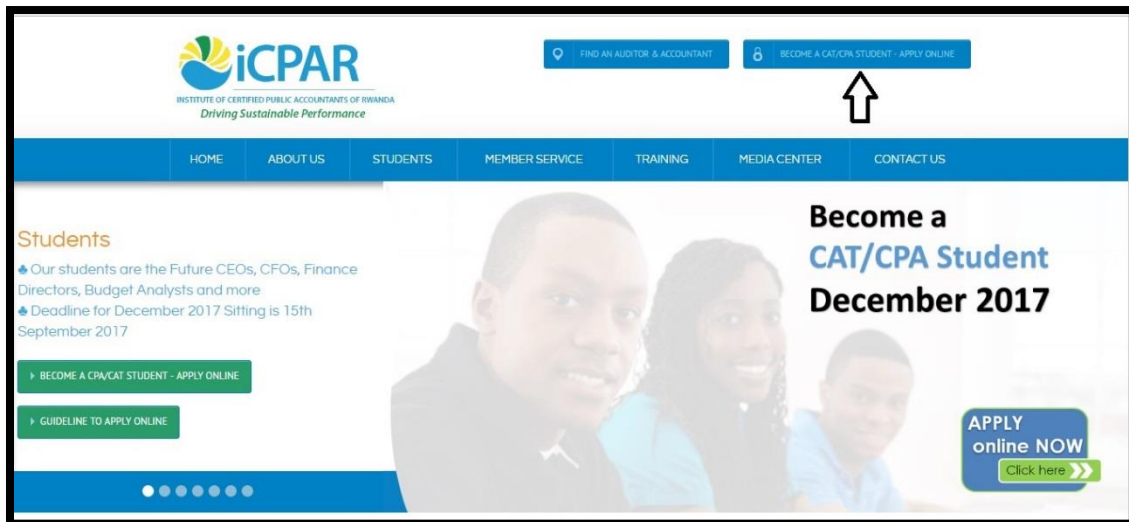


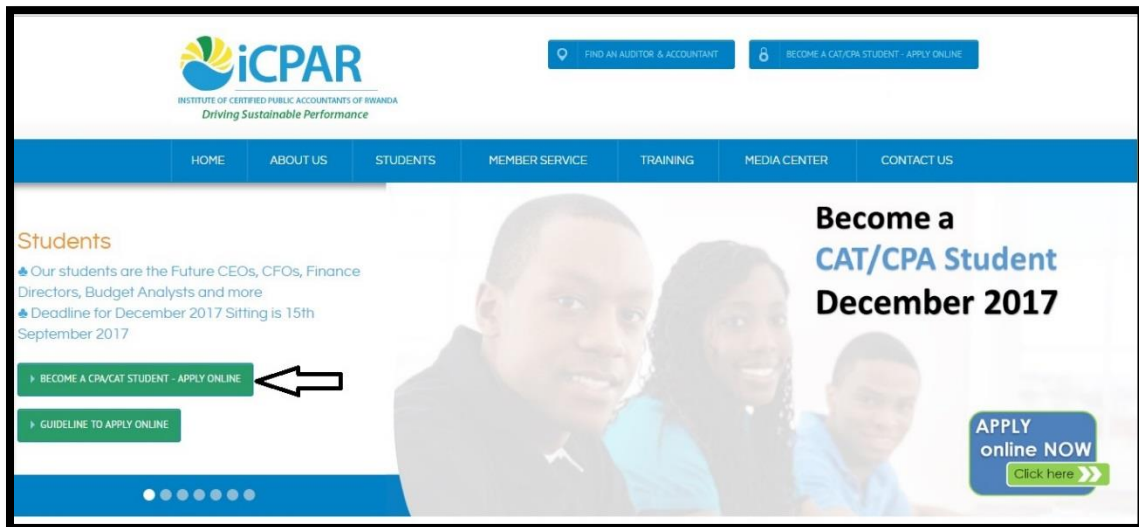
## STUDENT REGISTRATION PROCESS – DEC 2017

### For new Student

1. Visit iCPAR website [www.icparwanda.com](http://www.icparwanda.com)



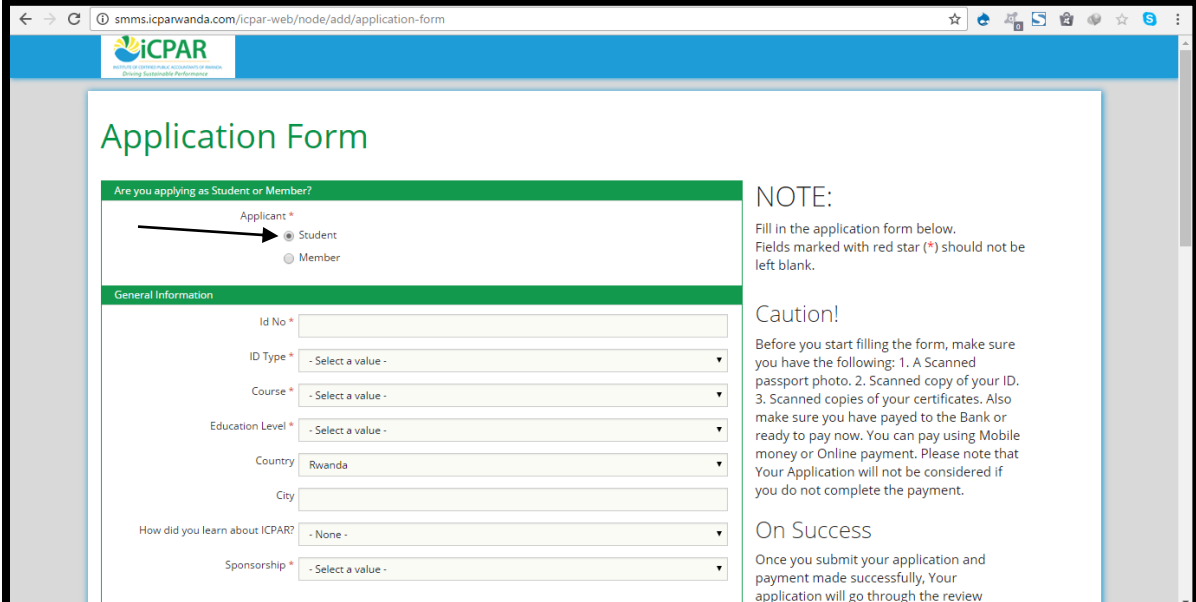
2. On the home page slider click **Become a CPA/CAT Student – Apply online**



You will be redirected to the following link

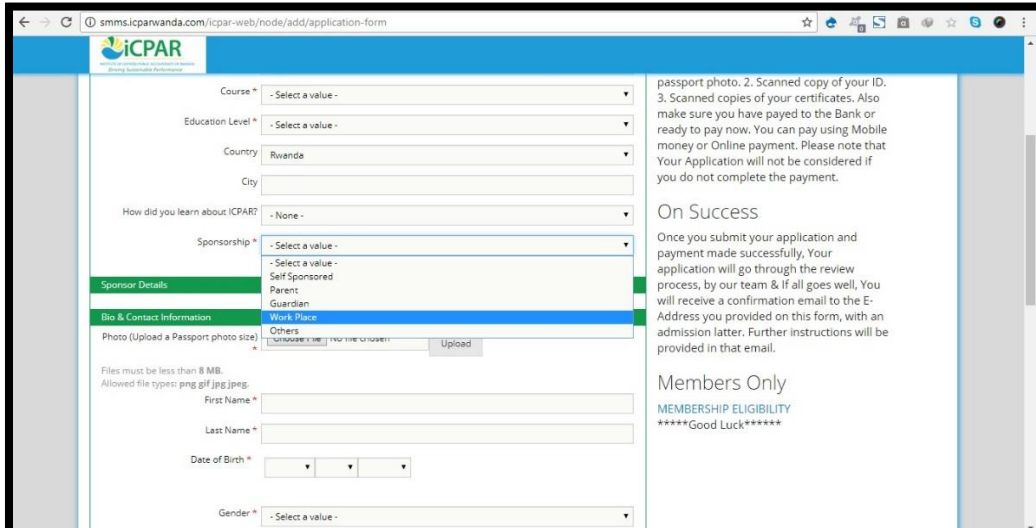
<http://smms.icparwanda.com/icpar-web/node/add/application-form>

3. Start by reading the instructions on the right side of the application before you fill the application form and start by selecting the category of student.



The screenshot shows the 'Application Form' page on the ICPar website. The 'Are you applying as Student or Member?' section has 'Student' selected with a radio button. Below this is the 'General Information' section with fields for Id No, ID Type, Course, Education Level, Country (Rwanda), City, How did you learn about ICPar?, and Sponsorship. On the right side, there is a 'NOTE' section with instructions, a 'Caution!' section with requirements, and an 'On Success' section with a confirmation message.

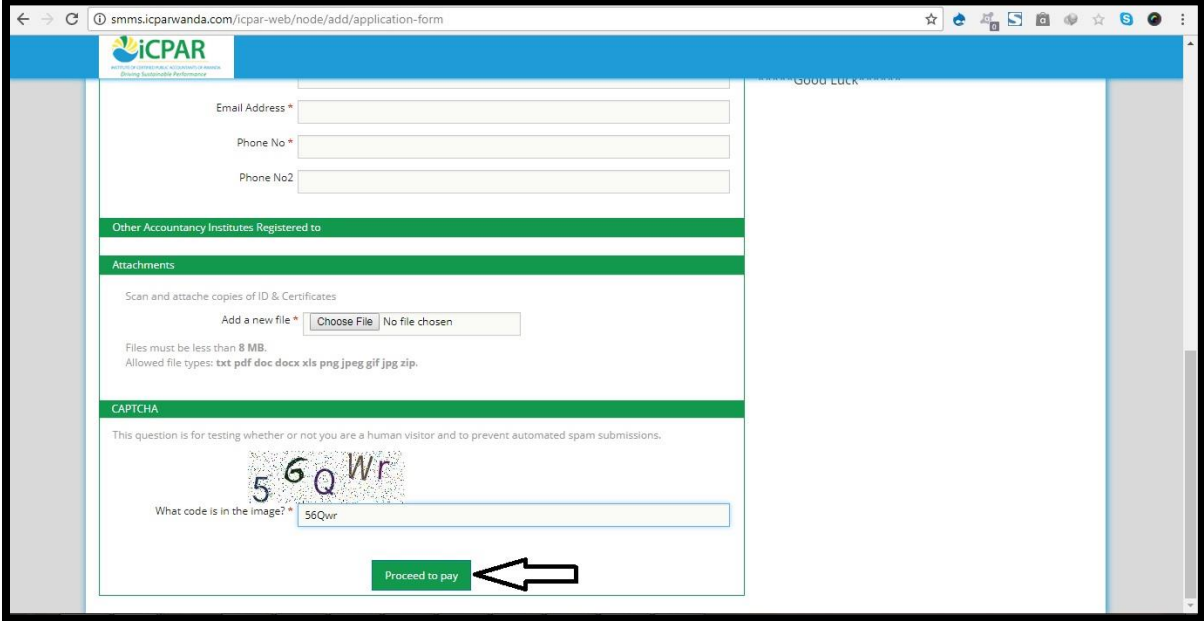
- i) At the sponsorship field you should select : Self Sponsored or Workplace (e.g. MINECOFIN if the ministry of finance is your sponsor)



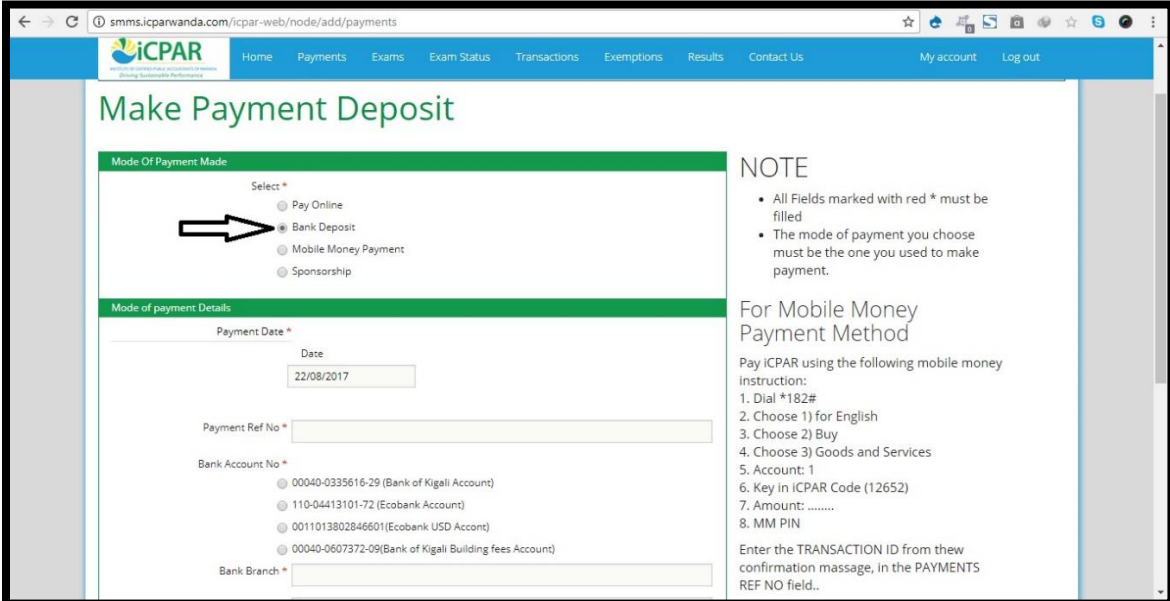
This screenshot shows the 'Sponsorship' field in the application form, where 'Work Place' is selected from a dropdown menu. Below this, there are sections for 'Sponsor Details' (Parent, Guardian) and 'Bio & Contact Information' (Photo, First Name, Last Name, Date of Birth, Gender). The right side of the page contains the same 'NOTE', 'Caution!', and 'On Success' information as the previous screenshot.

ii) Fill in Sponsor Names: MINECOFIN, and Sponsor Address and Email

4. After filling in all the required information click **Proceed to Pay**



5. Select the mode of payment (Bank Deposit or Sponsorship are the ones currently available)



6. If you're sponsored by your organization select sponsorship as mode of payment fill in the payment information at the attachment field for payment attach the lists you've received from your sponsor by highlighting your name on the list and payment reference will be your number on the lists

**Mode Of Payment Made**

Select \*

Pay Online

Bank Deposit

Mobile Money Payment

Sponsorship

**Mode of payment Details**

Payment Date \*

Date  
24/08/2017

Sponsor Name \* MINECOFIN

Payment Ref No \* 001-MINECOFIN

Amount Deposited (frw) \* 90000

Payment Attachment \*  No file chosen

Attache a scanned copy of the payment slip.  
Files must be less than 8 MB.  
Allowed file types: jpeg pdf png gif jpg xls.

Payment Comment: I am student 001 on the MINECOFIN List of Sponsored Student

**NOTE**

- All Fields marked with red \* must be filled
- The mode of payment you choose must be the one you used to make payment.

**For Mobile Money Payment Method**

Pay iCPAR using the following mobile money instruction:

- Dial \*182#
- Choose 1) for English
- Choose 2) Buy
- Choose 3) Goods and Services
- Account: 1
- Key in iCPAR Code (12652)
- Amount: .....
- MM PIN

Enter the TRANSACTION ID from thew confirmation message, in the PAYMENTS REF NO field..

Submit Payment..  
Finished..

If you're self-sponsored select deposit slip and fill in the information and attach a deposit slip of the payment made.

7. After completing all the required submit the application your will receive a thank you message for submitting the application that your payment is pending for verification.
8. You will receive a confirmation Email with your registration number and instructions necessary to login into the system after the process of reviewing your application is made and approved mostly it takes 72hours to receive your registration in order to proceed for examination request.