

**CIRCULAR
ATTENTION!
STUDENTS**

SUBJECT: EXEMPTION APPLICATIONS FOR FALL (WINTER) 2009 SESSION

Dear Students:

We would like to inform you that the collection of **Exemption Applications** has been started at all centres of **ICMAP** for Fall (Winter) 2009 Session. **Exemption Application Forms** are available at all centres of **ICMAP** and over Institute's website, where you can also view the details of exemptions policy.

It is Institute's top most priority to provide quality service to its students and members. To attain this objective we request you to kindly follow the instructions given below while submitting the **Exemption Application Form**:

GUIDELINES FOR PROCESSING THE EXEMPTION APPLICATION

- (1) Read the instructions given on the **Exemption Application Form**.
- (2) Fill up the particulars and **sign the form**.
- (3) Attach payment slip of **required amount**. (If fee is paid partial due to any reason, attach the supporting documents.)
- (4) Apply exemptions only in the subjects where you have obtained **50% passing marks**.
- (5) Attach a copy of attested syllabus if you are applying exemptions on the basis of **Masters** qualification.
- (6) Enclose copies of all required academic documents duly **verified** by the **Officer In charge of ICMAP centre**.
- (7) Submit you Exemption Application along with all required particulars to ICMAP centre and obtain your **acknowledgement slip**. Kindly do not send your application directly to the **Examination Department** of the Institute.
- (8) Remember that the last date for receipt of Exemption Application is **August 15, 2009**.
- (9) Kindly note that if the **exemption is not granted** or **not received** by you within one month's time from the date of your submission of the application, you should contact your centre immediately.



DIRECTOR EXAMINATIONS