



# ADVANCED PLACEMENT EXAMS 2024-25

## LUDHIANA, INDIA

### TEST CENTER: **Sat Paul Mittal School**

**Center Address:** Urban Estate, Phase II, Dugri.  
**AP Coordinators:** Ms. Amritpal Kaur, Ms Deepika kaushal  
**AP Coordinator's Email Address:** [Amrit.kaur@satpaulmittalschool.org](mailto:Amrit.kaur@satpaulmittalschool.org)  
[Deepika.kaushal@satpaulmittalschool.org](mailto:Deepika.kaushal@satpaulmittalschool.org)  
**AP Coordinator's Contact Phone:** 9592484079, 9988118801  
**Contact Hours:** 9:00 am – 3:00pm  
**Registration & Payment Deadline:** : Registration in first window from Sept 16, 2024 to November 8, 2024

Registration in second window (with late fees) from January 2, 2025 to March 5, 2025

**Deadline to pay and register is November 8, 2024**

Register for regular testing (May 5-16, 2025) exams before the deadline.

**AP Exam Fee:** Regular Testing Exam: Rs.14,000 *per* AP Exam

**Payment Instructions:** Payment can be done in two ways:-

1. Demand Draft,  
Demand draft, drawn in favour of 'Sat Paul Mittal School', payable at Ludhiana. You can submit the DD in person or send it by post. If sending by post, please include a printed copy of your application form, so that we can match the payment to your registration. The envelope must mention the name of the AP coordinator in order to avoid any confusion. Please write your name at the back of draft too.
2. Online payment,

**Refund Policy:**

**REGULAR TESTING/ LATE TESTING** – Rs. 2000 cancellation charges will be charged in case of cancellation of AP Exam is reported on or before November 8, 2024. No fee will be refunded for no-shows or reported for cancellation after March 5, 2025

## **REGISTRATION & PAYMENT INSTRUCTIONS**

**Complete ALL STEPS BELOW (register online and pay test center) by November 8, 2024 to reserve your seat. The Test Center will provide an AP Admission Ticket as confirmation that your seat is reserved.**

**IF YOU REGISTER ONLINE WITH THE COLLEGE BOARD BUT DO NOT PAY THE TEST CENTER, YOU WILL NOT BE ABLE TO TAKE THE TEST AND 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  - )



**SIGN IN TO MY AP**

Sign in to [myap.collegeboard.org](https://myap.collegeboard.org) using the same College Board student account login you have used to view AP, **or Exam** button.

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. Use first and last name as you have written in your passport.**

Having technical issues? Contact AP:

Inquiry Form: [cb.org/apstudentinquiry](https://cb.org/apstudentinquiry)

Live Chat available on <https://apstudents.collegeboard.org/> during AP Program

business hours Phone: +1 212-632-1780



**JOIN AN EXAM**

Click the **Join a Course**



**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.)

**[CHECK JOIN CODES FROM NEXT PAGE]**

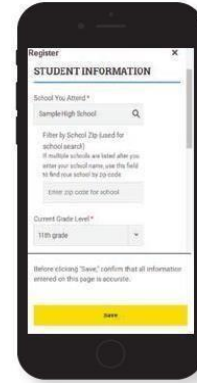


## □ VERIFY EXAM INFORMATIO N

Confirm the exam name, exam date, and test center name are what you want.

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

Repeat steps □ - □  
for each exam you  
wish to take.



## □ 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 exam day. You only have to do this once.

***THESE ARE UNIQUE JOIN CODES AND DIFFERENT FOR ALL TEST CENTERS***

**LIST OF UNIQUE JOIN CODES**

Course Name	Section Name	Active Join Code
AP Art History	Regular Testing	E4YDGN
AP Biology	Regular Testing	N3WVGN
AP Calculus AB	Regular Testing	ZNYJL3
AP Calculus BC	Regular Testing	3XEMDY
AP Chemistry	Regular Testing	DNGJZL
AP Comparative Government and Politics	Regular Testing	3A2AD4
AP Computer Science A	Regular Testing	EMZGVX
AP English Language and Composition	Regular Testing	ERXYDZ
AP English Literature and Composition	Regular Testing	RNDJE2
AP Environmental Science	Regular Testing	P2JMP4
AP Macroeconomics	Regular Testing	NXMEGR
AP Microeconomics	Regular Testing	GWRQXM
AP Physics 2	Regular Testing	DV6WJ4
AP Physics C: Electricity and Magnetism	Regular Testing	7MYAZZ
AP Physics C: Mechanics	Regular Testing	R2GADJ
AP Precalculus	Regular Testing	3AV7L2
AP Psychology	Regular Testing	ELPVYE



PAY TEST CENTER WITHIN 3 DAYS OF COMPLETING ONLINE REGISTRATION OR **BY NOVEMBER 8, 2024** 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): \_\_\_\_\_ (see age acknowledgement below)
- AP ID (locate in your profile in your AP ID in your College Board)
- List All Exams You Registered  
for Online: REGULAR  
TESTING: May 6 – May 17,  
2024:  
\_\_\_\_\_

- How will you pay?  Demand Draft  Online banking  
Details of online payment (as applicable)

DD Issuing Bank or Bank Name (as applicable) \_\_\_\_\_

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

**I acknowledge that in order to take AP Exams, I am meet at least one of the eligibility categories below:**

- Students who are actively enrolled in secondary school.
- Secondary school-level students who are home schooled, 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.
- Recent secondary school graduates who need a specific AP Exam for university admission.
- I acknowledge that I meet the student eligibility criteria and have a legitimate need for AP testing.

## Candidates testing at authorized centers in India:

### Candidates must have original passport on the test day.

If a student has a legitimate reason for not having their valid, original passports on test day, only the two versions of Aadhaar listed on ap-india.org are accepted. If you review the updated ID policy on ap-india.org, you can incorporate that language into your acknowledgements on the website and registration PDF as well. For example: “I acknowledge that if 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.” You can



also add this to your admission ticket for clarity.



### □ RECEIVE ADMISSION TICKET FROM TEST CENTER

The test center will provide an admission ticket to you after they have ordered your exams. This ticket is confirmation your seat has been reserved. You will need this ticket on exam day, along with an original, valid passport only, or you will not be able to test.