



# ADVANCED PLACEMENT EXAMS 2024-25

## LUDHIANA, INDIA

### TEST CENTER: Sat Paul Mittal School

<b>Center Address:</b>	Urban Estate, Phase II, Dugri.
<b>AP Coordinators:</b>	Ms. Amritpal Kaur, Ms Deepika kaushal
<b>AP Coordinator's Email Address:</b>	<a href="mailto:Amrit.kaur@satpaulmittalschool.org">Amrit.kaur@satpaulmittalschool.org</a> <a href="mailto:Deepika.kaushal@satpaulmittalschool.org">Deepika.kaushal@satpaulmittalschool.org</a>
<b>AP Coordinator's Contact Phone:</b>	9592484079, 9988118801
<b>Contact Hours:</b>	9:00 am – 3:00pm
<b>Registration &amp; Payment Deadline</b>	: Registration in second window (with late fees) from January 2, 2025 to March 5, 2025

**Deadline to pay and register is March 5, 2025**

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

**AP Exam Fee:**

**Regular Testing Exam: Rs. 18000/- 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 March 5, 2025. **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 **March 5, 2025** 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.**

**Important Notification concerning Exam Registration:-**

To confirm your eligibility to take the exam, please note the following:

- If you registered online with the College Board but did not pay the fee to the test center before the registration deadline, you cannot take test.
- If you paid the fee but did not complete the online registration before the deadline, you cannot take test.

<https://myap.collegeboard.org/login>

Ensure you have completed both steps to avoid any issues on the exam day.

Sent from my iPhone

## 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.

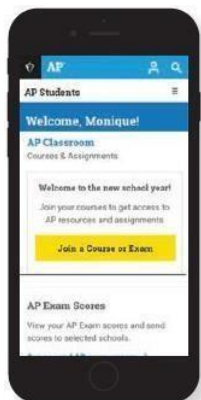
**IMPORTANT: Create your College Board account using the same email you will provide to the test center. Use first and last name as you have written in your passport.**

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 FOR REGISTRATIONS

Sat Paul Mittal School		
Course Name	Section Name	Active Join Code
AP Art History	Regular Testing -II	E6GXN9
AP Biology	Regular Test-II	YA2YVZ
AP Calculus AB	Regular Testing-II	69Q99J
AP Calculus BC	Regular Testing-II	VEW2ZZ
AP Chemistry	Regular Testing-II	29YV69
AP Comparative Government and Politics	Regular Testing-II	R93GQE
AP Computer Science A	Regular Testing-II	6R2467
AP English Language and Composition	Regular Testing-II	43EMNN
AP English Literature and Composition	Regular Testing-II	MRQER4
AP Environmental Science	Regular Testing-II	PNJWRP
AP Macroeconomics	Regular Testing-II	2QEZJD
AP Microeconomics	Regular Testing-II	6X6ZMP
AP Physics 2	Regular Testing-II	W7QXJ3
AP Physics C: Electricity and Magnetism	Regular Testing-II	ZJP9RP
AP Physics C: Mechanics	Regular Testing-II	A2LVJR
AP Precalculus	Regular Testing-II	74RMQQ
AP Psychology	Regular Testing- II	DA6RX6

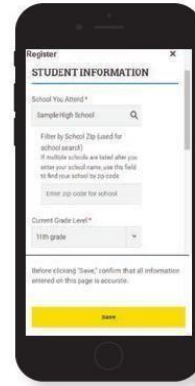


## VERIFY EXAM INFORMATION

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**



PAY TEST CENTER WITHIN 3 DAYS OF COMPLETING ONLINE REGISTRATION OR **BY MARCH 5, 2025** 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

\_\_\_\_\_

- 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.