

**AMRITSAR, INDIA****TEST CENTER:****SPRING DALE SENIOR SCHOOL****Center Address:**

Spring Dale Senior School, Fatehgarh Churian Road, Amritsar 143001

**AP Coordinator:**

Paramjit Gupta

**AP Coordinator's Email Address:** paramjeet.g@springdaleeducation.com**AP Coordinator's Contact Phone:** +91 9878036801**Contact Hours:**

Mon - Fri, 9:00 AM - 3:30 PM

**Registration & Payment Deadline:** Registration opens on Dec 1, 2023 **Deadline to pay and register is March 10, 2024, 11:59 PM IST**Register for **Regular** (May 6-17, 2024) and **Late Testing** (May 22-24, 2024) exams before the deadline.**AP Exam Fee:**Regular Testing Exam: Rs. **16,000** per AP ExamLate Testing Exam: Rs. **19,000** per AP Exam**Refund Policy:**

- Full Refund for the cancellation made before March 10, 2024.
- 50% refund for cancellations made between March 10, 2024 to March 12, 2024.
- **No refund shall be given thereafter.**

\* AP Exams in May 2024 will be pen and paper exams and will be conducted at school.

**REGISTRATION & PAYMENT INSTRUCTIONS**

Complete ALL STEPS BELOW (register online and pay test center) by March 10, 2024, 11:59 PM IST to reserve your seat. The Test Center will provide an AP Admission Ticket by **April 15, 2024** 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 APPEAR FOR THE TEST.**

**IF YOU PAY BUT DO NOT COMPLETE ONLINE REGISTRATION, YOU WILL NOT BE ABLE TO APPEAR FOR THE TEST.**

**TO START:** Use a phone, tablet, or computer to complete registration online with the College Board (Steps 1-5)

**View Tutorial:** <https://apstudents.collegeboard.org/access-your-ap-resources/join-your-class-online>

**1 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, SAT, or PSAT scores, or to register for the SAT.

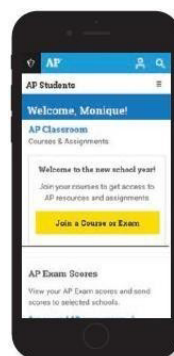
① Forgot your login info? Follow the "Forgot username or password?" links to reset them.

① Don't have a student account yet? Click the **Sign up** link.

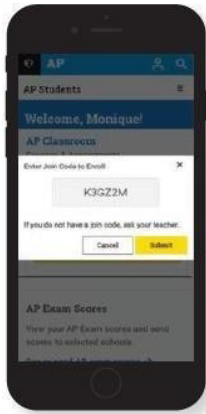
**IMPORTANT:** Create your College Board account using the same email you will provide to the test center.

① **Having technical issues? Contact AP:**

- **Inquiry form:**  
<http://cb.org/apstudentinquiry>
  - **Live Chat available on:**  
<https://apstudents.collegeboard.org>
- during AP Program business hours
- Phone: +1 212-632-1780

**2 JOIN AN EXAM**

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



### 3 SUBMIT YOUR JOIN CODE

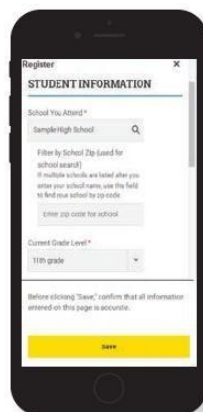
Check the India AP Exam schedule on <http://ap-india.org>. Enter the unique join code for each regular or late testing exam you wish to take at this test center and click **Submit**. (Repeat for each exam you wish to take.)

REGULAR TESTING: MAY 6 – MAY 17, 2024 (SELECT THE APPROPRIATE JOIN CODE)		LATE TESTING: MAY 22 – MAY 24, 2024 (SELECT THE APPROPRIATE CODE)	
AP Biology	X7GJ4N	AP Biology	W4GRJJ
AP Calculus AB	J4WAED	AP Calculus AB	JVLEE7
AP Calculus BC	QNMN9R	AP Calculus BC	ZZAMYD
AP Chemistry	Q2Z7RJ	AP Chemistry	V3M6MG
AP Comparative Government and Politics	2P6DYP	AP Comparative Government and Politics	77ZGPD
AP Computer Science A	NWXMMA	AP Computer Science A	WYXWJW
AP English Language and Composition	6GPQ3G	AP English Language and Composition	VX3JEL
AP English Literature and Composition	2M3M6J	AP English Literature and Composition	Z4XPRN
AP Environmental Science	Z2R7JE	AP Environmental Science	442D74
AP European History	PZE42J	AP European History	EWRLMR
AP Human Geography	WYL99X	AP Human Geography	RE299V
AP Macroeconomics	MZEWMD	AP Macroeconomics	LJ26M3
AP Microeconomics	9M9RNQ	AP Physics 1	MWMQM4
AP Physics 1	DR9A4M	AP Physics 2	7YYVQ6
AP Physics 2	6AJEWY	AP Physics C: Electricity and Magnetism	LDAGDZ
AP Physics C: Electricity and Magnetism	7W6EQX	AP Physics C: Mechanics	7PQ9QW
AP Physics C: Mechanics	DE6GG6	AP Psychology	XLMMZG
AP Psychology	Y6QN67	AP Statistics	YQZRV6
AP Statistics	LAL6E6	AP United States Government and Politics	VXVR74
AP United States Government and Politics	N7ZEMD	AP United States History	VPG6A2
AP United States History	2QP6W6	AP Microeconomics	4PVQ2G
AP World History: Modern	VXE3AY	AP World History: Modern	QXLEZM
AP Precalculus	794GYX	AP Precalculus	432RNX
AP Computer Science Principles	LGZPQ3	AP Computer Science Principles	49GJD2



### 4 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.



### 5 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.

Repeat steps 2 – 4 for each exam you wish to take.

**6** PAY TEST CENTER WITHIN 3 DAYS OF COMPLETING ONLINE REGISTRATION OR BY **March 10, 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.

**COMPULSORY- 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's Mobile: \_\_\_\_\_
- Student's Date of Birth (DD MM YYYY): \_\_\_\_\_ (see age acknowledgement below)
- AP ID (locate in your AP Profile on your College Board account) \_\_\_\_\_
- Student's City/State: \_\_\_\_\_
- Student's School Name: \_\_\_\_\_

**List All Exams You Registered for Online:**

**REGULAR TESTING:** May 6 – May 17, 2024: \_\_\_\_\_

**LATE TESTING:** May 22 – May 24, 2024: \_\_\_\_\_

**Late testing reason:** \_\_\_\_\_

- How will you pay?  Demand Draft  Bank Deposit/Bank Transfer (NEFT)  <fill in other as applicable>
- DD or Bank Transfer No. (as applicable)
- DD Issuing Bank or Bank Name(as applicable)

**TEST CENTER BANK DETAILS:**

**ACCOUNT NAME:** SPRING DALE SENIOR SCHOOL

**BANK NAME:** HDFC BANK LTD. **BRANCH:** 18, BHULLAR AVENUE, FATEHGARH CHURIAN ROAD, AMRITSAR

**A/c NUMBER** 13672320000042 **IFSCCODE:** HDFC0001367

Once the payment is made through NEFT, kindly send the transaction reference number of the bank transfer.

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

- I acknowledge that I will be under 21 years old (born after May 31, 2003) at the time of taking any AP Exams in May 2024.
- I acknowledge that I will need to pay the test center and register online with the College Board by the stated deadline to complete my AP Exam registration and receive an Admission Ticket from the test center, or I will not be able to appear for the test.
- I acknowledge that I have read and agreed to test center policies above, with respect to payment deadline, payment instructions, refunds and cancellations.
- I acknowledge that I will bring my Admission Ticket along with an original, VALID PASSPORT or PVC AADHAR Card to the test center on exam day, or I will not be able to appear for the test.
- I understand that photocopies of the ID will not be accepted.
- I will plan visa applications or ID renewals in advance.
- I will ensure I will have a valid ID in hand on test day.

**AP Exam Eligibility:**

**I acknowledge that in order to take AP Exams, I am enrolled in or affiliated with a secondary school (high school) to take AP Exams. I meet at least one of the eligibility categories below:**

- \* Students actively enrolled in secondary school.
- \* Secondary school-level students who are homeschooled, 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 if I do not meet the above eligibility requirement and have a legitimate need for AP testing, I must request approval via email from College Board at [aptestsecurity@collegeboard.org](mailto:aptestsecurity@collegeboard.org), prior to registering with a test center.

**7 RECEIVE ADMISSION TICKET FROM TEST CENTER**

The test center will provide an admission ticket to you after they have ordered your exams. Ticket will be provided **no later than April 15, 2024**. This ticket is confirmation your seat has been reserved. You will need this ticket on exam day, along with an original, valid passport or PVC Aadhar Card, or you will not be able to appear for the test.