



ADVANCED PLACEMENT EXAMS 2025

INDORE, INDIA

TEST CENTER: THE EMERALD HEIGHTS INTERNATIONAL SCHOOL

Center Address: OPP. AKASHWANI, AB ROAD, RAU, INDORE.

AP Coordinator: VANDANA MURJANI

AP Coordinator's Email Address: vandana.murjani@emeraldheights.edu.in

AP Coordinator's Contact Phone: 9425009942, 6262045310

Contact Hours: Monday to Friday: 3:00 pm to 4:00 pm

Registration & Payment Deadline: Late Registration opens on January 6th, 2025. Deadline to pay and register is February 28th, 2025.

Register for regular (May 5th, 2025 -May 16th, 2025).

PLEASE NOTE: OUR CENTER IS CLOSED FOR LATE TESTING

AP Exam Fee: Late Registration Fee INR 18,000 /- per AP Exam

Refund Policy: **NO REFUND IN THE EVENT OF CANCELLATIONS OR NO SHOW**

REGISTRATION & PAYMENT INSTRUCTIONS

Complete ALL STEPS BELOW (register online and pay the test center) by **February 28th, 2025** to reserve your seat. The Test Center will provide an AP Admission Ticket by March end, as a confirmation that your seat is reserved.

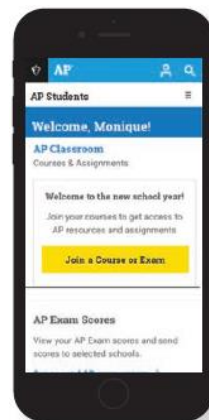
IF YOU REGISTER ONLINE WITH THE COLLEGE BOARD BUT DO NOT PAY THE TEST CENTER, YOU WILL NOT BE ABLE TO TEST.

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

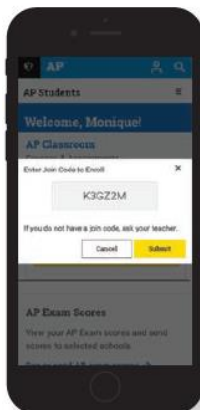
TO START: Use a phone, tablet, or computer to complete registration online with the College Board (Steps 1 - 5)



1 Sign in to 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.
 ② 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. ③ Having technical issues? Contact AP: Inquiry Form: cb.org/apstudentinquiry *Live Chat available <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.



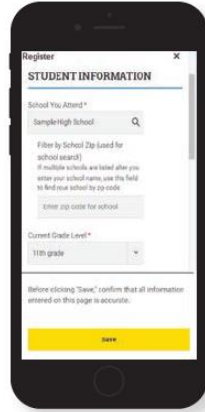
Check the India AP Exam schedule on <http://ap-india.org>. Enter the unique join code for each testing exam you wish to take at this test center and click **Submit**. (Repeat for each exam you wish to take.)

REGULAR TESTING: MAY 5 th , 2025 – MAY 16 th , 2025 (SELECT THE APPROPRIATE CODE)		
AP Biology(Digital): NMYZ4G AP Calculus AB(Hybrid): JREEDW AP Calculus BC(Hybrid): VYLAMN AP Chemistry (Hybrid): Q6NVEA	AP Statistics (Hybrid): Q9L9L7 AP Macroeconomics (Hybrid) JMALR4 AP Microeconomics(Hybrid) 4JRMPL AP Psychology (Digital): 9E2QD9 AP Eng Lang. Comp. (Digital): YYJNEP	AP Physics C: E &M(Hybrid): R7LMQG AP Physics C: Mechanics(Hybrid): QG3PER AP Comp Science A(Digital): W4ZG33 AP Environment Science: (Digital): R6RNQE



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 BUSINESS DAYS OF COMPLETING ONLINE REGISTRATION by February 28th, 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 Home City: _____ Country _____
- School you are currently enrolled in: _____
- Which curriculum are you currently enrolled in: _____
- Which grade will you be in as on 1st May 2025? _____
- Student Date of Birth (DD/MM/YYYY): (see age acknowledgement below)*
- AP ID (locate in your AP profile on your Collegeboard Account) _____
- List All Exams You Registered for Online:
Regular Exam date MAY (5-9, 12-16) 2025: _____
- Primary Parent First Name: _____
- Primary Parent Last Name: _____
- Primary Parent Email: _____
- Primary Parent Mobile: _____

Payment can be made only by cheque, drawn in favour of

***Name - EMERALD HEIGHTS INTERNATIONAL SCHOOL
 Bank Name - Kotak Mahindra Bank
 Bank A/C No. - 6812692341
 IFSC - KKBK0000751
 Branch - M.G.Road , Indore 452001 (M.P.) , India***

The Cheque can be submitted in person, or sent by post with-Student's Name, Father's Name and School/City at the backside of the cheque. If sending by post, please include the printed copy of your application form, so that the payment can be matched with your registration. The envelope must mention the name of the AP coordinator in order to avoid any confusion.

Share with the coordinator: STUDENTS FULL NAME, DOB, FATHER'S NAME, SCHOOL's NAME, CLASS, FEE AMOUNT PAID, with the names of subjects registered.

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 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 I meet the student eligibility criteria and have a legitimate need for AP testing. I acknowledge that I have read and agree to test center policies above, with respect to payment deadline, payment instructions, refunds and cancellations.
- I acknowledge that I will bring the hard copy of the Admission Ticket along with the physical, original, VALID PASSPORT to the test center on exam day, or I will not be able to test.
- I acknowledge that if original, valid passport is not available, then I must have the Aadhaar in either original PVC version with hologram only (both received from UIDAI)
- I acknowledge that I will bring an Approved Testing Device to the test centre on the exam day.
- 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, prior to registering with a test center.
- I acknowledge that it is my responsibility to register for the exam in MYAP using a join code and to pay The Emerald Heights International School Test Center directly for the exams. If I fail to register and pay, The Emerald Heights International School will not be responsible, and I will not be able to take the test.
- I understand that it is my responsibility to pay The Emerald Heights International School Test Center and complete the exam registration in MYAP. If I do not complete the payment and registration, I will not be able to take the test, and no refund will be provided. I acknowledge that The Emerald Heights International School, as the test center, will not be held responsible if I am unable to test.

STUDENT NAME :

STUDENT SIGNATURE:

PARENT NAME :

PARENT SIGNATURE: