

DEPARTMENT OF HIGHER EDUCATION

AP ICET-2026 ADMISSIONS

DETAILED NOTIFICATION FOR WEB BASED COUNSELLING

The Qualified and eligible candidates of APICET-2026, desirous of seeking admission into MBA/MCA Courses are informed that the web counselling process comprising the payment of processing fee cum registration will commence from 24.08.2026 to 31.08.2026, online certificate verification will commence from 25.08.2026 to 01.09.2026 and option entry will commence from 27-08-2026 to 02-09-2026. The candidates are instructed to follow guidelines/Instructions to candidates or user manual to proceed for web counseling process.

The Qualified and eligible candidates of APICET-2026 are informed to participate in web counselling for the seats available in MBA & MCA colleges under Convenor quota in the State of Andhra Pradesh (both University and Private) for the academic year 2026-27.

WEB COUNSELLING SCHEDULE

SNO	ACTIVITY	DATES
1	Commencement of Payment of Processing Fee cum Registration online	24.08.2026 to 31.08.2026
2	Online Verification of uploaded Certificates at notified Help Line centers	25.08.2026 to 01.09.2026
3	Exercising the Web-Options by the registered and eligible Candidates	27.08.2026 to 02.09.2026
4	Change of Web Options	03.09.2026
5	Release of seat Allotment	07.09.2026
6	Self-Joining & Reporting at allotted colleges	08.09.2026 to 11.09.2026
7	Attending for Classes at college	08.09.2026

Minimum Data and Documents required for Filling of Application for ICET
2026 Admissions

S.No	General Document Requirements	Special Category Certificates (if applicable to candidate)
1	AP ICET 2026 Hall Ticket	PWD - Persons with Benchmark Disability
2	AP ICET 2026 Rank Card	CAP (Children of Armed Personnel)
3	SSC or Equivalent Marks Memo	Sports & Games
4	Intermediate/Diploma Marks Memo	Scouts & Guides
5	Bridge course certificate for intermediate vocational candidates	NCC (National Cadet Cops)
6	Degree consolidated Marks Memo	Anglo Indian
7	Degree OD / Provisional Certificate	
8	9 th class to Degree study certificates(in case of 3 year degree) Or 10 th class to Degree study certificates(in case of 4 year degree)	
9	Caste Certificate (if applicable)	
10	Minority Certificate (if Applicable)	
11	Transfer Certificate (T.C)	
12	EWS Certificate valid for the year 2026-27 from Meeseva, for only OC Candidates who wants to claim reservation under EWS category	
13	Residence Certificate of AP(for Private Studied Candidates)	
14	Parents (Father or Mother) 10 years residence certificate of Andhra Pradesh for Non-Local candidates	

Eligibility for Admissions

MBA and MCA courses: Candidates who secured 50% (For OC) and 45% (SC/ST/BC) aggregate marks in Degree or its equivalent examination are only eligible for admission.

COURSE	ELIGIBILITY
MBA	Any degree of minimum 3-years duration from any recognized university.
MCA	Passed any graduation degree (e.g.: B.E. / B.Tech./ B.Sc / B.Com. / B.A./ B. Voc./ BCA etc.,) of minimum 3-years with Mathematics at 10+2 level or at Graduation level is compulsory.

The qualifying Degree obtained by Distance Mode program should have recognition by Joint committee of UGC, AICTE and DEC/DEB

- Candidate shall be an Indian National.
- The candidates should satisfy the local / Non-Local status requirements as specified in G.O.Ms.No. 20 Higher Education (EC) Department dated 12-05-2025 and its amendments from time to time from the Government.
- Admission to 85% of the seats in each course shall be reserved in the Educational Institutions in the State for the local candidates of Andhra Pradesh. The remaining 15% of the seats shall be un- reserved seats for the candidates of local/Non-local areas to be filled up as follows:
 - (i) All the candidates eligible to be declared as local candidates in two local areas (AU and SVU) of Andhra Pradesh.
 - (ii) Candidates who have resided in the State for a total period of ten(10) years excluding periods of study outside the State or either of whose parents have resided in the State for a total period of ten years excluding periods of employment outside the State
 - (iii) Candidates who are children of parents who are in the employment of this State or Central Government, Public Sector Corporation, Local Bodies, Universities and other similar quasi Public Institution within the State
 - (iv) Candidates who are spouses of those in the employment of the State or Central Government Public Sector Corporations, Local Bodies Universities and educational Institutions recognized by the Government or a University or Other competent authority and similar other quasi-Government institutions within the State.
- However maximum eligible age for obtaining a tuition fee reimbursement is 30 years for OC candidates and 34 years for other candidates as on 01-07-2026 as per the guidelines prescribed in Memo No. 10537/SW(Edn.2)/2011,dated: 20-10-2012 and further guidelines issued from time to time by Social Welfare (Edn.) Department shall apply.
- The Government (G.O.Ms.No. 77 of **SOCIAL WELFARE (EDN) DEPARTMENT**dated**25-12-2020**) ordered that in case of Post-Graduation courses, **Post Matric Scholarship** shall be applicable only to the students admitted under Convener quota in the Post Graduate programs/Courses offered by the State funded Universities and Government Degree / PG Colleges in the State of Andhra Pradesh from 2021-22.The above is not applicable in case of Post Graduate programs / courses to the students admitted under convener quota, either regular or self-finance mode, in the Private Aided and Private Unaided Degree / PG Colleges from the academic year 2021-22 fresh admissions.
- Mere appearing for APICET-2026 and obtaining a rank does not entitle a candidate to be considered for admission automatically unless the candidate fulfills the requirements laid down for admissions.

The qualified and eligible candidates of APICET-2026 are informed to attend for Online Certificates verification & Fee Payment (Candidate Registration) using the website <https://cap.apcfss.in>

Candidates are advised to look at the following cases before proceeding with Candidate Registration to know whether to visit a Help Line Center (HLC) is required or not.

VERIFICATION OF CERTIFICATES (ONLINE):

Case 1: Candidates whose certificates are verified online and eligible for web options, but no change required in the data:

The candidates are informed to note that, if the certificates are verified online through web services based on the information furnished by the candidate while registering for ICET-2026 admissions, i.e the candidates whose certificate data is verified online through web services, they are directed to pay the processing fee and can verify the details of candidate (personal, academic and other details) for the correctness. If the candidates are satisfied with data available and if candidates are eligible for web options, then candidates need not go to help Line centre for certificates verification. Further they are directed to proceed to exercise options as per the schedule.

CASE-2: Candidates whose certificates are verified online through web services and eligible for web options, but if changes required in the data

The candidates whose certificate data is verified online through web services and also eligible for web options, but candidate wishes to change the data, then candidate has to approach nearby Help line centre (HLC) for corrections with all original certificates and three sets of Xerox copies as per the schedule before exercising options. After the verification of data by the verification officers at HLC, then the candidates have to check their options eligibility status in the **Candidate Login**. If they are eligible, they can proceed for exercising their options as per the schedule.

CASE-3: Candidates whose certificates are verified online through web services, but candidate is not eligible for web options

In respect of candidates whose data is verified online, but not eligible, candidate has to approach nearby Help line centre (HLC) for certificate verification with all original certificates and two sets of Xerox copies as per the schedule. After the verification of data by the verification officers at HLC, then the candidates have to check their options eligibility status in the "**Candidate Login**". If they are eligible, they can proceed for exercising their options as per the schedule.

Case 4: Special category Candidates belonging to PWD, CAP, Scouts & Guides, NCC and Sports & Games whose general data is verified online and also eligible/Not eligible for web options

Note: special category verification is not done online

Special Category Candidates must attend Help Line Centre (HLC) for special category certificate verification at Government Polytechnic, Vijayawada, Near Benz Circle, Krishna Dist as per the schedule given in the detailed notification.

Special Category candidates whose data is verified online for the certificates except special category certificates like PWD, CAP, NCC, Scouts & Guides and Sports & Games, such candidates must approach HLC at Government Polytechnic, Vijayawada, Near Benz Circle, Krishna Dist. as per the schedule given in the detailed notification. After the verification of data by the verification officers at HLC, then the candidates have to check the status of eligibility in **Candidate Login**. If they are eligible, they can proceed for exercising their options as per the schedule

Steps to be followed by the candidate during counseling:

I. New User Registration (Common Registration to all eligible CETS)

1. Open the website using <https://cap.apcfss.in>
2. Then click on "**Candidate Login**" link
3. Then click on "**New Registration**" link
4. Candidate can do Registration by submitting the following details
 - ❖ Select AP ICET
 - ❖ Select Degree Board
 - ❖ Enter Degree Hall Ticket No
 - ❖ Select Degree Year of Passing
 - ❖ Enter Date of Birth
 - ❖ Enter mobile number
(All OTPs and admission related information is sent to this no.)
 - ❖ Re-Enter the same mobile number
 - ❖ Enter Aadhaar Number
 - ❖ Re-Enter Aadhaar Number
 - ❖ Tick the declaration check box
 - ❖ Click on Generate OTP

The user name and password is common for all the CET'S where the candidate is eligible for, candidate does not need to go for separate registration for other CET'S as per his qualification.

II. Candidate Login and Payment of Processing fee:

1. Open the website using <https://cap.apcfss.in>
 2. Then click on "**Candidate Login**" link
 3. Enter username and password received to your registered mobile
 4. Candidate Registration form with all the basic information is displayed. Verify all the details thoroughly.
 5. Enter required information
 6. Upload required documents in PDF format
 7. Candidate can proceed for payment if details are correct
 8. Candidate can edit details if candidate wants to make changes
- The processing fee for web counselling is Rs. **1250/-** (for OC/BC) and Rs. **650/-** (for SC/ST). The candidates are instructed to pay through online by credit card/debit card/net banking/upi etc in web site <https://cap.apcfss.in>

- All the candidates from 1 to Last Rank can pay the processing fee from 24.08.2026 to 31.08.2026 using URL <https://cap.apcfss.in>
9. Once the payment is success click on **print button** and take a print out.

ECONOMICALLY WEAKER SECTIONS(EWS) RESERVATION:

As per the guidelines issued in G.O.Ms.No. 65 General Administration (SER.D) Department, dated: 14-07-2021, 10% reservation to the Economically Weaker Sections (EWS) in respect of Admissions into Educational Institutions shall apply. The benefit of reservation under EWS can be availed upon production of Certificate for Economically Weaker Sections (EWS) valid for the year 2026-27.

Schedule Castes (Sub-Classification):

As per the guidelines issued in G.O.Ms.No 07 Social Welfare (CV) Department dated 18-04-2025, the Andhra Pradesh Scheduled Castes (Sub-Classification) Rules, 2025 in Educational Institutions shall apply.

Important Note:

- During the payment of processing fee, sometimes, due to network delays payment made by the candidate may not be successful. In such cases, candidates need to pay the processing fee once again and amount debited due to the failure transaction will be remitted back into the respective account within 7 working days from the date of payment. Candidates are requested to note that only one payment will be taken and excess paid will be refunded automatically.
- Candidates can also check the payment status by clicking on the "Payment Invoice" link in Candidate Login. In case your account is debited and the website gets disconnected before payment receipt generation, kindly check your Payment Status using "Payment Invoice" option by providing your details. If you get message "Payment Details Blank", candidate is requested to go for a fresh payment and the amount for the failure transaction will be refunded to their debited bank account as per bank norms.

III. Verification of Certificates (Online):

A) Candidates other than PWD, CAP, Scouts & Guides, NCC, Sports & Games and Anglo-Indian

All candidates (except those candidates belonging to PWD, CAP, Scouts & Guides, NCC, Sports & Games and Anglo-Indian categories) are instructed to upload the required certificates and select their preferred Help Line Center for online verification of their uploaded certificates. The authorities at the selected Help Line Centers will verify the uploaded certificates online. Therefore, candidates do not need to visit/attend the Help Line Centers physically for certificates verification, unless they face any issues.

Note: The majority of the candidates are committing the following mistakes during registration:

- (i) Not uploading the appropriate certificate (s)
- (ii) Improper scanning of certificate(s) (images of certificates are not visible).

Hence the candidates are requested to take utmost care while scanning and uploading of the certificates.

The verification officers at the Help Line Centers will verify the uploaded certificates online. If all the certificates are clear, visible and valid, then the concern verification officer will approve the certificates. Otherwise, the candidate will receive a message requesting re-upload of the necessary certificate(s). Reuploading provision is given only for one time for the candidate to submit their pending certificate (s). Hence Candidates are therefore advised to regularly verify the status of their application online.

The candidates are informed that the verification of following certificates have to be verified by the counselling authorities. The candidates are required to upload only the necessary documents during the Registration.

1. SSC or Equivalent marks memo
2. Intermediate or Equivalent marks memo
3. Intermediate Bridge course certificate for inter vocational students.
4. Degree consolidated marks memo
5. Degree OD/Provisional Certificate
6. 9th class to Degree study certificates (in case of 3 year degree)
7. 10th class to Degree study certificates (in case of 4 year degree)
8. Caste Certificate (if applicable)
9. Minority Certificate (if applicable)
10. Transfer Certificate (T.C)
11. Income Certificate issued on or after 01.01.2023 for claiming tuition fee reimbursement
12. EWS certificate valid for the year 2026-27 from MeeSeva, for OC candidates who want to claim reservation under EWS category.
13. Residence Certificate of AP (for private studied candidates)
14. Parents (Father or Mother) 10 years residence certificate of Andhra Pradesh for Non-Local candidates

B) Candidates belonging to PWD, CAP, Scouts & Guides, NCC, Sports & Games and Anglo-Indian

The Special Category candidates viz. Anglo-Indian, PWD, CAP, Scouts & Guides, NCC and Sports & Games are instructed to attend physically with all the original certificates and **four** sets of Xerox copies at **Government Polytechnic, Vijayawada** Help Line Centre (HLC) for Special Category certificate verification. After the verification of data by online and physically by the verification officers, then the candidates have to ascertain the status of eligibility by checking in their **candidate login**. If they are eligible they can proceed for exercise options as per the schedule.

Note: special category verification is not done online

The allotment of NCC candidates will be made as per the G.O.Ms. No.43, Higher Education (RM) Dept., dated 16.07.2025.

Special Category Candidates must attend Help Line Centre (HLC) for special category certificate verification at Government Polytechnic, Vijayawada, Near Benz Circle, Krishna Dist as per the schedule given in the detailed notification.

Attention Sports & Games Candidates

1.Candidates claiming reservation under the Sports & Games quota must fill and submit the relevant application form(s)(Form-1, Form-2, Form-3, Form-4) whichever applicable at the time of physical certificate verification.

2. Games highest achievement certificate with backup certificates.

3. Date of Birth Certificate.

4. Nativity Certificate (Authorized proof)

The above certificates along with the required supporting documents, must be submitted during certificate verification at Government Polytechnic, Vijayawada, Near Benz Circle, Krishna District.

Special category candidates shall carry four sets of required documents and forms while going for physical certificate verification at Government Polytechnic College, Near Benz circle, Vijayawada, Krishna District.

SCHEDULE FOR CERTIFICATE VERIFICATION FOR PWD, CAP, NCC, SCOUTS & GUIDES, SPORTS & GAMES AND ANGLO-INDIAN CATEGORIES

(REPORTING TIME 9.00 A.M. Everyday)

candidates must attend physically at Government Polytechnic, Vijayawada with all original certificates & four sets of Xerox copies as per the schedule given below.

DATE	SPECIAL CATEGORY	RANKS CALLED	
		FROM	TO
31.08.2026	PWD	1	LAST
	NCC	1	10000
	SPORTS& GAMES	1	10000
	CAP	1	10000
	SCOUTS & GUIDES	1	10000
01.09.2026	NCC	10001	LAST
	SPORTS& GAMES	10001	LAST
	CAP	10001	LAST
	SCOUTS & GUIDES	10001	LAST
	ANGLO-INDIAN	1	LAST

Note:

Special categories i.e., PWD/CAP/NCC/Sports (SG)/Scouts&Guides(SCG)/ Anglo-Indian certificates shall be verified during First Phase of counselling only on scheduled date. No further Certificate Verification for Special Categories after schedule date.

No Certificate Verification for Special Categories in subsequent phases.

Certificates required for Web Counselling

The candidates are requested to keep the following certificates before proceeding for Online Web Counselling.

All original Certificates and three sets of Xerox copies

- 1) APICET-2026 Rank card.
- 2) APICET-2026 Hall Ticket.
- 3) SSC or Equivalent Marks Memo
- 4) Intermediate or Equivalent Marks Memo
- 5) Intermediate Bridge course certificate for inter vocational students
- 6) Degree Consolidated Marks Memo
- 7) Degree OD/Provisional Certificate
- 8) Study certificates from 9th/10th class to Degree
- 9) Minority Certificate (if applicable)
- 10) Transfer Certificate (T.C)
- 11) EWS certificate valid for the year 2026-27 from **MeeSeva/Gram Sachivalayam** for OC candidates who want to claim reservation under EWS category
- 12) Residence certificate for preceding 7 years of the Qualifying examination i.e. Degree or its equivalent in respect of Private candidates.
- 13) Andhra Pradesh Residence Certificate/Residence proof of father/mother for a period of 10 years excluding the period of employment outside Andhra Pradesh from Tahsildar in respect of Non-Local Candidates.
Or
Candidates who are children of parents who are in the employment of this State or Central Government, Public Sector Corporation, Local Bodies, Universities and other similar quasi Public Institution within the State at the time of applying for APEAPCET-2026 examination.
- 14) Integrated Community Certificate, in case of BC/ST/SC issued by the competent authority (Not OBC Certificate).
- 15) Income certificate of parents from all sources issued on or after 01.01.2023 for those who claims tuition fee reimbursement. As per the norms prescribed by the Social Welfare Department, Government of Andhra Pradesh, candidates with maximum eligible age [Candidates of SC/ST/BC-34 YEARS and OC-30 YEARS] as on 01-07-2026 are alone eligible for fee reimbursement
- 16) Candidates claiming reservation under NCC/Sports/ PWD/ CAP shall bring the original certificates.
 - a) PWD: In respect of Persons with benchmark disability (PWD) category, candidates have to produce a certificate issued by the District Medical Board. Candidates who have disability of 40% and above will only be considered under PWD category.
 - b) CAP - Candidates shall submit Certificates from the ZillaSainik Welfare Board (viz) Discharge book & Identity card etc for Verification. Children of Ex-Service and In-Service persons who are domicile of Andhra Pradesh will alone be considered for allotment of seats under CAP Category.
 - c) NCC & Sports –Produce original certificates issued by competent authorities. The candidates should have represented from the state of AP. **The**

allotment of NCC candidates will be made as per the G.O.Ms. No.43, Higher Education (RM) Dept., dated 16.07.2025.

- d) Scouts & Guides: Produce original certificates of Rastriya Certificate holders of Bharat Scouts and Guides and other certificate holders of Bharat Scouts and Guides issued by competent authorities.
- e) Anglo-Indian Candidates have to produce a certificate issued by Competent Authority of their place of residence.
- f) Minorities - The Muslim and Christian Minority Candidates should bring Transfer Certificate (TC) of the SSC containing the Religion (Muslim/Christian/Other linguistic) or in the absence of TC, a Certificate issued by the Head of the Institution in which the student studied/appeared for SSC or its equivalent Examination.
- g) Sports & Games – Produce original certificates issued by competent authorities. The candidate should have represented from the state of AP.

IV. Option entry:

The candidates are requested to exercise options as per the schedule i.e. from 27-08-2026 to 02-09-2026. The candidates can freeze their options. Once frozen, the candidates cannot modify their options further. In case of any candidates clicks on Freeze button, exercised options will not be given for any changes/modifications. However, the Candidates are here by informed that they can change their options finally only on 03-09-2026.

Important Instructions for Candidates for exercising options:

- The list of available colleges, branches, and districts can be downloaded from the official website: **<https://cap.apcfss.in>**
- Prepare a list of web options manually on a paper before exercising web options in the web portal based on branches and colleges by consulting parents, friends, relatives, subject experts etc.
- All messages, OTPs, and allotment details will be sent to the *Registered Mobile Number*. Candidates are advised to **keep their mobile phone active and accessible** until the completion of the admission process.
- Utmost care should be taken to keep OTP confidential and do not disclose to anyone
- Candidates can exercise their web options either from **home** or through an **Internet Centre**. Avoid using mobile phone to exercise options as it leads to inconvenience
- If exercising options from an Internet Centre, ensure that you **log out properly** after saving your options to maintain account security.
- It is strongly advised to **exercise as many options as possible** to increase the chances of securing a seat and avoid disappointment.
- After saving your final options, **take a printout** for your reference and future use.

V. Allotment of Seats:

The allotment will be placed on 07.09.2026 after 6.00 p.m. The detailed instructions for options entry i.e Instructions to Candidates will be placed in home page of <https://cap.apcfss.in>

Seat Allotment Information:

- Seat allotment will be done **based on the options exercised**, considering the candidate's **merit rank** and **category** (SC/ST/BC/PWD/NCC/CAP/Sports & Games quota, etc.).
- The **allotment results** will be published on the official website on the **scheduled date** as announced.
- Candidates must **download the allotment order** from the website.
- Additionally, **allotment details will be sent to the candidate's registered mobile number**.

VI .Self-Reporting and Reporting at the Allotted Institution:

- Candidates must report through the **Self-Reporting System** and also **report in person at the allotted college** with the downloaded allotment order and self-joining report as per the dates notified.
- **Both stages of reporting are mandatory.** Reporting through only one mode—either self-reporting or physical reporting at the institution—is **not sufficient** to retain the allotted seat.
- Failure to report through both modes **within the stipulated dates** will result in **cancellation of the allotment**, and the candidate will **forfeit any claim for further seat allotment**.

LIST OF HELP LINE CENTERS

1. GOVERNMENT POLYTECHNIC, SRIKAKULAM
2. MRAGR GOVERNMENT POLYTECHNIC, VIZIANAGRAM
3. GOVERNMENT POLYTECHNIC, KANCHARAPALEM, VISAKHAPATNAM
4. ANDHRA POLYTECHNIC, KAKINADA
5. S.M.V.M POLYTECHNIC, TANUKU, WEST GODAVARI DIST
6. GOVERNMENT POLYTECHNIC, NEAR RAMESH HOSPITAL, VIJAYAWADA.
7. ANDHRA LOYOLA DEGREE COLLEGE, NEAR RAMESH HOSPITAL, VIJAYAWADA
8. MBTS GOVERNMENT POLYTECHNIC, NALLAPADU, GUNTUR.
9. D.A GOVERNMENT POLYTECHNIC ,ONGOLE
10. GOVERNMENT POLYTECHNIC, VENKATESWARAPURAM, NELLORE
11. S.V GOVERNMENT POLYTECHNIC, TIRUPATHI
12. GOVERNMENT POLYTECHNIC FOR WOMEN, KADAPA
13. GOVERNMENT POLYTECHNIC ,ANANTHAPUR
14. SRI G.PULLA REDDY GOVERNMENT POLYTECHNIC,KURNOOL

1. Candidates are hereby informed that they can change their options already exercised on 03.09.2026. The options will be frozen on 03.09.2026 at 10:00 p.m. and candidates cannot modify further. In case of any candidates clicks on Freeze button, exercised options will not be given for any changes/modifications.
2. The allotment will be placed on 07.09.2026 after 6.00 P.M.
Allotments now made are subject to the grant of affiliation from the University.
4. Detailed instructions for options entry i.e Instructions to Candidates will be placed in home page of <https://cap.apcfss.in>

Convener Office address: CONVENOR, APICET-2026 ADMISSIONS,
D.NO:11-307, GARUDADRI K.K TOWERS
FLAT.NO:501, 6TH FLOOR,LAKSHMI NARASIMHA COLONY
BYPASS ROAD,NEAR Dr.YSR AAROGYASRI HEALTHCARE TRUST
MANGALAGIRI,GUNTUR DISTRICT-522 503.

Email Id: apcheicet@gmail.com

a) **Help Desk Numbers: 7842075469, 7842085469, 7842095469**
(Timings as per the schedule from 9:00 AM to 5:30 PM)

Date: 20.08.2026
MANGALAGIRI

CONVENOR
APICET-2026 ADMISSIONS