



ADVANCED PLACEMENT EXAMS 2020

NEW DELHI, INDIA

TEST CENTER: **United States-India Educational Foundation (USIEF), New Delhi**

Center Address: Fulbright House 12 Hailey Road New Delhi 110001

AP Coordinator: Megha Yadav

AP Coordinator's Email Address: tests@usief.org.in

AP Coordinator's Contact Phone: +91 11 4209 0984/980

Contact Hours: 9:30 AM – 4:30 PM

Registration & Payment Deadline: **Registration opens on October 4, 2019. Deadline to pay and register is Nov 13, 2019, 11:59 PM IST**

Register for regular (May 4-15, 2020) and late testing (May 20-22, 2020) exams before the deadline.

After the November 13, 2019 registration deadline, students may register for both the Regular and Late Testing cycle between November 16, 2019 and March 10, 2020. However, these registrations will qualify as 'late order' and attract a late order fee collected by USIEF and paid to College Board. Please check the AP exam fee section to know the price of tests registered for between November 16, 2019 and March 10, 2020. **USIEF New Delhi will not accept registrations on November 14, 2019 and November 15, 2019.**

AP Exam Fee: Regular Testing Exam: Rs. **13,500** per AP Exam (For registration by Nov 13, 2019)

Late Testing Exam: Rs. **16,500** per AP Exam (For registration by Nov 13, 2019)

Regular Testing Exam: Rs. **17,500** per AP Exam (For registration from Nov 16, 2019 to March 10, 2020)

Late Testing Exam: Rs. **20,000** per AP Exam (For registration from Nov 16, 2019 to March 10, 2020)

Refund Policy: No refund will be given once the payment has been made

REGISTRATION & PAYMENT INSTRUCTIONS

Complete ALL STEPS BELOW (register online and pay test center) by **November 13, 2019**** to reserve your seat. The Test Center will provide an AP Admission Ticket by April 15, 2020 as confirmation that your seat is reserved.

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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 MY AP

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.

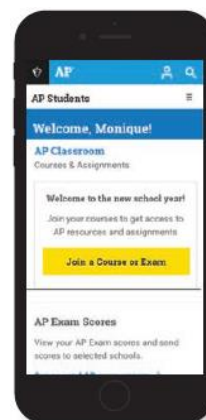
❗ Forgot your login info? Follow the "Forgot username or password?" links to reset them.

❗ 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.

❗ Having technical issues? Contact AP:

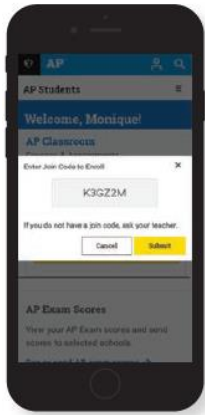
Email: apstudents@info.collegeboard.org

Phone: +1 212-632-1780



2 JOIN AN EXAM

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



3 SUBMIT YOUR JOIN CODE

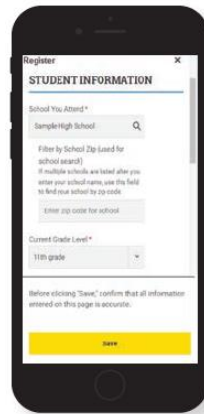
Check the India AP Exam schedule on <http://ap-india.org>. Enter the unique join code for each regular or late testing exam you wish to take at this test center and click **Submit**. (Repeat for each exam you wish to take.)

REGULAR TESTING: MAY 4 – MAY 15, 2020 (SELECT THE APPROPRIATE CODE)		
<ul style="list-style-type: none"> • Art History: VY769Y • Biology: AX4Z63 • Calculus AB: PD2VQM • Calculus BC: WMAJ6G • Chemistry: 4RPMY3 • Comparative Gov & Politics: WZYVKM • Computer Science A: DDZPVM • ENGLISH LANGUAGE & COMP: 24AZ2R 	<ul style="list-style-type: none"> • English Literature & Comp: PAAEQR • Environmental Science: KJ9364 • European History: V9J4NQ • Human Geography: 6JJJVV • MACROECONOMICS: ENJ4XX • Microeconomics: GRPJDK • Physics 1: PZKJAF • Physics 2: NRYGJ9 	<ul style="list-style-type: none"> • Physics C: E&M: Q6RQ9J • Physics C: Mech: ZGW4G9 • Psychology: 7M4MMM • Statistics: QRRNK4 • United States Gov & Politics: DVNNPK • United States History: NNEJQA • World History: Modern: NGWPNY
LATE TESTING: MAY 20 – MAY 22, 2020 (SELECT THE APPROPRIATE CODE)		
<ul style="list-style-type: none"> • Art History: VN342K • Biology: E6DNQ6 • Calculus AB: YER3W9 • Calculus BC: GYAX4K • Chemistry: XX4MGN • Comparative Gov & Politics: GVG4GY • Computer Science A: D94YZ7 • ENGLISH LANGUAGE & COMP: KM269P 	<ul style="list-style-type: none"> • English Literature & Comp: PDVGV3 • Environmental Science: Z3E63V • European History: 7V74JR • Human Geography: 4MK3YW • MACROECONOMICS: EGZV4D • Microeconomics: KJJRD7 • Physics 1: 3JZP2P • Physics 2: 7GARAN 	<ul style="list-style-type: none"> • Physics C: E&M: JEDQ6E • Physics C: Mech: 3JKJ3P • Psychology: 7K292Q • Statistics: 4KKDDG • United States Gov & Politics: PD6NQ6 • United States History: 34DYK9 • World History: Modern: D64ND4



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 OR BY NOVEMBER 13, 2019**, 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)
 - List All Exams You are paying for:
 - REGULAR TESTING: May 4 – May 15, 2020: _____
 - LATE TESTING: May 20 – May 23, 2020: _____
Late testing reason: _____
 - How will you pay? Demand Draft Bank Deposit/Bank Transfer* (NEFT) Cheque
 - Cheques and Demand Drafts are to be issued in the name of **USIEF-EAS Account (payable at New Delhi)**. Please visit the test center to drop in the cheque or demand draft
 - DD or Bank Transfer No. (as applicable) _____
 - DD Issuing Bank or Bank Name (as applicable) _____
- Test Center Bank Details:** For NEFT payments, please write to tests@usief.org.in asking for the NEFT bank details

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, 1999) at the time of taking any AP Exams in May 2020.
- 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 test.
- 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 my Admission Ticket along with an original, VALID PASSPORT or AADHAR CARD to the test center on exam day, or I will not be able to test.
 - Photocopies of the ID will not be accepted.
 - Plan visa applications or ID renewals in advance,
 - to ensure you have valid ID in hand on test day.

After the November 13, 2019 registration deadline, students may register for both the Regular and Late Testing cycle between November 16, 2019 and March 10, 2020. However, these registrations will qualify as 'late order' and attract a late order fee to be paid to College Board. Please check the AP exam fee section to know the price of tests registered for between November 16, 2019 and March 10, 2020. **USIEF New Delhi will not accept registrations on November 14, 2019 and November 15, 2019.



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, 2020**. This ticket is confirmation your seat has been reserved. You will need this ticket on exam day, along with an original, valid passport or Aadhar Card, or you will not be able to test.