




Andhra Pradesh Medical Council (APMC)

User Manual for - Foreign Medical Graduates (FMGs) Internship Program

**Registration
Prepared By**

APOnline

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1. INTRODUCTION:

1.1 ABOUT APMC:

Andhra Pradesh Medical Council is a Body corporate established by an Act of the State Legislature, vide Act No.23 of 1968, by integrating the hitherto Two State Medical Councils, i.e. Hyderabad State Medical Council and Andhra Medical Council. The Council was first constituted by a notification issued in G.O.Ms.No.662 on 19th December, 1991.

1.2 OBJECTIVES

Facilitating the process of submitting web options for Andhra Pradesh Medical Council (APMC)
- Foreign Medical Graduates (FMGs) Internship program

1.3 SCOPE

The scope of this document is to explain the process of Candidate opting for the web options as per the candidate preferences.

2. SOFTWARE AND TECHNOLOGIES

| S.No. | Software | Version |
|-------|------------|------------|
| 1 | .NET Core | 7 Version |
| 2 | SQL Server | 22 Version |

Table 1: Software and Technologies

3. PROCESS FLOW

- ❖ Registration
- ❖ Application submission
 - Personal details
 - Fee payment
 - Medical Qualification details
 - Local/Non-local
 - Visa Details
 - Upload documents

3.1 Registration:

Website: [_https://apmcfmg.aptonline.in/APMC/Home/StudentLogin](https://apmcfmg.aptonline.in/APMC/Home/StudentLogin)

Click on 'Registration' in the title to register for FMGs Internship program registration.



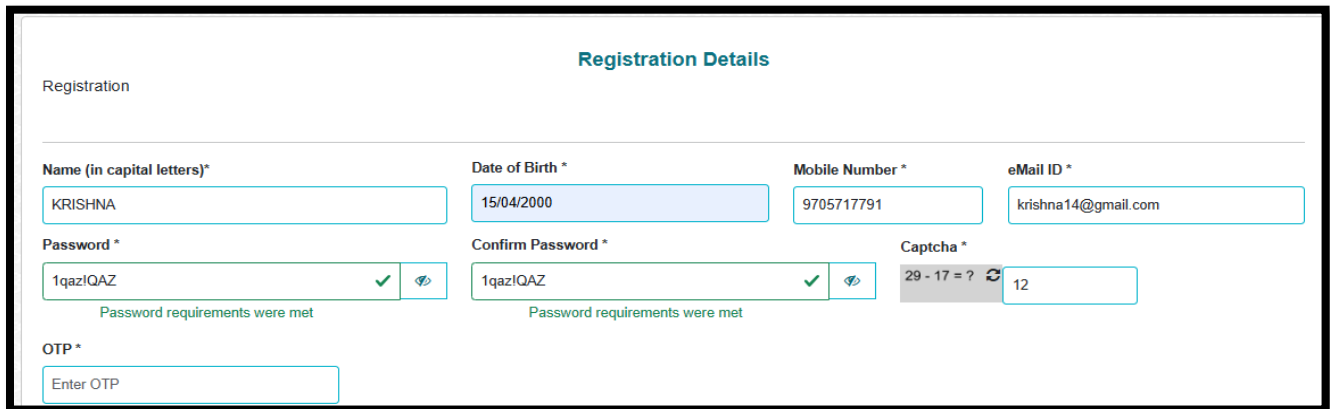
Figure 1: Registration page

After clicking the Registration link, a registration webpage will be displayed as shown on the screen below.

- Enter the Candidate Name.
- Enter the Mobile Number, Email ID and DOB.
- Enter the password and re-enter it in the confirm password field.
- Enter the Captcha and click on "Generate OTP" Button.

Figure 2 : Registration-Generate OTP

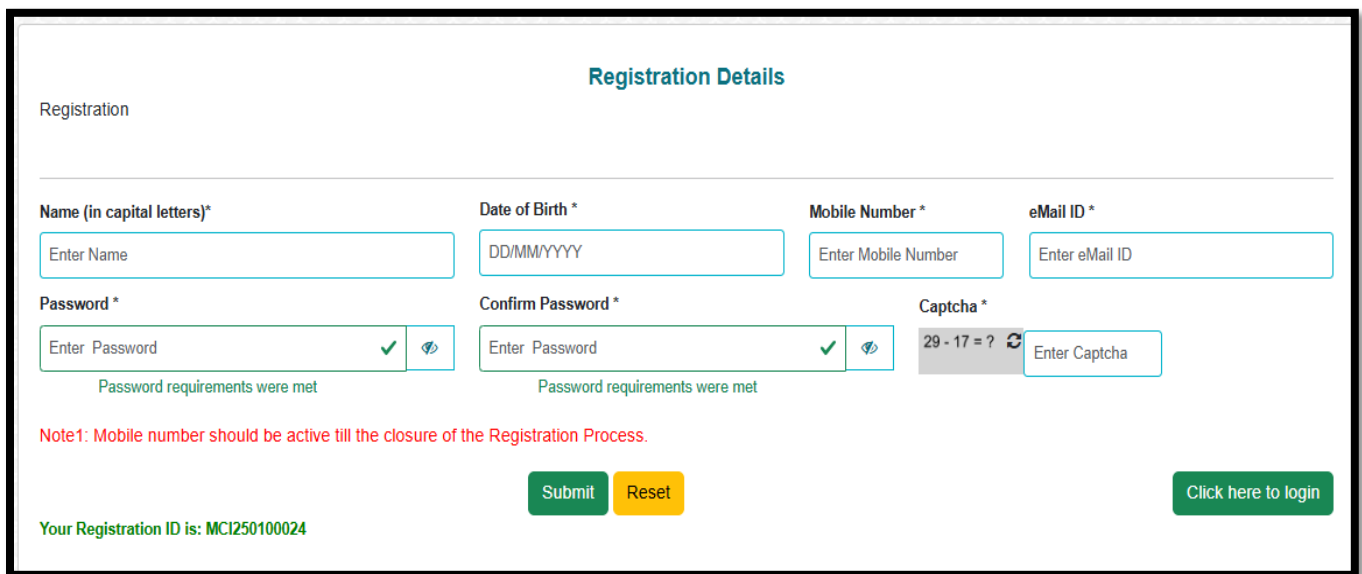
An OTP will be sent to the registered Mobile Number and Email ID. Enter the OTP in the OTP field and click the "Submit" button.



The screenshot shows a web form titled "Registration Details" with a sub-header "Registration". The form contains several input fields: "Name (in capital letters)*" with the value "KRISHNA", "Date of Birth*" with "15/04/2000", "Mobile Number*" with "9705717791", and "eMail ID*" with "krishna14@gmail.com". Below these are "Password*" and "Confirm Password*" fields, both containing "1qaz!QAZ", each with a green checkmark and an eye icon, and a note "Password requirements were met". To the right is a "Captcha*" field with the text "29 - 17 = ?" and a refresh icon, followed by a box containing the number "12". At the bottom, there is an "OTP*" section with a label "Enter OTP" and an empty input box.

Figure 3: Registration – OTP

After successful submission, the Registration ID will be displayed as shown below. An SMS and email will also be sent with the Registration ID. The screen will show a "Successfully submitted" message along with the Registration ID.



The screenshot shows the same "Registration Details" form, but now it displays the "Your Registration ID is: MCI250100024" in green text at the bottom left. The form fields are now empty, with placeholder text: "Enter Name", "DD/MM/YYYY", "Enter Mobile Number", "Enter eMail ID", "Enter Password", "Enter Password", and "Enter Captcha". The "Captcha*" field shows the text "29 - 17 = ?" and a refresh icon. At the bottom right, there is a green button labeled "Click here to login". In the center, there are two buttons: "Submit" (green) and "Reset" (yellow). A red note at the bottom left states: "Note1: Mobile number should be active till the closure of the Registration Process."

Figure 4: Registration – Registration ID (User ID) Generation

3.2 Login:

After successful registration, click “Login” to submit your application.

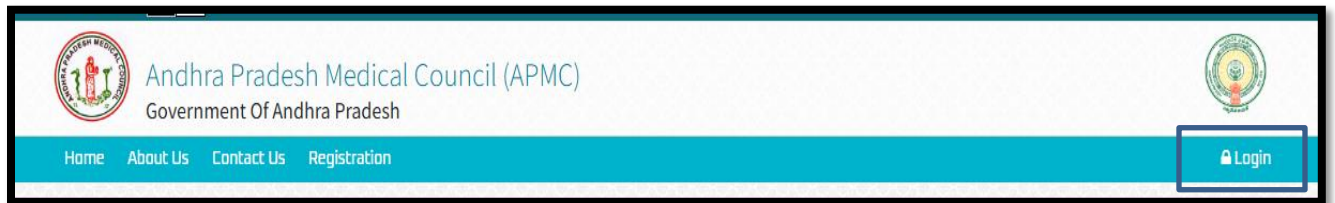


Figure 5: Login Page – Link

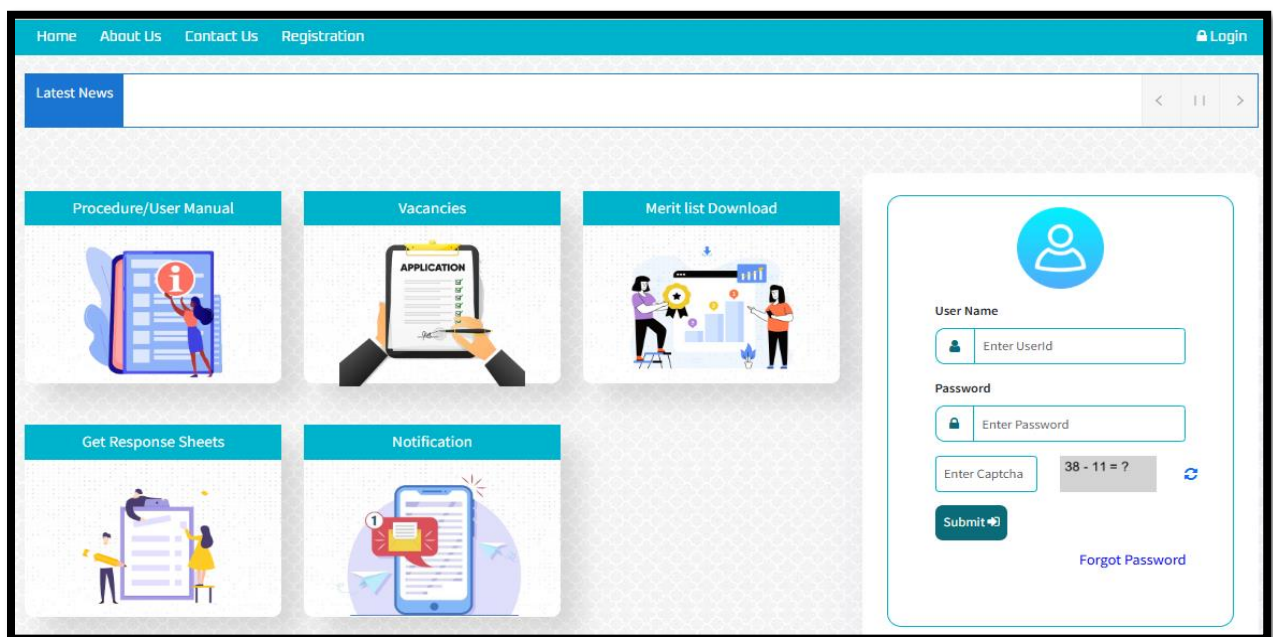


Figure 6: Login Page – Login

The login screen will be displayed as shown below. Enter your User ID (Registration ID), Password, and Captcha, then click the “Login” button.

3.3: Application submission:

After logging in, select “Services” from the menu bar and click on the “Application Submission” link.

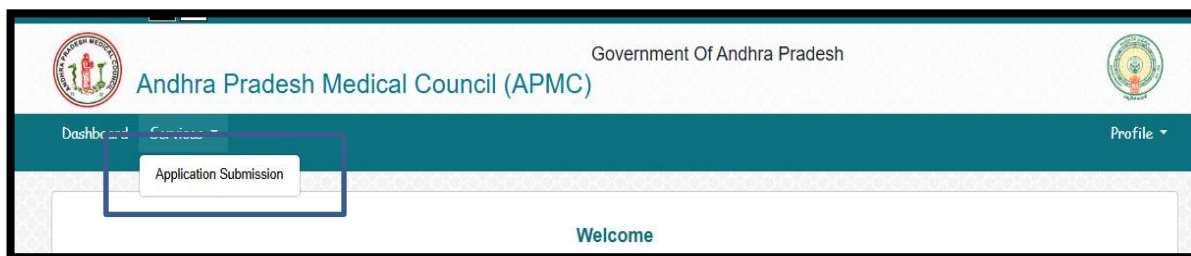


Figure 7: Application Submission – Link

After clicking on the “Application Submission” link, the screen will appear as shown below. The following tabs will be displayed on the application submission screen:

- Personal details
- Fee payment
- Medical Qualification details
- Local/Non-local
- Visa Details
- Upload documents

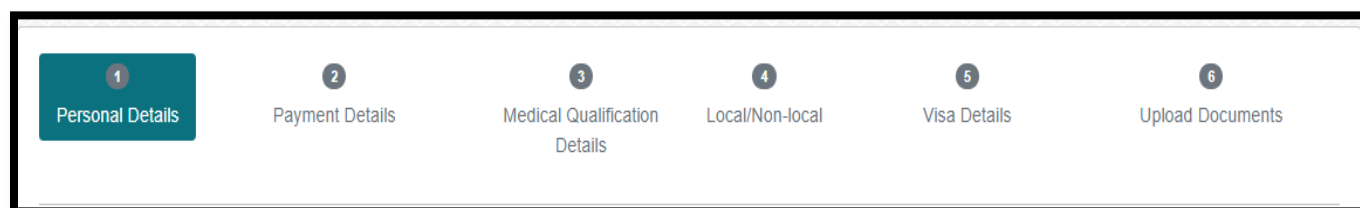


Figure 8: Application Submission – Tabs

Note: Candidates must fill in all tabs and submit the application. If any tab is missed or the application is not submitted, the candidate will be considered ineligible for admission.

Personal Details:

Fill in the Personal Details, Candidate details like Name, DOB, Mobile Number and Mail ID Residential Address, then click the “Save and continue” button.

Government Of Andhra Pradesh
Andhra Pradesh Medical Council (APMC)

Dashboard Services Profile

1 Personal Details 2 Payment Details 3 Medical Qualification Details 4 Local/Non-local 5 Visa Details 6 Upload Documents

Registration ID: MCI250100025

Personal Details:

Name (In capital letters) * PRANATHI B
 Father's Name * Enter Father's Name
 Mother's Name * Enter Mother's Name
 Date of Birth * 15/04/2000
 Gender * Select
 Nationality * Enter Nationality
 Aadhaar No. * Enter Aadhaar No
 Mobile * 9000780707
 Email * rndbf14@gmail.com
 Passport Number * Enter Passport Number
 Passport Issued Date * DD/MM/YYYY
 Passport Expiry Date * DD/MM/YYYY
 Blood Group * Enter Blood Group

Present Address:

House No./Flat No. * Enter House No/Flat No
 Village/Ward Name * Enter Village/Ward name
 State * Select
 District * Select
 Mandal * Select
 Landmark * Enter Land mark
 Pin Code * Enter Pin Code

☐ Present Address same as Permanent Address

Permanent Address:

House No./Flat No. * Enter House No/Flat No
 Village/Ward Name * Enter Village/Ward name
 State * Select
 District * Select
 Mandal * Select
 Landmark * Enter Land mark
 Pin Code * Enter Pin Code

Save & Continue →

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Figure 9: Application Submission – Personal Details

After clicking the “Save & Continue” button, the page will automatically redirect to the payment gateway screen.

Select the payment type, agree to the terms and conditions, and click the 'Pay Now' button. The screen will then redirect to the bank page to complete the fee payment.

 Fee Payment:

Payment Details

Select Payment Type

VISA
☐ Net Banking (SBI)
☐ Net Banking (HDFC)
☐ Net Banking (ICICI)
☐ Net Banking (Other Banks)
☐ Debit Card
☐ Credit Card

☐ I agree to the terms & conditions and request for Registration

Note:- While making payments, if the amount is deducted but the transaction is not successful, Click on “Verify and Continue” if the transaction is successful, the status will be updated automatically. If a transaction fails, the screen will redirect to the payment gateway page and you can attempt the payment again. The deducted amount will be refunded to your account within 7 working days.

Payment Summary

| | Name |
|---------------------|----------------------------|
| Registration No. | PRANATHI B MCI250100025 |
| Fee Amount | 2000.00 (Including GST) |
| Late Fee Amount | 0.00 (Including GST) |
| Verification Amount | 0 |
| Convenience Charges | |
| Total Payment | 2000.00 |

Pay Now Cancel

← Back

Figure 10: Application Submission– Fee Payment

After the payment is successful, the payment receipt will be displayed below.

Click “Continue” button to be redirected to the Local/Non-local screen, as shown below.

| Payment Receipt | | | |
|---------------------|---------------------|----------------------|------------------|
| Applicant Name: | PRANATHI B | Registration Number: | MC1250100025 |
| Mobile Number: | 9000780707 | Gender: | Female |
| Transaction Date: | 05-06-2025 12:22:59 | Transaction Amount: | 2035.40 |
| Transaction Number: | UG1250605122259550 | Payment Ref.No.: | PTM05062718E34D8 |
| Payment Status: | Success | | |

Figure 11: Application Submission–Payment Success

Note: -While making payments, if the amount is deducted but the transaction is not successful, click on "Verify and Continue" If the transaction is successful, the status will be updated automatically. If a transaction fails, the screen will redirect to the payment gateway page and you can attempt the payment again. The deducted amount will be refunded to your account within 7 working days.

Medical Qualification Details:

- Fill all the medical Qualification Details like University name, College name, University country, Degree issued date, Course starting date and course ending date.
- Fill all the intermediate/equivalent details and Screening test information details as shown in fig below.

1

2

3

4

5

6

Personal Details

Payment Details

Medical Qualification Details

Local/Non-local

Visa Details

Upload Documents

Medical Qualification Details:

Name of the Candidate *

PRANATHI B

University Name *

Enter University Name

College Name *

Enter College Name

University Country *

--Select--

Degree Issued Date *

DD/MM/YYYY

Course Starting Date *

DD/MM/YYYY

Course Ending Date *

DD/MM/YYYY

Intermediate/Equivalent:

Intermediate/Equivalent Board *

--Select--

Intermediate/Equivalent Roll No/Hall Ticket No. *

Enter Hall Ticket No

Year & Month Of Pass *

--Select--

--Select--

Total Group Secured Marks(Physics + Chemistry + Biology Including Practicals) *

Total Secured Marks

Total Group Max Marks(Physics + Chemistry + Biology Including Practicals) *

Max Marks

Intermediate/Equivalent Percentage(%) *

Percentage

Screening Test Information

Screening Test Hall Ticket No. *

Enter Screening Test Hall Ticket No

Passed Year *

Passed Month *

--Select--

Obtained Marks *

Enter Marks

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Save & Continue →

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Figure 12: Medical qualification Details

Local/Non-local Region:

Based on the candidate's education, they will fall under one of the following regions:

- Local Region
- Non-Local Region

Local Region:

Candidates should enter and upload details from classes 6 to 12 in the grid for educational region calculation. After entering all details, the educational region will be displayed as shown below. Follow the below process based on the educational region to determine the final region (Local).

1 Personal Details
2 Payment Details
3 Medical Qualification Details
4 Local/Non-local
5 Visa Details
6 Upload Documents

Educational Details (For Local Area/Region Validation)

| S.No | Class | Year of Study | State | District | School/College/Institute | Upload Certificate(PDF Only / 500 KB) | Preview |
|------|-------|---------------|------------------|-----------------|--------------------------|---------------------------------------|---------|
| 1 | XII | 2018 ▾ | Andhra Pradesh ▾ | Ananthapuramu ▾ | SRI CHAITANYA | Choose file No file chosen | NA |
| 2 | XI | 2017 ▾ | Andhra Pradesh ▾ | Guntur ▾ | SRI CHAITANYA | Choose file No file chosen | NA |
| 3 | X | 2016 ▾ | Andhra Pradesh ▾ | Guntur ▾ | SRI CHAITANYA | Choose file No file chosen | NA |
| 4 | IX | 2015 ▾ | Andhra Pradesh ▾ | Kurnool ▾ | SRI CHAITANYA | Choose file No file chosen | NA |
| 5 | VIII | 2014 ▾ | Andhra Pradesh ▾ | Kurnool ▾ | SRI CHAITANYA | Choose file No file chosen | NA |
| 6 | VII | 2013 ▾ | Andhra Pradesh ▾ | Bapatla ▾ | SRI CHAITANYA | Choose file No file chosen | NA |
| 7 | VI | 2012 ▾ | Andhra Pradesh ▾ | East Godavari ▾ | SRI CHAITANYA | Choose file No file chosen | NA |

Region *

Local

←Back
Save & Continue→

Figure 13: Application Submission – Local – Educational Region

Non-local Region:

Candidates other than AP (Andhra Pradesh) based on educational details can be considered As Non-local as shown in fig below:

1

Personal Details

2

Payment Details

3

Medical Qualification Details

4

Local/Non-local

5

Visa Details

6

Upload Documents

S.No

Class

Year of Study

State

District

School/College/Institute

Upload Certificate(PDF Only / 500 KB)

Choose file

No file chosen

Preview

1

XII

2018

Arunachal Pradesh

Dibang Valley

SRI CHAITANYA

Choose file

No file chosen

NA

2

XI

2017

Assam

Baksa

SRI CHAITANYA

Choose file

No file chosen

NA

3

X

2016

Haryana

Kurukshetra

SRI CHAITANYA

Choose file

No file chosen

NA

4

IX

2015

Kerala

Kottayam

SRI CHAITANYA

Choose file

No file chosen

NA

5

VIII

2014

Himachal Pradesh

Lahul And Spiti

SRI CHAITANYA

Choose file

No file chosen

NA

6

VII

2013

Jammu And Kashmir

Rajouri

SRI CHAITANYA

Choose file

No file chosen

NA

7

VI

2012

Gujarat

Gir Somnath

SRI CHAITANYA

Choose file

No file chosen

NA

Region *

Non-Local

←Back

Save & Continue→

Figure 14: Application Submission – Non - Local – Educational Region



Visa Details:

Visa Details: Enter all the Visa Details as shown in the fig below.

The screenshot shows a web form with a navigation bar at the top containing six items: 1 Personal Details, 2 Payment Details, 3 Medical Qualification Details, 4 Local/Non-local, 5 Visa Details (highlighted in a teal box), and 6 Upload Documents. Below the navigation bar, the 'Visa Details' section contains the following fields:

- Country ***: A text input field containing 'China'.
- Date of Admission ***: A date input field containing '15/05/2024'.
- Date of Course Completion ***: A date input field containing '27/05/2025'.
- Total Course Duration ***: A text input field containing '1 year 0 month 12 day'.
- Date of arrival in INDIA after course completion(as per VISA entry)**: A date input field with a placeholder 'DD/MM/YYYY'.
- Visa Entry Form**: A label above a 'Select Year:' dropdown menu.
- Internship in Abroad ***: A dropdown menu with 'Select' as the current selection. A blue dropdown menu is open, showing 'Select' (highlighted), 'No', and 'Yes'.

If the candidate done the internship in abroad then select “YES” and enter internship start date and internship end date as shown in the fig below.

This screenshot shows the same 'Visa Details' form as the previous one, but with additional fields and a different selection for the 'Internship in Abroad' dropdown:

- Country ***: 'China'.
- Date of Admission ***: '15/05/2024'.
- Date of Course Completion ***: '27/05/2025'.
- Total Course Duration ***: '1 year 0 month 12 day'.
- Date of arrival in INDIA after course completion(as per VISA entry)**: 'DD/MM/YYYY'.
- Visa Entry Form**: 'Select Year:' dropdown.
- Internship in Abroad ***: A dropdown menu with 'Yes' selected.
- Internship Start Date ***: A date input field with a placeholder 'DD/MM/YYYY'.
- Internship End Date ***: A date input field with a placeholder 'DD/MM/YYYY'.

Figure 15: Visa details

Visa entry form: Fill all the Visa entry form details as shown in the fig below.



Upload documents:

Upload all the documents as shown in the fig below.

1

2

3

4

5

6

Personal DetailsPayment DetailsMedical Qualification DetailsLocal/Non-local Visa DetailsUpload Documents

Upload Documents:
Candidate Photo & Signature must be in (JPG/JPEG) formats & maximum size of 200KB
All uploads must be in PDF format & maximum size of 1MB

| S.No | Document Name | Upload Document | Preview |
|------|--|--------------------------------------|---------|
| 1 | Eligibility Certificate issued by MCI / NMC for seat Allotment. | <div>Choose fileNo file chosen</div> | NA |
| 2 | Admission / Acceptance letter issued by a Foreign Medical College / University. | <div>Choose fileNo file chosen</div> | NA |
| 3 | Provisional / Original Degree Certificate issued by Foreign Medical College / University. | <div>Choose fileNo file chosen</div> | NA |
| 4 | Embassy Certification in the shape of an Apostile on Degree Certificate / Credential Report / Notarial Certificates. | <div>Choose fileNo file chosen</div> | NA |
| 5 | Academic Record/Transcript/MBBS Marks List with Embassy Certification. | <div>Choose fileNo file chosen</div> | NA |
| 6 | FMGE Screening Test Pass Certificate. | <div>Choose fileNo file chosen</div> | NA |
| 7 | SSC / CBSE / Equivalent Certificate for proof of Date of Birth. | <div>Choose fileNo file chosen</div> | NA |
| 8 | 10+2/Intermediate Verification Letter from the Concerned State Board, for CBSE Students: Submit 10+2 online verification letter. | <div>Choose fileNo file chosen</div> | NA |
| 9 | Original scanned copy of passport (all pages) | <div>Choose fileNo file chosen</div> | NA |
| 10 | Affidavit form duly attested by a Notary Public on Rs.20/- non-judicial Stamp Paper. | <div>Choose fileNo file chosen</div> | NA |
| 11 | Aadhar Card as proof of Identity. | <div>Choose fileNo file chosen</div> | NA |
| 12 | Credential Certificate / Notarial Certificate issued by the Indian Embassy. | <div>Choose fileNo file chosen</div> | NA |
| 13 | Non-Criminal Record issued by the Police Department. | <div>Choose fileNo file chosen</div> | NA |

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Save Documents

Figure 17: Application Submission – Uploads

NOTE: - Please review the details before submitting; No editing option will be available throughout the admission process.

After saving, the 'Preview Application' button will be activated. Click on the 'Preview Application' button to submit your application.

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Save Documents

Preview Application

Figure 18: Application Submission – Preview Application Link

