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SRI LANKA

➡ Apply Exam   ➡ Register Online   Online Paym

New to AAT▾   Student▾   Member▾   Examination▾

Following Steps will assist candidates to apply for AAT Examinations through Online

1.   Register with online Exams

If you have already registered for on line examination system you do not have to register again.

You can direcly apply for the exam by following steps in point 2 "Applying for AAT Examination Online"

Step 1- Create your student profile

- Search and Find the Sign-Up Button on the Center of the Screen, Click to Start Register on Student's Profile. You are required to have a valid Student Registration ID at AAT Sri Lanka.
- Once you click sign up, you will be directed to Student Profile Registration Page.
- Type your Student Registration ID on the Appeared Student Reg ID Box and Press Search button below to the Student Reg ID Box.

Student Reg ID

Student Reg ID	Type Here your Registration ID
Search	

- Your name will appear in the Below box under Student Name, If any case if you get a message saying **Registration Number has already been registerd** , please contact AAT Examination Division

Student Name

Your Name name will be appeard here

- If your name is correct, please enter a **valid email address to Email Address box that belongs to you and it shouldn't be a shared one.** All the information related to your examination will be received at your registered email address.

- Enter a valid Contact Number to Mobile Phone Number box.

- Once you complete enter Email address and the Mobile Phone Number, Enter a valid password. Password should not be consist of your name and need to be at least 8 characters long. It should be included letters, numbers, and symbols. And enter the same password to the verify password box.

- Once you complete all pieces of information and passwords, the Register button will enable you to press. Press-Register button and wait until the below verification Message appears.

Step 2 - Verify Your Email Address

- When you receive the confirmation screen, same time you will receive an email to verify your email address. You are required to log in to the registered email account and search email. Sometimes it may have gone to the spam folder, so please check on the spam folder if it is not available in your inbox. " Press, Click here to activate" in order to activate your account , as shown below" "

AAT Student Profile - Registration Verification ▶ Inbox ×

AAT Student Profile <onlinepayment@aatsl.lk>
to me ▾

文A Tamil ▾   >   English ▾   Translate message

Hello **Student**,

Thank You for Registering on the AAT Student Profile. To verify your email

Click here to Activate ⇐ **Click Here to Activate Account**

Thanks
AATSL

- Once you click the verification link you will be directed to the successfully registered screen. Congratulations, You are registered in the System. Use your registration number and password to login into the system.

Activatio

Student Reg ID :	##############
User Full Name :	##############
User Email Address :	##############
User Contact Number :	##############

2. **Applying for AAT Examination Online**

If you have already posted the Examination Application to AAT by post do not apply through online

❖ First login to your student account by using your **Username (*Student Reg. ID*)** & the **password**.

❖ When you log in to your account there is a tab called "**Exam Application**"; by clicking it you will be directed to *Online Examination Application*.

• Select the **City** where you wish to sit for examination

• Select the **Subjects** you wish to sit for

  -Subjects you have already completed/exempted cannot be selected again.

  -Can Select **both Level I and Level II Subjects** together

  -To Select **Business Communication Subject (310)**, *Level I* should be completed.

  -Should select **all 4 subjects when applying for Level III** at first attempt and in subsequent attempts, should select **all failed / absent** subjects otherwise you are not allowed to proceed.

• Select the **Medium** you wish to sit (This is appeared top of each level except for BC Subject)

• After selecting the city, medium and the subjects click   `Apply`

• Then a summary box will appear which contains the details you selected earlier including *the payable amount* (If you are eligible for '*Credit Note*' the **payable amount will be shown *after reducing* the Credit Note Amount**.)

  Recheck whether they are correct and click the button to `Yes` with the payment. After clicking '*Yes*' you cannot change the details you have selected.

• Then you will be directed to the '**Exam Application Payment**' page.

Making the Payment for Examination

❖ In the '**Exam Application Payment'** page ,

- You can do the payment through either **Online** or **Offline Bank Payment**. When you select the relevant tab you will be directed to the relevant payment section

- **Online – Payment**
  You can do the payments using a Credit card (Visa/Master)

- **Offline Bank Payment**
✓ When you visit the, Offline bank payment site click
  your payment details.

Add Payment Details

- If you paid using a *cash deposit slip* in the bank you must fill **22 plus your 7 digits Student Registration Number** in reference of bank slip(detail steps of filling the slips are shown at the end)as your reference number or if you paid using the payment slip sent by AAT Exam Division, along with exam application enter the number starts with **JAxxxxxx**

- Then you need to enter the paid date and paid amount accordingly

- Finally upload a picture of the payment slip and click **Yes**

✓ Then a box will appear asking for confirmation. If you have enter all the relevant details without missing click **Yes**

❖ If accidently the page is closed by you before confirming the payment or part of the amount has paid, log into your account again and go to exam application. There the *payable amount* will be shown and you can click **The Amount Payable**
  Then you will be directed to '**Exam Application Payment'** page to proceed with the balance payment.

Finally a message will be shown that you have applied for examination successfully, Note that if there is any clarification and shortcomings on exam application, examination division will contact you.

How to pay using a cash deposit slip in the bank

✠ Examination payment can only be paid to **any branch** of *the Bank of Ceylon (BOC)* to the credit of **A/C No: 165173**, **Branch: Narahenpita, Acc. Name**: **Association of Accounting Technicians of Sri Lanka.**

✠ You can do the payment using *cash deposit slips* in the bank or if you have already received your exam application and you can use the payment slip of the application to make the payment to bank(If you have *still not post* the examination application)

✠ If you are using a *cash deposit slip* in the bank when filling the bank slip you need to fill clearly **Students Name with Initials, NIC No, Telephone Number, Date and the Amount paid**. **Purpose of deposit** should be mentioned as *AAT Examination Fee*

✠ As the **Ref No** you should need to fill **22 plus your 7 digits Student Registration Number correctly,(e.g.: 22xxxxxxx)**.This is a *Mandatory Requirement* ,otherwise it *won't be recognized as an examination fee.*

Note: You

Ref Num