

**CENTRE FOR GOOD GOVERNANCE**

# **Board of Intermediate Education (BIE) – Govt of Andhra Pradesh – Student Services - User Guide**

**Version 1.1**

---

The Board of Intermediate Education, Govt. of Andhra Pradesh, user guide details out the step by step usage of all student services provided in the IT application.

## Contents

1. About APBIE Portal.....	3
1.1 Salient Features.....	3
1.2 Access Details .....	3
2. Online Student Services.....	4
2.1 Migration Certificate .....	5
2.2 Issue of Equivalency Certificates .....	6
2.3 Issue of Eligibility Certificates.....	9
2.4 Duplicate / Triplicate Pass Certificate.....	10
3. Know Your Application Status .....	12
3.1 Under Process.....	12
3.2 Approved .....	13
3.3 Rejected .....	14

## 1. About APBIE Portal

### 1.1 Salient Features

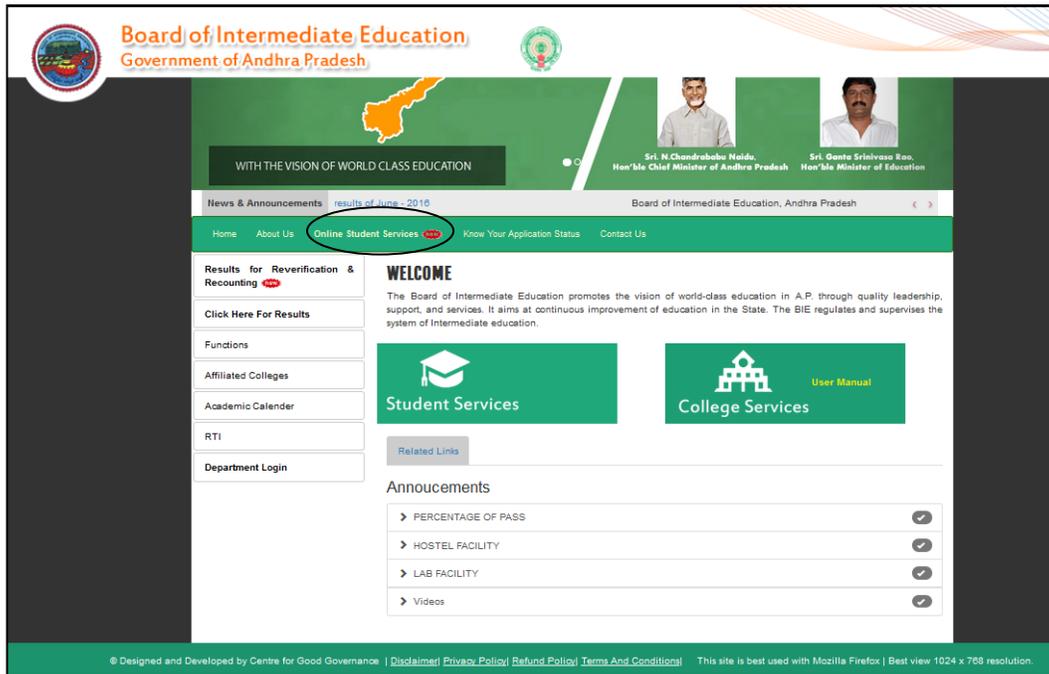
- Web-based solution
- 24/7 accessibility to the users
- Password protected and secure
- Role based access & customized views for the users
- Provides User friendly interface
- Expandable, replicable, adaptive & sustainable and technically versatile model
- Bring out transparency and accountability
- Query based reports can be generated
- Online help

### 1.2 Access Details

To access the application, user must log on to the Portal and then navigate through the services provided in the application. The following steps are to be followed to log on to Portal:

- Open the Web browser – Please use Mozilla Firefox as browser.
- Enter the website address as <http://apbie.cgg.gov.in/home.do>

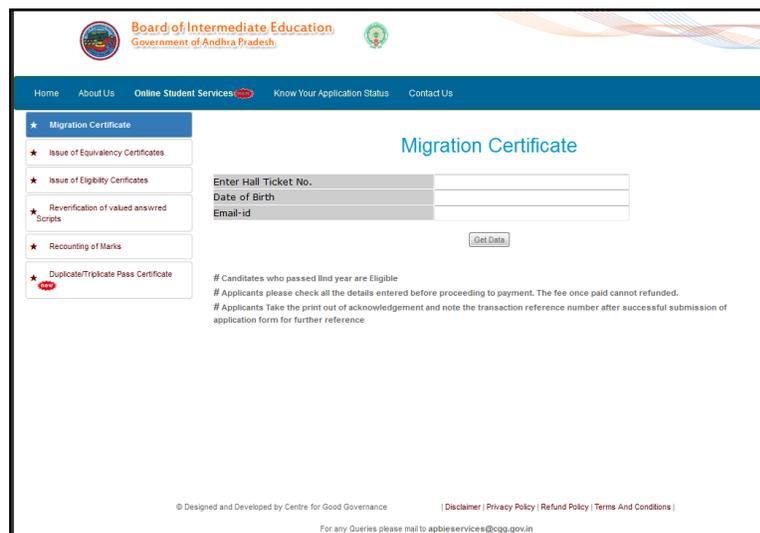
- The Home Page of the application gets displayed as shown below.



User need to click on **“Online Student Services”** tab to use student services, which is marked as circle in above screen.

## 2. Online Student Services

When user click on **Online Student Services** tab, below home screen display for other services.



## 2.1 Migration Certificate

- This service used for only AP State Board students who want to go out of country for studies.
- System displays below screen to apply for migration certificate.

**Board of Intermediate Education**  
Government of Andhra Pradesh

Home About Us Online Student Services Know Your Application Status Contact Us

**Migration Certificate**

★ Issue of Equivalency Certificates

★ Issue of Eligibility Certificates

★ Reverification of valued answered Scripts

★ Recounting of Marks

★ Duplicate/Triplicate Pass Certificate

**Migration Certificate**

Enter Hall Ticket No. 12345

Date of Birth 04/07/2000

Email-id test@cgg.gov.in

Get Data

# Candidates who passed IInd year are Eligible  
# Applicants please check all the details entered before proceeding to payment. The fee once paid cannot be refunded.  
# Applicants Take the print out of acknowledgement and note the transaction reference number after successful submission of application form for further reference

© Designed and Developed by Centre for Good Governance | Disclaimer | Privacy Policy | Refund Policy | Terms And Conditions |  
For any Queries please mail to apbieservices@cgg.gov.in

- Enter Hall Ticket Number, Date of Birth and Email id.
- Click on get data button to get data as below shown.

**Board of Intermediate Education**  
Government of Andhra Pradesh

Home About Us Online Student Services Know Your Application Status Contact Us

**Migration Certificate**

★ Issue of Equivalency Certificates

★ Issue of Eligibility Certificates

★ Reverification of valued answered Scripts

★ Recounting of Marks

★ Duplicate/Triplicate Pass Certificate

Enter Hall Ticket No. 1223242353

Date of Birth 04/07/2018

Email-id test@cgg.gov.in

Get Data

Student Details	
Roll Number	1223242353
Candidate Name	Test
Father Name	Test
College Name	
Course	MPC[001]
Mobile Number	
Fee (in Rupees)	150 (Rupees One Hundred Fifty Only)
Purpose	

Submit and Pay

# Candidates who passed IInd year are Eligible  
# Applicants please check all the details entered before proceeding to payment. The fee once paid cannot be refunded.  
# Applicants Take the print out of acknowledgement and note the transaction reference number after successful submission of application form for further reference

© Designed and Developed by Centre for Good Governance | Disclaimer | Privacy Policy | Refund Policy | Terms And Conditions |  
For any Queries please mail to apbieservices@cgg.gov.in

- Enter mobile number and purpose.
- Click on submit & pay for further payment process.

### Payment Process:

- When user click on submit & pay, system redirect to payment gateway screen for online payment process.

- User need to select tpe of payment like credit card, debit card, debit card + ATM pin, internet banking and master pass.
- Click on Make payment after selection of card / Bank details.
- After completion of successful payment process, system provides an acknowledgment number for further reference.

## 2.2 Issue of Equivalency Certificates

- The Candidate who passed Intermediate/HSC/+2 are eligible for avail this service.

- Select 10<sup>th</sup> class pass year and 12<sup>th</sup> pass year. User will get below screen.

Note: 2 or more than 2 years difference should be there between both pass years.

The screenshot shows the 'Issue of Equivalency Certificates' form on the APBIE website. The form is titled 'Issue of Equivalency Certificates' and includes a sub-header 'The Candidate who passed Intermediate/HSC+2 are Eligible'. Under 'Student Details', the 10th Pass Year is set to 2013 and the 12th Pass Year is set to 2015. The Type is set to General. The form includes fields for Candidate Name, Date of Birth, Email-id, Gender (Male, Female, Transgender), Father Name, Residential Address, and Mobile Number. A 'Proceed' button is located at the bottom right of the form.

- Choose type radio button.
- If type is General:
  - Enter candidate Name, Date of Birth, Email ID, Gender, Father Name, Residential Address and Mobile Number.
  - Click on Process button for further process
- If type is Vocational – With Bridge Course:

The screenshot shows the 'Issue of Equivalency Certificates' form on the APBIE website for a Vocational candidate. The form is titled 'Issue of Equivalency Certificates' and includes a sub-header 'The Candidate who passed Intermediate/HSC+2 are Eligible'. Under 'Student Details', the 10th Pass Year is set to 2013 and the 12th Pass Year is set to 2015. The Type is set to Vocational. The form includes fields for Candidate Name, Father Name, College Name, Course (MPC(001)), Mobile Number, Year & month, Inter Certificate (pdf & <200KB), Bridge Course Memorandum (pdf & <200KB), and Purpose. A 'Submit and Pay' button is located at the bottom right of the form.

- Enter Hall Ticket Number
  - System displays student details
  - Enter Mobile number and select year & Month
  - Upload Inter certificate, Bridge course memorandum in the form of pdf and size below 200 kb.
  - Enter purpose
  - Click on Submit & pay button for further process
- If type is Vocational – Without Bridge Course:

The screenshot shows the 'Issue of Equivalency Certificates' page on the Board of Intermediate Education website. The page has a blue header with navigation links: Home, About Us, Online Student Services, Know Your Application Status, and Contact Us. A sidebar on the left contains several menu items with star icons: Migration Certificate, Issue of Equivalency Certificates (highlighted), Issue of Eligibility Certificates, Reverification of valued answered Scripts, Recounting of Marks, and Duplicate/Triplicate Pass Certificate. The main content area is titled 'Issue of Equivalency Certificates' and includes a note: 'The Candidate who passed Intermediate/HSC+2 are Eligible'. Below this is a 'Student Details' form with the following fields: 10th Pass Year (2013), 12th Pass Year (2015), Type (General/Vocational), and Type (With Bridge Course/Without Bridge Course). There is an input field for 'Enter Hall Ticket No.' with the value 1608313254. Below this is a table for 'Student Details' with the following rows: Candidate Name, Father Name, College Name, Course (MPC(001)), Mobile Number, Year & month (with dropdowns for Year and Month), and Purpose. At the bottom of the form is a 'Submit and Pay' button. The footer contains the text: '© Designed and Developed by Centre for Good Governance | Disclaimer | Privacy Policy | Refund Policy | Terms And Conditions |' and 'For any Queries please mail to apbieservices@cgg.gov.in'.

- Enter Hall Ticket Number
- System displays student details
- Enter Mobile number and select year & Month
- Enter purpose.
- Click on Submit & pay button for further process

**Payment Process:**

Same as previous service.

## 2.3 Issue of Eligibility Certificates

The candidates who are passed 1st and 2nd year are Eligible.

**Board of Intermediate Education**  
Government of Andhra Pradesh

Home About Us Online Student Services Know Your Application Status Contact Us

★ Migration Certificate  
★ Issue of Equivalency Certificates  
★ Issue of Eligibility Certificates  
★ Reverification of valued answered Scripts  
★ Recounting of Marks  
★ Duplicate/Triplicate Pass Certificate

### Issue of Eligibility Certificates

The candidates who are passed 1st and 2nd year are Eligible.

**Student Details**

Year into which student want admission:  1st Year  2nd Year

Candidate Name: TEST

Date of Birth: 03/07/2000

Email-id: test@cgg.gov.in

Gender:  Male  Female  Transgender

Father Name: test

Residential Address: test

Mobile Number: 7777777777

- Select Year
- Enter candidate name, date of birth, email id, gender, father name, address and mobile number.
- Click on Proceed.
- System displays student details

**Issue of Eligibility Certificates**

The candidates who are passed 1st and 2nd year are Eligible.

**Student Details**

Year into which student want admission:  1st Year  2nd Year

Candidate Name: TEST

Date of Birth: 01/07/2010

Email-id: test@cgg.gov.in

Gender:  Male  Female  Transgender

Father Name: TEST

Residential Address: test

Mobile Number: 8888888888

10th Board Name: AP OPEN SCHOOL SOCIETY

10th Examination Name: Secondary School Certificate Examination (APOSS)

Hall Ticket No./Roll No./Seat No./Unique Id: 1608313254

10th Year and Month: 2016 March

10th Marks Memo(pdf & <200KB):  Doct.pdf

10th Transfer Certificate(pdf & <200KB):  Doct.pdf

10th Migration Certificate(pdf & <200KB):  Doct.pdf

Address and name of the College into which admission is sought: test

Fee (in Rupees): Exempted

Purpose: test

© Designed and Developed by Centre for Good Governance | Disclaimer | Privacy Policy | Refund Policy | Terms And Conditions |

For any Queries please mail to apbieservices@cgg.gov.in

- Select 10<sup>th</sup> board name. If student belongs to Open school, fee get exempted. For others, fee need to pay.
- Enter hall ticket number, year & month.
- Upload 10<sup>th</sup> marks memo, Transfer Certificate & migration certificate.
- Enter address & name of the collage, into which admission is sought.
- Enter purpose.
- Click on Submit & pay button for further process

#### Payment Process:

- Same as previous service.

## 2.4 Duplicate / Triplicate Pass Certificate

Student who passed IInd year are can use this service to get pass certificate for duplicate or triplicate.

The screenshot shows the website interface for the Board of Intermediate Education, Government of Andhra Pradesh. The main heading is 'Duplicate/Triplicate Pass Certificate'. On the left, there is a sidebar menu with options: Migration Certificate, Issue of Equivalency Certificates, Issue of Eligibility Certificates, Reverification of valued answered Scripts, and Recounting of Marks. The main form area includes a 'Type' dropdown menu with radio buttons for 'Duplicate Pass Certificate' (selected) and 'Triplicate Pass Certificate'. Below this are input fields for 'Enter Hall Ticket No.' (1521216142), 'Date of Birth' (01/08/2000), and 'Email-id' (test@cgg.gov.in). A 'Get Data' button is located at the bottom right of the form.

- Select Type of the Certificate
- Enter Hall ticket number, date of birth and Email-id.
- Click on Get Data button to get student details

- ★ Migration Certificate
- ★ Issue of Equivalency Certificates
- ★ Issue of Eligibility Certificates
- ★ Reverification of valued answered Scripts
- ★ Recounting of Marks
- ★ Duplicate/Triplicate Pass Certificate

## Duplicate/Triplicate Pass Certificate

Type  Duplicate Pass Certificate  Triplicate Pass Certificate

Enter Hall Ticket No.

Date of Birth

Email-id  [Get Data](#)

Candidate should submit all the Originals which uploaded online to the BIE by Regd Post. to process for issue of DPC

Candidate Name

Father Name

College Name

Mobile Number

Cases  Lost  Damaged

FIR (Police Certificate)(pdf & <200KB)  No file selected.

Affidavit(pdf & <200KB)  No file selected. [Sample Affidavit](#)

Application First Page(pdf & <200KB)  No file selected. [Application First Page](#)

Fee (in Rupees) **1000 (Rupees One Thousand only)**

Purpose

	Theory Practical	Total				
Subject	ENGLISH 100	TELUGU 100	ECONOMICS 100	COMMERCE 100	CIVICS 100	Total
1 Year	71 * P	88 * P	92 * P	82 * P	35 P	368
2 Year	77 P	98 P	90 P	92 P	93 P	450
Grand Total						818

© Designed and Developed by Centre for Good Governance | [Disclaimer](#) | [Privacy Policy](#) | [Refund Policy](#) | [Terms And Conditions](#) |

For any Queries please mail to [apbieservices@cgg.gov.in](mailto:apbieservices@cgg.gov.in)

- Enter Mobile number
- If in case of Lost : Please upload FIR & Affidavit Scand copies in PDF Format, size below 200KB
- If in case of Damage: Please upload Damage Certificate Scand copy in PDF Format, size below 200KB
- Upload Application of DPC First page in PDF Format, size below 200KB
- Enter Purpose.
- Click on Submit & pay button for further process.

**Payment Process:**

Same as previous service.

### 3. Know Your Application Status

- Student can know the status of the application by using this service which existed in home page.

The screenshot shows the 'Status of Application' form on the Board of Intermediate Education website. The form has a green header with the text 'Status of Application'. Below the header, there is a text input field labeled 'Enter Acknowledgement Number' and a green button labeled 'Get Status'.

- Status can be three types.

#### 3.1 Under Process

- Student need to enter acknowledgment number in the box.
- Click on Get Status.

The screenshot shows the 'Status of Application' form on the Board of Intermediate Education website. The form has a green header with the text 'Status of Application'. Below the header, there is a text input field labeled 'Enter Acknowledgement Number' with the value '16318373' entered. A green button labeled 'Get Status' is visible. Below the button, the text 'Your Application is Under Process' is displayed.

- System display status as “Your Application is Under Process”.

### 3.2 Approved

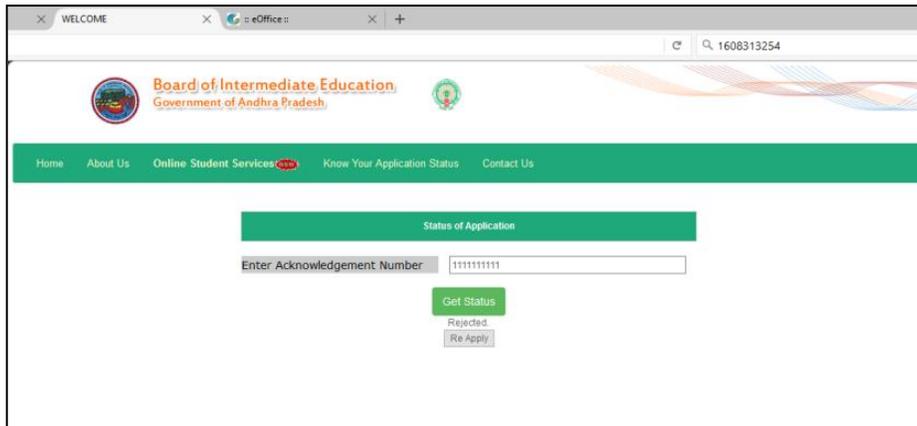
- Student need to enter acknowledgment number in the box.
- Click on Get Status.
- System asked for verification code which sent to registered mobile number.

- Enter Verification code and click on Verify button

- System displays status as “Your Application is Processed Please click on the below link to download the certificate”
- User need to click on “Certificate Download” link to view and download the certificate in pdf format.

### 3.3 Rejected

- Student need to enter acknowledgment number in the box.
- Click on Get Status



The screenshot shows a web browser window with the URL 'eOffice'. The page header includes the logo of the Board of Intermediate Education, Government of Andhra Pradesh, and a navigation menu with links for Home, About Us, Online Student Services, Know Your Application Status, and Contact Us. The main content area features a green header for 'Status of Application'. Below this, there is a text input field labeled 'Enter Acknowledgement Number' containing the value '1111111111'. A green 'Get Status' button is positioned below the input field. Underneath the button, the status 'Rejected' is displayed in red text, and a grey 'Re Apply' button is visible below it.

- System displays status as “Rejected” (Or as mentioned by the officer).
- User can Re Apply by click on “Re Apply”.