



ICAS Life Membership (LM) application Frequently Asked Questions (FAQs)

FAQ by New Life Member applicants

Question: What is ICAS Life membership?

Answer: To affiliate with the Indian Council of Astrological Sciences (ICAS), individuals must opt for ICAS Life Membership. The Life Membership (LM) fee is a one-time payment, payable at the time of enrolling in any of the following courses: Jyotisha, Palmistry, Vaastu, Naadi, and Nakshatra.

Question: Why should I applying for ICAS Membership?

Answer: Applying for ICAS Membership is essential for individuals who aspire to enrol in ICAS courses. By becoming a member of ICAS, individuals gain the eligibility to participate in the various courses offered by the organisation.

Question: Which documents should I prepare and upload while filling out the Life membership application for ICAS? Are there any specific guidelines for uploading a photograph?

Answer: Before beginning the Life membership application for ICAS, please have the following documents ready in a scanned and legible format:

Document	Indian Residents	Overseas Residence
1. Passport Size photo	Soft copy to be uploaded	Soft copy to be uploaded
2. Scan copy of your Signature	Soft copy to be uploaded	Soft copy to be uploaded
3. Proof of Identity	Adhar, PAN, DL, Voters ID/Passport	Any recognised ID proof
4. Proof of Education Qualification	Graduation Certificate/ Marks sheets issued by Board/University	Graduation Certificate/ Marks sheets issued by Board/University
5. Proof of Residential Address	Adhar, DL, Voters ID/ Passport	Any recognised Address proof

Those who submit Adhar as address proof, should mask the Adhar number leaving last 4 digits only for the purpose of security. Unmasked Adar card shall be rejected for processing the LM.




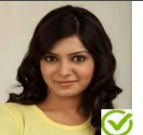



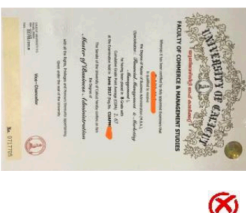
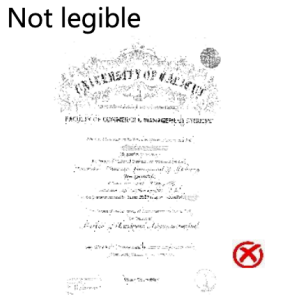
1. Scanned copies of required documents: Ensure that you have scanned copies of the necessary documents as per the application requirements. These documents will support your membership application.
2. Proper orientation and clarity: Make sure that the scanned documents are properly oriented and clear for easy processing. This will help facilitate a smooth application review process.

Additionally, when uploading a photograph, please note the following guidelines:

1. Formal photograph: Upload a formal image that adheres to the guidelines provided by ICAS. Avoid using casual or informal pictures for your Life membership application.

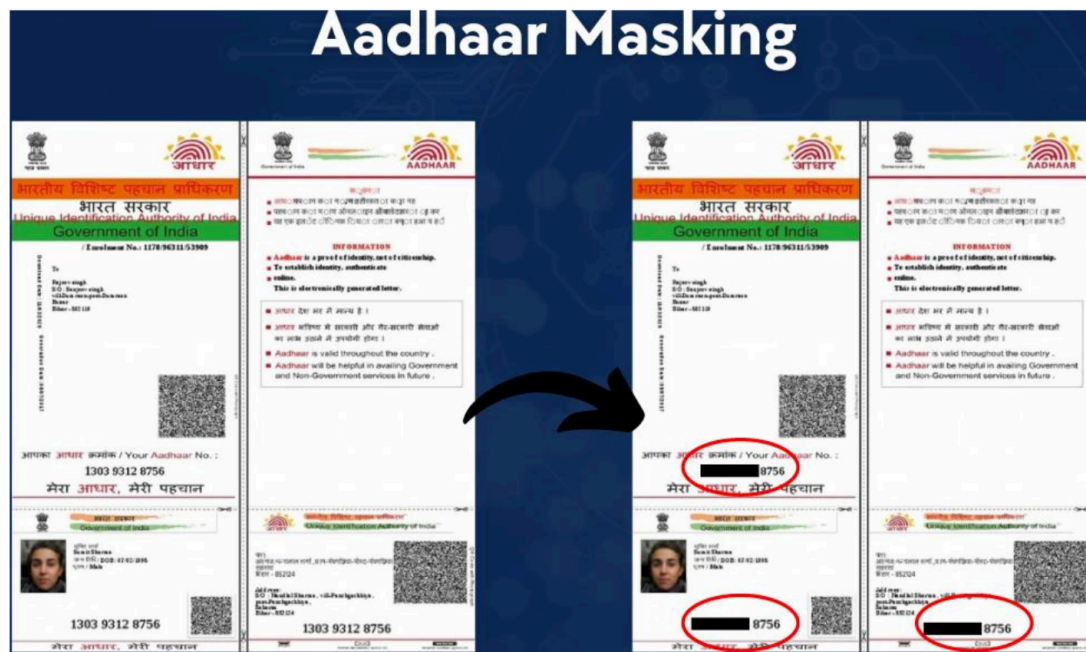
2. Photo for the Life Membership Card: The photograph you upload will be used for printing your Life Membership Card. Therefore, it should meet the specifications outlined by ICAS.

Please exercise diligence while submitting your documents and ensure that all guidelines are followed to ensure a successful application process.

Orientation of Picture				Orientation of Signatures		
						
Orientation of Documents						
Tilted image		Not legible				
						

Adhar masking

If you are uploading Adhar as identification document, it should be masked for security purposes by striking off first 8 digits of Adhar Number.



Question: I made mistakes while filling out my Life Membership application. How can I correct these errors?

Answer: If you have identified errors in your Life Membership application after submission, you can rectify them by accessing the "Edit membership application" tab on your profile page within the ICAS portal. This option allows you to make the necessary corrections to your application and resubmit it. It's important to note that the ability to edit your application is available until the Chapter Chairman approves your application. Therefore, make sure to review and correct any errors promptly to ensure accurate information is provided.

Question: What is the procedure for allotting Life Membership Application in ICAS?

- **Receipt of Life Membership Applications:**

After submitting the Life Membership application, it becomes visible on the Dashboard of the respective Chapter Chairman.

- **Approval of Life Membership Applications by the Chapter Chairman:**

The Chapter Chairman reviews and verifies the application for accuracy and completeness.

Once satisfied, they approve the application and ensure the payment of Life Membership fees.

The application should be approved by Chapter chairman within 30 days. If not approved within 30 days, the application gets expired.

- **Allotment of Life Membership Number by the Honourable National Secretary:**

Upon receiving the Life Membership fees and approved application, the Honourable National Secretary grants approval and assigns a unique Life Membership Number. This number is automatically generated by the system.

- **Communication of Life Membership Number to Students/Chapter Chairman:**

An email notification is sent to the student or Life Membership applicant, informing them of the assigned Life Membership Number. Additionally, the Chapter Chairman can also view the allocated Life Membership Numbers on their Dashboard, alongside the corresponding applications.

Please note that this process outlines the general steps involved in the allotment of Life Membership Application within ICAS.

Question: What happens after I submit my Life Membership application?

After submitting your Life Membership application, the following steps will occur:

1. **Communication regarding discrepancies:**

If there are any discrepancies in the documents you have submitted, the Chapter will contact you to address and resolve them. They will provide further instructions or request additional information if needed.

2. **Approval and allotment of Life Membership Number:**

Once your application is approved by the Honorable National Secretary, you will receive an email communication confirming the allotment of your unique Life Membership Number. This number should be used for all your future communication with ICAS. The Life Membership Number also appears on your Personal profile of Life Member.

Please note that the above steps outline the typical progression of the Life Membership application process.

Question: What are the required documents for Life Membership application if I've undergone a name change?

To apply for Life Membership, you'll need to provide government-approved documents substantiating the name change. A notarised affidavit for name change is the recognised document in India.

Question: I have incorporated my husband's family name into mine. However, my educational documents still bear my maiden name. What's the recommended course of action?

Acknowledging the Indian tradition of incorporating the family name post-marriage, we offer several document options in such cases:

1. A self-declaration signed by you and attested by the Chapter Chairman.
2. A declaration stating the name change on a photocopy of your educational certificate, signed by both you and the Chapter Chairman.
3. A copy of your Marriage Certificate.
4. A Notarised Affidavit declaring the name change.

Question: Is there a specific format for a self-declaration regarding name change after marriage for married women?

The following declaration format for your self-declaration on name change following marriage:

Declaration

I solemnly declare that my name has been legally altered following my marriage, wherein my husband's/husband's family name has been incorporated.

The specifics of this change are outlined below:

Maiden Name:

Name After Marriage:

My academic certificates, however, still bear my maiden name.

Signature of the Declarant

Signature of the Chapter Chairman

Date:

1. Go to the ICAS Academic Portal: <https://academic.icasindia.org/>

2. Membership Registration:

Locate and click on the "Life Membership Registration" option within the portal.

3. Fill out the Member Registration Form:

On the registration page, select the radio button or option indicating "Are you existing ICAS Life Member? If yes, enter your LM No. " This will direct you to the appropriate form.

The screenshot shows a web form titled "Select Your Membership Type" with a blue header bar. Below the title, there are two main options, each in a rounded rectangular box. The first option, "Apply for New ICAS Life Membership", is unselected and has a light gray background. The second option, "I am already an ICAS Life Member", is selected with a blue radio button and has a light blue background. Below the second option, there is a label "# Enter your LM Number:" and a text input field containing the placeholder text "ENTER LM NO.".

Select Your Membership Type

☐ **+ Apply for New ICAS Life Membership**
Select this option if you are applying for the first time

☒ **I am already an ICAS Life Member**
Select this option if you already have a Life Membership number

Enter your LM Number:

4. Provide Life Membership Information:

Fill out the member registration form by providing the required information related to your Life membership. Ensure the accuracy and completeness of the details provided.

By completing the above steps, you should be able to create or update your profile on the ICAS Portal and gain access to the platform once your credentials are approved by Hon. National Secretary. If you encounter any difficulties or require further assistance, it is recommended to reach out to your chapter chairman for guidance.