

Direct Certification

<https://www.sapindiacertification.com/certification/direct>

You are eligible to apply for SAP certification (without attending trainings at SAP / SAP authorized training centers) provided you have:

- i. Minimum 1-3 years of SAP implementation experience with minimum of 6 months experience in the module and version in which you wish to take up the certification
- ii. The last 1 year should be with your present employer
- iii. Your present employer should be a customer or partner of SAP



1 Registration

Step 1 - Option 1 Answer prerequisites: In case you are not aware of the certification code.

Option 2 Choose correct certification code: Select the certification code, which you wish to apply.

Step 2 - Create profile: If eligible, create your profile at certification portal. If not eligible, you may choose to talk to SAP experts at +91 80 4082 9000 or write mail to education.india@sap.com. However, we encourage you to read the eligibility criteria to apply for certification in India.

Step 3 - Update profile: Update your personal, SAP experience and SAP certification details at certification portal.

Step 4 - Profile Evaluation by SAP: In order to appear for certification in India, SAP education will evaluate your profile credentials which may take 3 to 5 business days from the date of profile submission.

Step 5 - Approved or Rejected profile: If profile approved, follow next step as mentioned in **Block 2**. If profile rejected, re-apply for the same certification code after six months.



Consent Form 2

Step 1 - Human Resource (HR) approval mail: Submit your HR approval mail as per the instructions provided in profile approval mail from SAP.

Step 2 - Make the payment: Pay for SAP certification fees through National Exchange Fund Transfer (NEFT), [click here](#) to view NEFT details

Step 3 - Update the consent form: Consent form has three sections.

Section 1: Upload recent photograph as per instructions provide in consent form.

Section 2: Update address of correspondence and contact details.

Section 3: Update payment details and upload the NEFT transaction screen shot and submit the consent form.



3 Schedules

Step 1 - SAP would suggest available date and location post payment and HR mail confirmation.

Step 2 - If suggested schedule accepted, SAP would send booking confirmation mail. If you reject suggested schedule, request to select a tentative date. If requested tentative date available, SAP would confirm the same else SAP would provide the latest available schedule.



SAP Certification Exam 4

Step 1 - SAP would send venue and timing details at your registered email four days prior to the certification date.

Step 2 - Employer and government identification card are mandatory to enter the SAP certification venue.

Step 3 - If passed, you will receive hard copy of SAP global certificate post six weeks from the date of certification. If failed, you will receive score sheet at your registered email id.

Step 4 - SAP will provide invoice copy of certification fees post four weeks from the date of certification at your registered email id.

Step 5 - SAP will update your result status post four weeks from the date of certification at certification portal.



FAIL

Test Drive

PASS

5 Re-Certification Exam

Apply for second/third attempt of failed certification code

Step 1 - Select the option re-certify at portal post the result status updated.

Step 2 - Update your consent form [follow **Block 2** onwards].



SAP Certified



Apply for new certification 6

Step 1: If with same organization, follow steps from **Block 1 step 3** onwards.

Step 2: If changed organization, follow steps from **Block 1 step 1** onwards by creating new profile post completion of one year with new organization which should be partner or customer of SAP.



Block 2

Block 1

Important Links:

Payment - <https://www.sapindiacertification.com/payment>

For more information, mail us at: education.india@sap.com or call +91-80-4082-9000