

Instructions for filling Online Application Form 2019

1. **Name of the Candidate:** The applicant shall enter the full name as it appears on the applicant's class X certificate.
2. **CAT 2018 Registration Number (User ID):** Enter the CAT registration number (User ID) received at the time of Application to CAT. It is seven digit number starting with digit '8'. CAT 2018 score will be considered for admissions into IMT Ghaziabad, IMT Nagpur, IMT Hyderabad and IMT Dubai
3. **GMAT ID (12 digits):** If you have taken GMAT after **1 Jan 2015**, enter GMAT-ID. If not taken yet and will be taking before **28 February 2019**, leave it blank now. Update your GMAT-ID and GMAT score before **15 March 2019** through IMT Admissions Portal. Your application will be processed provisionally until verified.
4. **XAT 2019 ID:** The applicant must enter the six digits of XAT ID. The score of XAT 2019 will be accepted for admission at IMT Ghaziabad, IMT Nagpur, IMT Hyderabad and IMT Dubai.
5. **Have you received your CMAT 2019 scorecard?** Kindly update your CMAT 2019 Roll number and Score before 28 February 2019 through IMT Admissions Portal. Your Application will be processed provisionally until verified.
6. **Personal E-Mail (which you access on daily basis):** Applicants who do not have a valid email-id must create an email-id before proceeding further. The applicant must also ensure that the email-id and password is kept handy for all the future correspondence/reference regarding admission process.
7. **Mobile No:** Applicant shall also provide a valid mobile phone number (10 digit number without any prefix, i.e. 0 or +91).The mobile number provided will be used for communicating with applicant.

Class X

1. **Board Name:** Kindly enter the complete board name.
2. **Name of School:** Please enter the full name of school passed out.
3. **Percentage of Marks Obtained - Aggregate (###.##):** Please mention aggregate percentage of marks for all subjects (including optional subjects) irrespective of your Board regulations.

Class XII/ Pre University

1. **Board Name:** Kindly enter the complete board name.
2. **Name of School** Please enter the full name of school passed out.
3. **Percentage of Marks Obtained -Aggregate (###.##):** Please mention aggregate percentage of marks for all subjects (including optional subjects) irrespective of your Board regulations.

Graduate Degree

1. **Percentage of Marks (###.##):** Applicant pursuing **three years** Bachelors course must provide aggregate percentage of marks obtained in first year and second year.
2. If pursuing **four year** degree course kindly provide aggregate percentage of all three consecutive years i.e. first , second and third year.
3. If pursuing an integrated course of **five years (Undergrad +Masters)**, and pursuing final year (fifth year), please aggregate percentage of first four years.
4. If **completed graduation** (3 year, 4 year or integrated course) please provide final aggregate percentage.

The Bachelors' Degree or equivalent qualification obtained by the candidate must entail a minimum of three years education, after completing higher secondary schooling under the 10+2 system or an equivalent.

For conversion from CGPA to Percentage: Please follow your university/institution stated rule for conversion of CGPA into percentage.

In case your university/institution does not have any scheme or rule to convert CGPA into percentage, the same can be done by dividing the candidates CGPA by the maximum possible CGPA and multiplying the result with 100.

5. **Name of University:** Please choose the University name from the drop down Menu. In case the University name does not exist in the list provided, then select the option 'Other' and enter the full-name of University.
6. **University Name (In case of Other University):** Please enter the full and complete name of University from where you have completed or pursuing the graduation.
7. **College Name:** Please choose the college name from the drop down Menu. In case the college name does not exist in the list provided, then select the option 'Other' and enter the full name of college.
8. **College Name (In case of Other College):** Please enter the complete name of college from where you have completed or pursuing graduation.

Post-Graduate Degree (if applicable)

1. **Percentage of Marks (###.##):** Applicant pursuing **post graduate degree** and in final year, please provide aggregate percentage of first year of post-graduation.
2. If **completed post graduate degree**, please provide final aggregate percentage of post-graduation.

3. **For conversion from CGPA to Percentage:** Please follow your university/institution stated rule for conversion of CGPA into percentage.
In case your university/institution does not have any scheme or rule to convert CGPA into percentage, the same can be done by dividing the candidates' CGPA by the maximum possible CGPA and multiplying the result with 100.
4. **Name of University:** Please choose the University name from the drop down Menu. In case the University name does not exist in the list provided, then select the option 'Other' and enter the full name of University.
5. **University Name (In case of Other University):** Please enter the full and complete name of University from where you have completed or pursuing Post-graduation.
6. **College Name:** : Please choose the college name from the drop down Menu. In case the college name does not exist in the list provided, then select the option 'Other' and enter the full name of college.
7. **College Name (In case of Other College):** Please enter the complete name of college from where you have completed or pursuing Post-graduation.

Work experience

1. **Do you have work experience?** Applicant must calculate and enter the work experience details done after completion of graduation. Only professional (company, designation, profile etc.) would be considered as relevant work experience. If works in family business, then designation and role should be well defined.
The candidature welcomes both freshers and those with relevant work experience.