

Instructions for filling Online Application Form 2021

1. **Name of the Candidate:** The applicant shall enter the full name as it appears on the applicant's class X certificate.
2. **Date of Birth:** Select the correct date of birth from drop-down list
3. **Gender:** Select the gender from drop-down list
4. **Category:** Select the category from the drop-down list.
5. **Personal Interview Venue*:** Select the Personal Interview Venue from the drop-down list where you want to appear for PI process in the month of February 2021.

***Note:** IMT is closely following MHA and AICTE guidelines for all admission processes during the Covid19 pandemic. Kindly note that the admission process for 2021 maybe online. IMT is following and will follow all Covid19 precautions and social distancing norms during the entire admissions process 2021.

We will notify you as soon as the revised guidelines for Admission Process 2021 are issued by MHA and AICTE.

6. **Campus Preferences:** Select the Campus preferences from drop-down list. You need to fill at least two campus preferences and maximum of all four campuses.
7. **Specializations:** Rank the specializations from drop down box, if your first program choice PGDM (Full-Time) or PGDM (DCP) at IMT Ghaziabad.
8. **Programme Choices:** Select the program choice from the drop-down list.
 1. If your first choice is IMT - Ghaziabad please rank the following specializations in order of preference (i.e. please fill in the ranks of 1-7 in the boxes for first choice, second choice and so on):

***Kindly note that in case you have chosen Human Resources Management OR Business Analytics as first preference in this form, you will not be able to change your specialization track post submission of the form.**
9. **CAT 2020 Registration Number (User ID):** Enter the CAT registration number (User ID) received at the time of Application to CAT. It is eight-digit number starting with digit '20'. CAT 2020 score will be considered for admissions into IMT Ghaziabad, IMT Nagpur and IMT Hyderabad.
10. **GMAT ID (12 digits):** If you have taken GMAT after **1 Jan 2017**, enter GMAT-ID. If not taken yet and will be taking before **28 February 2021**, leave it blank now. Update your GMAT-ID and GMAT score on or before **28 February 2021** through IMT [Admissions Portal](#). Your application will be processed provisionally until verified.
11. **XAT 2021 ID:** The applicant must enter the XAT ID. The score of XAT 2021 will be accepted for admission at IMT Ghaziabad, IMT Nagpur and IMT Hyderabad.

12. **Have you received your CMAT 2021 scorecard?** Kindly update your CMAT 2021 Roll number and Score before **28 February 2021** through IMT [Admissions Portal](#). Your Application will be processed provisionally until verified.
13. **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.
14. **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. Kindly enter the complete board name.
2. Please enter the full name of the school passed out.
3. Please mention the 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 an aggregate percentage of marks obtained in the first year and second year.
2. If pursuing a four-year degree course, kindly provide an 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 the final year (fifth year), please aggregate the percentage of the first four years.
4. If completed graduation (three years, four years, or integrated course), please provide the final aggregate percentage.
5. The Bachelors' Degree or equivalent qualification obtained by the candidate must entail a minimum of three years of 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 guidelines for the conversion of CGPA into a percentage. In case your university/institution does not have any guidelines to convert CGPA into a percentage, the same can be done by dividing the candidate's CGPA by the maximum possible CGPA and multiplying the result with 100.

1. **Name of University:** Please choose the University name from the dropdown menu. In case the University name does not exist in the list provided, select the option 'Other' and enter the University's full name.
2. **University Name (In case of Other University):** Please enter the University's complete name from where you have completed or pursued graduation.
3. **College Name:** Please choose the college name from the dropdown menu. If the college name does not exist in the list provided, select the option 'Other' and enter the college's full name.
4. **College Name (In case of Other College):** Please enter the college's complete name from where you have completed or pursuing graduation.
5. **College Name (In Case admission in central University),** if your name is not in the college dropdown list, opt other and enter your complete University Name.

Post-Graduate Degree (if applicable)

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

For conversion from CGPA to Percentage:

3. Please follow your university/institution stated rule for conversion of CGPA into a percentage. In case your university/institution does not have any guidelines to convert CGPA into a percentage, the same can be done by dividing the candidate's CGPA by the maximum possible CGPA and multiplying the result with 100.
4. **Name of University:** Please choose the University name from the dropdown menu. In case the University name does not exist in the list provided, select the option 'Other' and enter the University's full name.
5. **University Name (In case of Other University):** Please enter the complete name of the University from where you have completed or pursuing Postgraduation.
6. **College Name:** Please choose the college name from the dropdown menu. In case the college name does not exist in the list provided, select the option 'Other' and enter the full name of the college.
7. **College Name (In case of Other College):** Please enter the college's complete name from where you have completed or pursuing Postgraduation.

Work experience

In case the Applicant has work experience, the candidate must calculate and enter the work experience details done after completion of graduation. The candidate can select a suitable date from the date picker in the portal. Only professional (company, designation, profile, etc.) would be considered as relevant work experience. If you work in a family business, then designation and role should be well defined. IMT welcomes both fresher's and those with relevant work experience for its Admission process. It is not mandatory to have a work experience for the Commom Admissions process.

Parent's Details

1. **Father's Name:** The applicant shall enter the full name of your father
2. **Mother's Name:** The applicant shall enter the full name of your mother

Family Annual Income:

Total Annual Income is the total household income of your family: including parents, siblings (who live with you) and yourself (if you are in a full-time job). Please mention the total income earned in a year in INR amount only.

3. **Parent's Mobile:** The applicant shall enter the mobile number of parent's