Online REGISTRATION & APPLICATION Form
ADMISSIONS: MBA (for working executives) 2019 - 21

Steps to be followed:
(*We found chrome browser works best for this*)

Step 1: Go to Admission Notification page of **MBA (for working executives)** Kochi at the IIMK website or type; http://iimk.ac.in/kochi/
Click on "*Click Here to Register & Apply Online*".
Register through '*New Registration*' link.

Step 2: After registration, go to your email inbox to find the application number, email, mobile number and password entered.
Read "Instructions for Online Fee payment" and keep the required details ready.
Login to online application form using the registered application number- email-password combination.

Step 3: Make the online application fee payment of Rs. 2,000/-
Online Payment shall be done through:
•Credit/Debit Card* (Visa, Master, Maestro, RuPay)
•Internet Banking*
*Bank Transaction charges for Online Payment will have to be borne by the candidate.

Step 4: Fill in the required details in the application form, verify and submit.
Note: The registration will automatically expire if the application form is not completed within 7 days from the date of registration

Step 5: Please bring the one set of duly filled/signed application form on the 23rd & 24th of November 2019 (date allotted for EMAT exam & interview) along with all original academic records, experience records provided in the application form and one set of self-attested copy of all the documents. List of original documents and attested copies required is specified in the **Annexure-I.**

Note: Do not dispatch the application form & supporting documents to IIMK

Annexure-I
LIST OF DOCUMENTS TO BE SUBMITTED ON EMAT/INTERVIEW (23rd /24th November 2019)

After successful submission of online application form and fee payment, candidates are required to bring **one set of following documents** annexed properly.

1. Duly signed application form by the candidate (1 copy). One passport size color photograph to be attached with the application form.
2. Original CAT/GMAT score card; if the admission is seeking through CAT/GMAT score.
3. Copy of online Application Fee Receipt.
4. Following original academic records and one set of self-attested copy.
    i.   10th /SSLC/AISSE Certificate & Mark Sheet.
    ii. Pre-Degree/Plus-Two/AISSCE/HSC/VHSC Mark Sheet & Certificate.
    iii. All Mark Sheets & Certificate of Graduation or Professional Qualification, as applicable.
    iv. Post-Graduation/Other Higher Qualification mark sheet of all years & Certificate. (Not a mandatory requirement)
5. Original experience certificates for all the employment details submitted in the application form & one set of self-attested copy. Entrepreneurs have to submit the copy of the company registration /partnership deed as proof.
6. Valid certificate of proof of SC/ST/OBC (Non-Creamy layer)/PwD issued by the competent authority .Original & one set of self-attested copy.
7. Original photo identity proof such as Passport/Driving License/PAN Card/AADHAR & one- self attested copy.
8. Copy of Gazette Notification in case there is a change in Name

Failing to produce the documents mentioned 1-8; candidate will not be permitted to take the EMAT/Interview.

Instructions:

- You could login to the online application form using the application number-email-password combination.

- You have to select the 'Pay *Application Fee online'* option and remit the application fee of Rs. 2,000/-. In case of any error in payment gateway, please write to admissionskochi@iimk.ac.in or contact our helpdesk at 0484-2415280/2415274.

- There will be six sections in the form, viz; Personal Data, Academic Record, Employment Details, Career Plans, Extra Curricular Activities and References. Each section have a 'save and continue' option at the end. You could resume from the saved page onwards in case you have lost the connection or have been logged out.

- There will be a preview page immediately before the "Submit Registration Form" which allows you to review and edit the data filled up. No editing will be allowed once you finally submit the application form.

- On completing the payment you will be enabled to fill the application form. Please fill up the application form carefully.

- Print the application form and keep ready the documents specified in Annexure-I.

- All original certificates (Academic and Experience) should be produced for verification on the day of Interview/EMAT exam date. Candidates failing to produce the original certificates for verification will not be permitted to take EMAT examination/Interview.

- Please refer to the FAQ's on the iimk website – iimk.ac.in/kochi for more clarifications with regards to supporting documents

- Please bring the one set of duly filled/signed application form on the 23rd & 24th of November 2019 (date allotted for EMAT exam & interview) along with all original academic records, experience records provided in the application form and one set of self-attested copy of all the documents. List of original documents and attested copies required is specified in the
Annexure-I**.**

  Note: Do not dispatch the application form & supporting documents to IIMK

Important:

- Details given at the time of registration and application cannot be edited after final submission of the application.

- This data form is a key document of admission process. Complete and accurate responses to the items are, therefore, extremely important. Incomplete or false information will adversely affect your chances of selection. Admission granted on the basis of false information will be ipso facto null and void.

- In all matters relating to admission to the programme, the decision of the Institute will be final and binding on the candidate,

- Please go through the following before proceeding with the application and Fee payment.

    i.   Instructions for Online Registration
    ii.   Instructions to fill Online Application
    iii. Instructions for Online Fee Payment

Filling the Online APPLICATION form

Application No	Will be auto updated with application number generated at the time of registration.
Cohort / Batch Applied for	Specify whether applying for Evening Batch or Week End Batch
EMAT Examination Centre	Candidates should select the centre of their choice from the drop down list: Kochi, Trivandrum, Kozhikode. The institute reserves the right to cancel any of the centre and direct the participant to another centre listed here.

SECTION 1: PERSONAL DATA	
Name*	This is a mandatory field. Please enter the details carefully as appears in the record like Class 10th Certificate /Gazette Notification. You should have a valid photo identity proof with the name as appearing here.
Gender*	This is a mandatory field. Please select from the drop down list.
Date of Birth *	This is a mandatory field. Enter DOB as per Matriculation Certificate. The format is dd/mm/yyyy (eg. 29/05/1969)
Age *(in completed years)	This is a mandatory field. Enter the completed age as per date of birth provided in the last row. (**As on 23rd November 2019)**
Category*	This is a mandatory field. Please select from the drop down list, "GEN" / "OBC (NC)" / "SC" / "ST" / "PwD" as applicable, to avail relaxation as per government norms. In case a candidate fails to produce a valid relaxation certificate during EMAT/Interview, he/she shall be considered under 'general' category only
Permanent Address* / for Communication*	Both are mandatory. You could choose the former to be applied as later.
Address Line 1 *	This is a mandatory field. Enter your House Name, Door number, Apartment Number here.
City *	This is a mandatory field. Enter the city where you are located at present.
State *	This is a mandatory field. Select the State where you are presently located.

Pin code *	This is a mandatory field. The field will allow numeric characters only (0-9). Do not leave spaces in between.
Phone Number with STD & Country Code	Please fill in a fixed line phone number STD and Country code.
Mobile Number**#**	Will be auto updated with the number entered during the registration. # The Institute may use this number for communication. The candidate is not allowed to change this until the completion of admission process.
E-Mail #	Will be auto updated with E-Mail id entered during the time of registration. The id will be used for communicating to you.
Alternate Email ID	Please enter an alternate email id used by you.
Are you planning to avail bank finance to fund your studies*?	This is a mandatory field. Please specify Yes / Maybe / No.

SECTION 2: ACADEMIC RECORD	
(A) Schooling	
Standard & School / College*	These are mandatory fields. The "standard" will be prefixed as 10th and 12th. Please type the name of School / College as per record under heading School / College.
Board / University*	This is a mandatory field. Please type the name of Board / University as appears in the record.
Year*	This is a mandatory field. Please mention the year of passing as per record.
Class / Division	Please mention the class / division / CGPA secured in the 10th and 12th class examination.
% of marks Obtained*	This is a mandatory field. Please mention the percentage of mark obtained by you in the main examination of 10th and 12th. Please see note at the end of this form for CGPA conversion.
(B) Graduation / Bachelor's Degree	
Discipline *	This is a mandatory field. Select / tick the appropriate box from the list or add in others.
Subject *	This is a mandatory field. Please specify the subject specialization. In case of Engineering Graduates, specify the branch as well.

College*	This is a mandatory field. Kindly mention the name of the college/Institute as per record where you have done the graduation.
University*	This is a mandatory field. Mention the name of the university.
Year of Examination*	This is a mandatory field. Mention each year of the programme.
Specify your Category*	Select from among "GEN / OBC(NC)" or "SC/ST/PwD"
Aggregate percentage in graduation*	This is a mandatory field. Mention the total percentage of marks secured out of total maximum marks for all the years. Convert CGPA into % as mentioned above.
(c) Professional Qualification	
Discipline *	Select / tick the appropriate box from the list or add in Others.
College / Institute*	Kindly mention the name of the college/Institute as per record.
University*	Kindly mention the name of the Institute / University as per record.
Year of Examination*	Mention each year of the programme.
Percentage Score*	Mention the aggregate percentage of marks secured each year. In case the candidates are awarded grades/CGPA instead of marks the conversion of grades/CGPA to percentage of marks would be based on the procedure certified by the university/ institution from where they have obtained the Qualification. In case the university/ institution does not have any scheme for converting CGPA into equivalent marks the equivalence would be established by dividing the candidate's CGPA by the maximum CGPA obtainable and multiplying the result with 100. ((CGPA obtained /Total CGPA) x 100)
Aggregate percentage in graduation*	Mention the total percentage of marks secured out of total maximum marks for all the years. Convert CGPA into % as mentioned above.
D) Post-Graduation (Not mandatory)	
Do you have a Post Graduate qualification?*	If you select "Yes" all the subsequent rows become mandatory.
Discipline *	Select / tick the appropriate box from the list.
Subject *	Please specify the subject specialization.
College / Institute *	Please mention the name of the college/Institute.
University*	Mention the name of the University.
Year of Examination*	Mention each year of the programme.
Percentage Score*	This is a mandatory field. Mention the aggregate percentage of marks secured each year. In case the

	candidates are awarded grades/CGPA instead of marks the conversion of grades/CGPA to percentage of marks would be based on the procedure certified by the university/ institution from where they have obtained the degree. In case the university/ institution does not have any scheme for converting CGPA into equivalent marks the equivalence would be established by dividing the candidate's CGPA by the maximum CGPA obtainable and multiplying the result with 100. ((CGPA obtained /Total CGPA) x 100)
Aggregate percentage in graduation*	Mention the total percentage of marks secured out of total maximum marks. Convert CGPA into % as mentioned above.

E) Test: EMAT / CAT / GMAT

Select your test option	Select from "EMAT"/"CAT"/"GMAT". Fill your CAT/GMAT scores if you have selected yes for them. Else, move to next.

SECTION 3: EMPLOYMENT DETAILS	
Organization*	This is a mandatory field. Please type the name of the organization that you are presently working with / have worked. Start filling from the current employment in the first row, adding the previous ones after that in chronological order.
Designation*	This is a mandatory field.
From*	This is a mandatory field.
Date of commencement of employment	This is a mandatory field.
Ending date of employment	The first row will have this field prefixed as **"23rd November 2019"** for the current employment.
Number of Months*	This is a mandatory field*. Please enter the exact number of months completed
Gross Monthly Remuneration*	This is a mandatory field.

Designation of the person to whom reporting	Please specify the designation of the person to whom you have reported / reporting.
Total relevant work experience in months as 23rd November 2019 *.	This field will be automatically computed by the system based on the details filled by you.

SECTION 4: CAREER PLANS	
Statement of Purpose* (1 to 4)	This is a mandatory field. Briefly outline your professional plans and career objectives in your own words describe briefly your current or most recent job responsibilities Strengths and weaknesses as identified by you and the most significant accomplishment so far.

SECTION 5: EXTRA CURRICULAR ACTIVITIES	
Extra-Curricular Activities (1(a)(b)(c) 2 3)	Please list out the achievements / representations / positions held by you within or outside the academic or employment area. This may include active involvement in Arts, Sports, Social & Cultural or any other activities you may consider relevant to let us know more about you. The Institute reserves absolute discretion to consider or not to consider any of this information for the purpose of admission to the programme.

REFERENCES	
References* (1 & 2)	All sections in this section are mandatory. 1) Please provide two references that are not personal friends or relatives and whom you consider of having a reasonable understanding about your work or business and could provide a feed back to us on the same. The Institute reserves absolute discretion to consider or not to consider any of this information for the purpose of admission to the programme.

Note: Fields marked (*) are mandatory.

FINISH & REVIEW Page
* You could see all the sections entered by you along with an "EDIT" button on the right side of each section. Review the information's entered thoroughly and edit where ever necessary. No editing will be allowed once you finally submit the application form. After review click the 'Submit Registration Form' button at the end of the page, take a print out of online application form and documents specified in Annexure-I and keep them ready for verification during the EMAT/Interview.