

## Instructions for Online Common Application 2017

1. **Name of the Candidate:** Please enter the name as per 10th standard marks-sheet.
2. **Date of Birth-** Please enter the date of birth in the (dd/mm/yyyy) format as per 10<sup>th</sup> standard marks-sheet.
3. **Gender:** Select Male, Female or Other as applicable
4. **CT-GE-PI Centre:** Select one name of centre where you would like to appear for CT-GE-PI.
5. **Campus Preferences:** Please fill at least two campus preferences and maximum all four preferences. PGDM (Dual Country)-DCP program is offered by Ghaziabad campus.
6. **Program Choices:** Please enter the program choices for the campus preferences selected above.
7. **Test Details:** Please enter the Test Registration No./ID/Roll-No of the test(s) (taken/planning to take) by the candidate among the following standardized tests which are considered for admissions into IMT.
  - a. CAT 2016, XAT 2017 and GMAT\* score(s) will be considered for admissions into IMT Ghaziabad, IMT Nagpur, IMT Hyderabad and IMT Dubai
  - b. CMAT \*\* scores will be considered for admissions into IMT Nagpur, IMT Hyderabad and IMT Dubai ONLY.

\*\*The scores of CMAT 2017 test taken will be considered.

\* For GMAT score - test taken between (1<sup>st</sup> Jan 2013 - 31<sup>st</sup> March 2017) will be considered.

IMT considers best score among the scores provided by the candidate at the time of short listing the application. Please update your GMAT and / or CMAT test score(s), if applicable, latest by 15April 2017 through "IMT Admissions Portal". If GMAT/CMAT score is not updated by the candidate, application will be processed provisionally. IMT receives CAT and XAT scores directly from the test conducting agency.

8. **Postal Address:** Enter the complete permanent address from where you can collect your post during the selection process.
9. **Country:** Select the country you belong to from drop down list
10. **E-mail ID:** Please enter a valid email address which you access on daily basis and it must be personal email-id and not an official id. All correspondence during the selection process will be done using this email address.
11. **Landline Phone No with STD code:** Provide your Landline Phone No with STD Code (if available).
12. **Mobile No:** Please enter 10 digits valid and working mobile number if you are Indian national, if you are not Indian national then enter mobile no with country code by which we can communicate during the selection process.
13. **Alternate E-mail ID:** Enter alternate e-mail-id, in case communication is not going thru main e-mail id then alternate e-mail id can be used.

14. **Academic Qualifications/Background** (all fields are mandatory).

**Class X and XII:**

Please enter the name of Board, Full Name of School, and year of passing and aggregate percentage of marks obtained. Kindly mention aggregate percentage of marks for all subjects (INCLUDE ALL optional subjects) irrespective of your Board regulations.

**Graduation Degree:**

All fields are compulsory.

**Type of Graduation:** Enter like 3 years / 4 years or 5 years integrated program.

**Stream:** Enter like Arts / Commerce / Science / Engg / B. Tech etc.

**Actual / Expected year of Completion:** Please enter the year in which graduation completed or to be completed.

Percentage of Marks: Please enter aggregate percentage of marks obtained as per following:

**Conversion of CGPA in to Percentage:**

1. Please follow your university/institution stated rule for conversion of CGPA into percentage.
2. 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 candidate's CGPA by the maximum possible CGPA and multiplying the result with 100.
  - a) If pursuing 3 year degree and in final year, please provide your aggregate percentage of 1<sup>st</sup> year and 2<sup>nd</sup> year
  - b) If pursuing 4 year degree and in final year, please provide aggregate percentage of 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> year
  - c) If pursuing an integrated course of 5 years (Undergrad +Masters), and pursuing final year, please aggregate percentage of first four years
  - d) If completed graduation (3 year, 4 year or integrated course) please provide final aggregate percentage

**Name of University**-Please select the name of university from where you have completed or pursuing graduation. In case the university name does not exist in the list provided, then select the option 'Other' and enter the full-name of university.

**College Name:** Please enter the full and complete name of college from where you have completed or pursuing the graduation.

**Mode of Study:** Please enter the mode of study in graduation from the list.

**Post-Graduation (If Applicable):**

**Stream in post-graduation:** Please enter like Arts / Commerce / Science / Tech etc.

**Actual / Expected year of Completion:** Please enter the year in which post-graduation completed or to be completed.

**Percentage of Marks:** Please enter the aggregate percentage of marks obtained as per following:

- a) If pursuing post- graduate degree and in final year, please provide aggregate percentage of 1<sup>st</sup> year of post- graduation.
- b) If Completed post graduate degree, please provide final aggregate percentage of post- graduation.

**Name of University** - Please enter the full name of university from where you have completed or pursuing post-graduation.

**Name of College** – Please enter the full and complete name of college from where you have completed or pursuing post-graduation.

**15. Total Work Experience (As on January 31<sup>st</sup> 2017)**

Do you have work experience? - If you have the experience then enter **yes** otherwise enter **no**. In case of **yes**, it will ask you details about experience in months, name of company last served, designation in company last served.

Work Experience has to be counted after completion of graduation and needs to be professional (company, designation, profile etc). If family business, then designation and role should be well defined.

**16 Parent's Details:**

- a) Father's Name: Enter the full name of Father.
- b) Mother's Name: Enter the full name of Mother.
- c) Parent's Mobile: Enter the Mobile No of Parents.

**17. Candidate's Identification:**

Please enter the name of Identification Document details of any one out of PAN Card / Aadhar Card / Driving License / Passport/Voter's ID card. Please note that you have to carry the chosen identification document in original when you are reporting to the venue for Personal Interview for the purpose of candidate verification.

- a) **Name of Identification Document:** Please select the any one Identification document from the list
- b) **Identification Number of Document:** Please enter the unique identification no available on the document.

**18. Payment Details:**

**Payment Mode:** Please select any one mode of payment out of Credit / Debit Card or Demand Draft or Net Banking.

Amount (Rs): Application fee is Rs. **2000/-** each. Service charges for online transaction would be additional as applicable.

In case of Payment by Demand Draft, Demand Draft of Rs. **2000/- (Two Thousand only)** to be drawn in favour of **"Institute of Management Technology"** payable at **Ghaziabad or Delhi**.

**19. Login Details:**

Please enter the 6 characters long alphanumeric (combination of alphabets and digits) password and re-type the SAME password, this password will be required by the candidate to access the IMT Admissions Portal. Your Login would be the email address which has been entered by you in the Application form

**Undertaking by the Candidate:**

I have gone through the prospectus and the Rules & Regulations of the Institute. I declare that all the above information provided by me on this application form and supporting documents are correct to the best of my knowledge and belief. In case of any change in the given information, I will notify the same to the institute immediately. If the information is found incorrect at any stage (both during and after application process) I will be responsible for the same and the Institute may take action as deemed fit.

**Disclaimer**

- Instances of provision of incorrect information detected at any stage of the selection process will lead to disqualification of the candidate from the selection process and admission shall be cancelled by IMT. If such instances go undetected during the current selection process but are detected in subsequent years, such disqualification will take place with retrospective effect.
- You are strongly advised to keep checking your registered email (provided to IMT at the time of online application) for all communication from IMT. In case you miss any communication from IMT, it would be your sole responsibility to get the information from IMT and IMT will not be held responsible for any lost communication