

# Instructions for Filling Online Application Form 2025

## Personal Details

### Candidate Details:

- ❖ **Name of the Candidate (mandatory field):** The applicant must enter the full name as it appears on either class 10th class certificate. Once the form is submitted, the name of the applicant cannot be edited.
- ❖ **Date of Birth (mandatory field):** The applicant must enter the correct date of birth from the drop-down list as it appears on the 10<sup>th</sup> class certificate.
- ❖ **Gender (mandatory field):** The applicant must select the gender from the drop-down list as mentioned in the relevant identity proof documents.
- ❖ **Category (mandatory field):** The applicant must select the category from the drop-down list. Please note IMT does not assign any special weightage to category in selection process.
- ❖ **PI Centre (mandatory field):** The applicant must select a Personal Interview (PI) venue from the drop-down list where they wish to appear for the PI process in February 2025. It is mandatory to provide two PI centre preferences. IMT will make every effort to accommodate the applicant's first preference. However, if a slot is unavailable at the first preferred centre, the applicant will get the second preferred centre.

### Parent/ Guardian Details:

- ❖ **Father's Name (mandatory field):** The applicant must enter their father's name as per their 10<sup>th</sup> class certificate.
- ❖ **Mother's Name (mandatory field):** The applicant must enter their mother's name as per their 10<sup>th</sup> class certificate.
- ❖ **Family Annual Income (mandatory field):** The applicant must enter their Family's annual household income. It should include the total household income of the applicant's family, including parents, siblings (who live with the applicant), and the applicant (in case the applicant is in a full-time job). The applicant must mention the total income earned in a year in INR amount only.

- ❖ **Parent's Mobile Number (mandatory field):** The applicant must enter their parent's mobile number in case the institute wants to contact the applicant's parents. The mobile number should not be the same as mentioned while creating IMT's application account.
- ❖ **Parent's Email ID (mandatory field):** The applicant must enter their parent's email ID to communicate in case the institute wants to share certain information with the parents.

### Address Details:

- ❖ The applicant shall enter their current mailing address. **House Number, Street, City, Nationality,** and **Mobile Number** fields are **mandatory fields**.
- ❖ **Are you a Kashmiri migrant or Kashmiri domicile (mandatory field):** The applicant must select Yes or No. For more details, please refer to the notification as published on the IMT website.

### Campus Preferences Detail

- ❖ **Campus Preferences (mandatory field):** The applicant must select the Campus Preferences from the drop-down list. It is mandatory to fill in at least two campus preferences and a maximum of all three campuses.
- ❖ **Programme Choices (mandatory field):** The applicant must select their preferred program from the drop-down list for various campuses. The applicant must select two programs at least while filling the application form.
- ❖ **CAT 2024 Registration Number (User ID):** The applicant must enter the CAT registration number (User ID) received at the time of Application to CAT. It is an eight-digit number starting with the digit '24'. CAT 2024 score will be considered for admissions into IMT Ghaziabad, IMT Nagpur, and IMT Hyderabad.
- ❖ **GMAT ID (12 digits):** If the applicant has taken GMAT after 1 Jan 2021, they shall enter GMAT-ID. If the applicants plan to take GMAT before 26 January 2025, they can leave the field blank for now. The applicant must update their GMAT-ID and GMAT score on or before 26 January 2025 through the [IMT Admissions Portal](#). The application will be processed provisionally until verified.

❖ **XAT 2025 ID:** The applicant must enter the XAT ID. XAT 2025 score will be accepted for admission at IMT Ghaziabad, IMT Nagpur, and IMT Hyderabad. The applicant must enter the numeric part of XAT ID only.

❖ **Are you taking CMAT 2025?** Applicants planning to take CMAT may select Yes.

## Academic Details

### Class 10<sup>th</sup> (mandatory fields)

- ❖ **Board Name:** The applicant must select the board name from the drop-down menu as per their 10<sup>th</sup> class certificate. In case the board name is not available in the drop-down menu, the applicant must select OTHER option and type the name of Board.
- ❖ **Name of School:** The applicant must enter the full name of the school as per their 10<sup>th</sup> class certificate.
- ❖ **Month and Year of Passing:** The applicant must select the month and year of completion of 10<sup>th</sup> class as per their 10<sup>th</sup> class certificate.
- ❖ **Mode of Study:** The applicant must select their 10th study mode from the drop-down menu.
- ❖ **Marking System:** The applicant must select their marking system from the drop-down menu. If the candidate's board has both marks/ CGPA, then they must enter only marks.
- ❖ **Obtained Marks/ CGPA:** The applicant must enter marks/CGPA as per their 10<sup>th</sup> class certificate. If the applicant has received marks from their board, they must select Marks (for numeric scores) and enter the details as required. If their board has assigned only CGPA (only for alphabetic/alphanumeric grade), they must select CGPA and upload their CGPA conversion formula as applied by their board.
- ❖ **Maximum Marks or CGPA.** The applicant must enter the maximum possible Marks or CGPA as per their board.
- ❖ **CGPA Conversion:** The system has auto selected the Conversion factor, which is always an absolute number. In case, your Board has issued the conversion formula instead of conversion factor awhich is a combination of alphabets, numbers and symbols, then the applicants need to select the conversion formula. Once the conversion formula is selected, the applicants need to fill in the conversion formula shared by their board.
- ❖ The applicant must enter the conversion factor used by their school/board. The conversion factor is the factor used to convert CGPA to percentage. In case the applicant does not have a

conversion factor, they can multiply the obtained CGPA with 9.5 to obtain the percentage in such cases.

- The conversion factor and the conversion formula will be verified during the verification process. Accordingly, the applicant has to upload the supporting document later in upload section.
- ❖ **Percentage:** The percentage declared/mentioned by the school board in class 10<sup>th</sup> certificate will be treated as final.
- ❖ If the board does not award a percentage of marks, it will be calculated based on the marks obtained in all subjects listed in the mark sheet.
  - In case the percentage is not mentioned, an aggregate of all subject scores (marks) mentioned on the mark sheet will be considered for arriving at the final percentage. This is irrespective of whether the university/board considers it or not while calculating the final percentage.
  - If a board/university awards grades/grade points, the same must be converted into percentages using the applicable conversion factor. The conversion certificate must be furnished during the verification process if the applicant is shortlisted.
- ❖ The percentage will be calculated as follows:

Class	Obtain CGPA	Conversion Factor	Equivalent percentage	Board
Xth	9.6	9.5	91.2	CBSE

- ❖ In case the candidate selects the conversion formula, they need to calculate the correct percentage based on the conversion formula issued by the board and fill it in the percentage column.
- In case of GCE “AS” level, the applicant needs to mention the percentage against the grades awarded using the following table:

Grade	Percentage to be filled against such grade
A*	95%
A	85%
B	75%
C	65%

D	55%
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### Class XII/Pre-University (mandatory fields)

- ❖ **Starting month and year:** The applicant must enter the starting month and year of class XII as per XII certificate.
- ❖ **Month and Year of Passing:** The applicant must select the month and year of completion of 12<sup>th</sup> class
- ❖ **Board Name:** The applicant must enter the complete board name as per their 12<sup>th</sup> class certificate.
- ❖ **Name of School:** The applicant must enter the full name of the school as per their 12<sup>th</sup> class certificate.
- ❖ **Mode of Study:** The applicant must select their 12<sup>th</sup> study mode from the drop-down menu.
- ❖ **Marking System:** The applicant must select their marking system from the drop-down list. If the candidate's board has both marks/ CGPA, then they shall enter only marks.
- ❖ **Obtained Marks/ CGPA:** The applicant shall enter marks/CGPA as per their 12<sup>th</sup> class certificate. If the applicant has received marks from their board, they must select Marks (for numeric scores) and enter the details as required. If their board has assigned only CGPA (only for alphabetic/alphanumeric grade), they shall select CGPA and upload their CGPA conversion factor as applied by their board.
- ❖ **Maximum Marks or CGPA.** The applicant must enter the maximum possible Marks or CGPA as per their board.
- ❖ **CGPA Conversion:** The system has auto selected the Conversion factor, which is always an absolute number. In case, your Board has issued the conversion formula instead of conversion factor a which is a combination of alphabets, numbers and symbols, then the applicants need to select the conversion formula. Once the conversion formula is selected, the applicants need to fill in the conversion formula shared by their board.
- The applicant shall enter the conversion factor used by their school/board. The conversion factor is the factor used to convert CGPA to percentage. In case the applicant does not have a

conversion factor, they can multiply the obtained CGPA with 0.95 to obtain the percentage in such cases.

- The conversion factor and the conversion formula will be verified during the verification process. Accordingly, the applicant has to upload the supporting document later in upload section.
- If the conversion factor is a formula instead of an absolute number, please leave the column blank. The system will automatically calculate using the pre-set conversion factor. However, the applicant must upload the conversion formula used by the board to rectify at the back end during the verification process.

❖ **Percentage:** The percentage obtained by the applicant in the 12<sup>th</sup> class certificate will be accepted as declared by the respective university/ board.

- In case the percentage is not mentioned, an aggregate of all subject scores (marks) mentioned on the mark sheet will be considered for arriving at the final percentage. This is irrespective of whether the university/board considers it or not while calculating the final percentage.
- If a board/university awards grades/grade points, the same has to be converted into percentages using the applicable conversion factor. The conversion certificate needs to be furnished during the verification process if the applicant is shortlisted.

❖ The percentage will be calculated as follows:

Class	Obtain Marks	Out of	Equivalent percentage	Board
XI <sup>th</sup>	383	500	76.6	CBSE

- In case the candidate selects the conversion formula, they need to calculate the correct percentage based on the conversion formula issued by the board/ university and fill it in the percentage column.
- In case of GCE “A” level, the applicant must mention the percentage against the grades awarded using the following table:

Grade	Percentage Uniform mark range
A*	95%
A	85%
B	75%

C	65%
D	55%

- In case of IB DP, the applicant must divide the secured points by 45 and multiply it with 100 to arrive at the final percentage.

### Graduate Degree:

Applicants must hold a Bachelor's Degree with at least 50% marks or equivalent CGPA awarded by any university incorporated by an Act of the central or state legislature in India or other educational institutions established by an Act of Parliament or declared to be deemed as a university under Section 3 of the UGC Act, 1956, or possess an equivalent qualification recognized by the Ministry of HRD, Government of India.

The bachelor's degree or equivalent qualification obtained by the applicant must entail a minimum of three years of education after completing higher secondary schooling (10+2) or equivalent. The degree awarded by an institute/university should be recognized by the Association of Indian Universities (AIU).

- ❖ **Have you completed your Graduation?** The applicant must select either yes or no to indicate whether their graduation is completed or not.
- ❖ **Examination Type:** The applicant must select the minimum time required to complete the graduation as per the graduation certificate or mentioned by the university/institute.
- ❖ **Starting month and Starting year:** The applicant must enter the starting month and year as per the first semester marksheet or the degree certificate.
- ❖ **Month and Passing Year:** The applicant must enter the month and passing year of completion of their graduation degree as per their graduation certificate. In case the degree certificate is not issued, the applicant must enter the date of final result released/ issued as per the result card.
- ❖ **University Name:** The applicant must select their university name from the drop-down menu as per their graduation certificate; if the name of their university is not available, the applicant must select "Other" and enter their university's complete name.
- ❖ **Stream:** The applicant must select their graduation stream from the drop-down menu as per their graduation certificate.

- ❖ **College Name:** The applicant must select their college name from the drop-down menu as per their graduation certificate.
  1. In case the applicant has studied in the main university campus, please locate the college name correctly from the drop down menu as a few university campus names are mentioned in the list.
  2. If the name of their college is not available, the applicant must select “Other” and enter the complete name of their college.
- ❖ **Mode of Study:** The applicant must select the mode of their graduation from the drop down menu
- ❖ **Marking System:** The applicant must select the marking system from the dropdown box. In case the candidate’s board has assigned both marks/ CGPA, then they must enter only marks.
- ❖ **Obtained Marks/ CGPA:** The applicant must enter their marks/CGPA as per their graduation certificate.
- ❖ **Maximum Marks or CGPA:** The applicant must enter the Maximum possible Marks / CGPA as per the graduation marksheet.
- ❖ **CGPA Conversion:** The system has auto selected the Conversion factor, which is always an absolute number. In case, your university has issued the conversion formula instead of conversion factor which is a combination of alphabets, numbers and symbols, then the applicants need to select the conversion formula. Once the conversion formula is selected, the applicants need to fill in the conversion formula shared by their board.
  1. **Select the conversion factor or Conversion formula which is used by your university or college/ Institute.**
    - ❖ **Conversion factor:** The applicant shall enter the conversion factor used in their university.
      - If the institute provides grades/CGPA instead of marks, a conversion of the same to an equivalent percentage is mandatory. Applicants with CGPA/Grades need to furnish a document from the Institute/University/College that states the conversion practice that they follow.
      - Only if no conversion factor is provided by the candidate, the applicant shall multiply the obtained percentage equivalent to CGPA with 9.5 to obtain the percentage in such cases.



❖ **Percentage:** The system will calculate the percentage as follows:

Class	Obtain Marks	Out of Mark/ CGPA	Conversion Formula	Equivalent percentage	University
Graduation	5.676	10	9.5	53.92	Delhi University
Graduation	5571	6900		80.74	NMIMS
Graduation	7.6	10	9.5	72.20	Suppose the actual formula to convert into percentage is $(CGPA-0.75)*10$ . In this case, the candidate enters the formula and percentage. The candidate must upload the formula document later.

- In case the candidate selects the conversion formula, they need to calculate the correct percentage based on the conversion formula issued by the board/ university and fill it in the percentage column.
  - The percentage obtained by the applicant for the bachelor's degree will be accepted as declared by the degree awarding institution in the degree certificate/grade sheet. If the institution/university does not award a percentage of marks, it will be calculated based on the marks obtained in all subjects listed in the mark sheet(s) for all years.
  - If the candidate is still pursuing Graduation at the time of filling application, the system can allow candidates to enter a percentage <50.
  - If the candidate has completed graduation before filling the application form, the system gives an alert about percentage if less than 50(<50).
  - If the applicants have undergone/completed an integrated master's degree or dual degree directly after their 12th, the percentage of marks obtained per their institute/university norms, which is considered equivalent to a bachelor's degree, must be furnished by the candidate.
- ❖ Applicants awaiting their final result for graduation are eligible to apply. Such applicants must provide a provisional certificate from the Principal/Registrar of their institute/university stating they have completed all the obligations required to obtain the degree. For the applicants awaiting their final bachelor's degree results, available marks of the previous semesters/years would be considered for calculating graduation percentage. To be eligible, the applicant must have achieved a minimum of 50% marks or their equivalent in all completed exams.
- ❖ Applicants awaiting their final result of graduation must provide the degree certificate by 31st October 2025 or as per the guidelines issued by the AICTE, if selected. The registration to the program will stand cancelled if the applicant fails to submit the degree by 31<sup>st</sup> October 2025 or the date stipulated by AICTE, whichever comes later.
- ❖ Applicants who have completed the degree in a foreign University or are awaiting the final results are eligible to apply. The applicant must have achieved a minimum of 50% marks or their equivalent in all completed exams. The foreign degree must be recognized by the

Association of Indian Universities (AIU), MHRD, or UGC. The applicant must produce a relevant certificate of equivalence issued by a recognized authorities mentioned earlier.

## Professional Qualification.

- ❖ **Applicant must answer “Yes” or “No” about their course completion.**
- ❖ **Name of the Professional Qualification:** Select your professional qualification from the drop-down menu.
- ❖ **Name of the University/ College/ Institute:** The applicant must select the university/ College/ Institute/ professional body of your professional qualification.
- ❖ **Starting month and year:** The applicant must enter the starting month and year they started their professional qualification. The date should match with degree/professional qualification document or the first semester marksheet.
- ❖ **Month and Year of Passing:** The applicant must enter the year of completion of their professional qualification.
- ❖ **Mode of Study:** The applicant must select their professional qualification study mode from the drop-down menu.

## Post-Graduate Degree (if applicable)

- ❖ **Passing month and Year:** The applicant must enter the month and year of completion of their post-graduation degree as per their graduation certificate.
- ❖ **University Name:** The applicant must enter their university name from the drop-down menu; In case the university's name is not there, select “Other” and enter the university's complete name.
- ❖ **Stream:** The applicant must enter their graduation stream from the drop-down menu.
- ❖ **College Name:** The applicant must enter their college name from the drop-down list; in case the college's name is not there, select “Other” and enter the college's complete name.
- ❖ **Mode of Study:** The applicant must select the mode of their post-graduation from the drop-down menu.
- ❖ **Marking System:** The applicant must choose the marking system from the drop-down list. If the candidate's university has both marks/ CGPA, then they shall enter only marks.
- ❖ **Obtained Marks/ CGPA:** The applicant shall enter their marks/CGPA as per their post-graduation certificate.
- ❖ **Maximum Marks or CGPA:** The applicant must enter the Maximum possible Marks / CGPA in their post-graduation.

- ❖ **Conversion factor:** The applicant shall enter the conversion factor used in their university.
- ❖ **Percentage:** If the percentage of marks awarded by the applicant's institution/university does not take into account marks obtained in all the subjects as mentioned in the mark sheet (s) for all the years; the applicants must produce a certificate from the institution/university certifying details of the practice at the institution/university at the time of verification.
- ❖ If the institute provides grades/CGPA instead of marks, a conversion of the same to an equivalent percentage is mandatory. Applicants with CGPA/Grades need to furnish a document from the Institute/University/College that states the conversion practice that they follow.
- ❖ Only if no conversion factor is provided by the Institute/University/College, then IMT shall multiply the obtained CGPA by the conversion factor of 9.5 to obtain the percentage in such cases.

## Work experience

- ❖ Work experience is not mandatory for this program; graduates with no work experience can apply.
- ❖ Relevant work experience after graduation will be considered. IMT Considers only relevant work experience after graduation. The following experiences will not be considered:
  - Internship/training/project work that was part of the curriculum
  - Apprenticeships such as articleships required as part of certain professional courses
  - Any unpaid work undertaken in any organization or institution
- ❖ Work experience mentioned should include Company name, tenure, designation, CTC, and role in a registered company.
- ❖ The applicant must provide proof of work experience in the form of offer letter, salary slips, and experience letter. If no proof is provided, such work experience will not be considered.
- ❖ **Organization Ownership (mandatory field):** The applicant must select the appropriate organization ownership type from the drop-down list.
  1. **Relative:** The company is owned by you and/or your relative(s).
  2. **Not Relative:** The company is not owned by you or your relative(s).
- ❖ **Turnover of the Organization (mandatory field):** The applicant must select the turnover of the organization from the drop-down menu.
- ❖ **Name of Organization (mandatory field):** The applicant must select the name of their organization from the drop-down menu. In case the name of organisation is not available in the drop-down menu, the applicant must select OTHER and type the name of organisation in the field opens.
- ❖ **Last Designation Held (mandatory field):** The applicant must enter their last designation held in the organization.
- ❖ **Does your designation or nature of work involve managerial experience, whether at a junior, mid-level, or senior level?:** The applicant must carefully select "Yes" or "No" after verifying if "Manager" is mentioned in their designation or offer letter, or if the nature of their work involves managerial responsibilities. For identifying managerial experience based on the nature of the work, please provide a certificate from your employer confirming that your role is of a managerial capacity. Otherwise, the applicant must share a detailed job description as outlined in their offer or their last appraisal letter.

- ❖ **Job Field Sector (mandatory field):** The applicant must select their job field sector from the drop-down. In case your job field is not available in the drop-down menu, the applicant must select OTHER option.
- ❖ **Annual CTC (In Lakhs) (mandatory field):** The applicant must enter their Annual CTC in lakhs only
- ❖ **From Date (mandatory field):** The applicant must enter their starting date when they start their job in the organization.
- ❖ **To Date (mandatory field):** The applicant must enter the date they worked with the organization. The system only allows entering work experience up to 31st January 2025. If the applicant is still employed at the organization and plans to continue working there until 31st January 2025, they should select this date.

## Entrepreneurial Experience:

Entrepreneurial experience after graduation will be considered.

- ❖ **The applicant must answer Yes or No for entrepreneurial work experience.**
- ❖ **Name of the organisation:** The applicant must select the company name from the drop-down menu. In case the name of the company is not available in the drop-down menu, then they must select OTHER and type the name of the organisation as mentioned in the incorporation certificate or the partnership agreement.
- ❖ **GSTIN:** The applicant must mention the GST number of the firm/company.
- ❖ **Date of incorporation:** The applicant must mention the date of incorporation as mentioned in the incorporation certificate.
- ❖ **Turnover:** The candidate must mention the turnover as per the audited balance sheet. The turnover needs to be mentioned from the year after graduation only.
- ❖ **In which year the organisation start generating profits?** The applicant needs to select the option from the drop down menu.
- ❖ **Role and designation at the time of incorporation and current role and designation** The applicant needs to select the option from the drop down menu.

- ❖ **Sector:** The applicant needs to select the option from the drop-down menu.

Note: When providing details of your entrepreneurial experience, please fill in the information carefully. The applicant must submit/upload documents such as the Incorporation Certificate/ Partnership Deed/ Founder's Agreement, GST Document, MOA and AOA, ITRs, Audited Balance Sheets, or any other relevant document requested later to verify the details.

## Additional Information

- ❖ The applicant must select at least one of the six sources from where they learned about IMT's common admission process. The applicant is free to choose multiple options.

## Candidate's Identification

- ❖ **Name of Identification Document (mandatory field):** The applicant must select one identification document from the drop-down list. The selected identification document must be presented in its original form when reporting to the venue for the personal interview for candidate verification.
- ❖ **Identification Number of Document (mandatory field):** The applicant must enter the Identification number as per the original document.

## Payment

- ❖ To complete the application at IMT for admission 2025 the applicant must complete the undertaking by checking the "I agree" box. The applicant must then pay the application fees of INR 3500/-.

**Note:** Application fees is non-refundable.