

## **Instructions for Filling up online application form**

1. Email ID and Mobile number is essential to start the profile creation. Participants are directed to note down the username and password for future use. In the event if not being able to fill the data, they can save the data already entered.
2. The following documents are to be kept ready before filling the online application
  - (i) Passport size photograph (in .jpg or .jpeg File size <20kB)
  - (ii) Signature (in .jpg or .jpeg File size <20kB)
  - (iii) Certificates (all in .pdf format of file size <200kB)
    - a. SSLC,
    - b. Plus Two,
    - c. Degree/Provisional,
    - d. Consolidated Marksheet/Semester wise mark lists (upto semester result published),
    - e. Entrance Score card (CAT/CMAT/KMAT) upload ones are only considered  
*(If you have appeared for more than one entrance exam upload all the score cards in pdf format as a single attachment)*
    - f. Caste Certificate (in the case of SC/ST/OBC candidates only),
    - g. EWS Certificate (only if applicable) Blank form Available for Download,
    - h. Physically disabled certificate (only if applicable)
  - (iv) Bank counterfoil/screenshot scan for proof of payment of Application Fee (.pdf < 200kB)
3. Application fee of Rs 500 should be made through Net-banking/ pay at bank using the challan.

ACCOUNT NUMBER : 57006018238  
ACCOUNT HOLDER : CET SCHOOL OF MANAGEMENT  
BANK : STATE BANK OF INDIA  
BRANCH : ENGINEERING COLLEGE TRIVANDRUM  
IFSC CODE : SBIN0070268

**Note: - After payment of application fee, candidates are directed to note down the Transaction number & date. It is mandatory to enter the Transaction number & date in application form before final submit.**

4. After submitting the form, candidates have to email the application form along with your scanned documents to [cetmbaadmissions@gmail.com](mailto:cetmbaadmissions@gmail.com)
5. **Incomplete form with incorrect information will be rejected without intimation.**
6. For any queries, kindly contact 9048136013/ 6282149303/ 8075062718 or through email [cetmbaadmissions@gmail.com](mailto:cetmbaadmissions@gmail.com)
7. If you intend to write a second KMAT examination for a revised score, the score has to be intimated to this office well in advance and at the earliest within one day of the result publication either through email or in person.