

CAT 2016



REGISTRATION GUIDE

Contents

Overview	2
Before you Register.....	2
Step 1: Registration to receive User ID and Password.....	3
Step 2: Login to CAT Website	6
Step 3: Fill Application Form.....	7
1. Personal Details	8
1.1. Communication Address.....	9
1.2. Upload Documents	9
2. Academics.....	10
2.1 SSC/10 th Std/Equivalent Details	11
2.2 12 th Std/Equivalent/Diploma Course Detail.....	11
2.3 Bachelor's Degree Details.....	12
2.4 Master's Degree Details.....	14
2.5 Other Professional Degree Details.....	14
3. Work Experience.....	16
4. Programmes	17
4.1 Exam Centre City Preferences.....	17
5. Payment	18
5.1 Application Confirmation Email.....	20
5.2 Application Summary.....	20
5.3 Candidate Help Desk	20

CAT 2016



Overview

You can register for CAT 2016 from the official CAT 2016 website, www.iimcat.ac.in between August 8th 2016 and 5:00 p.m. on September 22nd, 2016. Registration steps are as follows:

- Create a Profile
- Log in with system generated User ID and Password
- Submit Application after entering details and making online payment

On creating a profile, your User ID will be sent by email and the Password shall be sent to the registered mobile number. Overseas candidates receive both User ID & Password on the registered email address. Using these credentials, you can log in as an Existing User to fill out the Application form. You need not complete the application in a single session. You can login multiple times to complete. **You cannot edit any details on the Application form after you have made the online payment.** However, after you submit the application, there will be a limited time window during which you can modify very limited details like Percentage of Marks scored, Work Experience, Programmes Selected etc. You will not be able to modify any of the following: any details entered in the Personal Details section, any details entered in the Academics section except the percentage marks scored, Exam Centre City Preferences. You can only view and print after this. Details are available on the application submission page.

To understand the registration procedure for CAT 2016, see the *Registration Video* on the CAT website.

Before you Register

Kindly follow the instructions below before you start registration for CAT 2016.

1. Check your eligibility for CAT 2016 by referring to the Eligibility document on the website.
2. Ensure you have a valid and unique email address and mobile number.
3. “*” (asterisk) indicates a mandatory field. The boxes marked with this symbol must be filled in or you will not be allowed to submit your application for CAT 2016.
4. Gather all the information you will need for filling the form beforehand, such as:
 - a. Educational history
 - b. Mark sheets (10th /12th/ Degree/Diploma)
 - c. Work Experience
 - d. Applicable Certificates to upload
 - e. Scanned images of your passport size photo and signature. (The photo should not be more than six months old and should have a white background)
 - f. List of the IIM programmes to which you are applying

CAT 2016



Step 1: Registration to receive User ID and Password

On the website, www.iimcat.ac.in, click the **Register Now** button to create your user profile. The Registration form window will open in your browser.



The registration form to create your User Profile appears as follows.

CAT 2016



Registration Form

Note : Kindly use Internet Explorer(version 7 to 11) or Mozilla Firefox(14 to 47) or Google Chrome(20 to 51) to fill in the Application Form.
Use Mouse to move between fields for entry of data instead of using Tab Key. Fields marked with *are mandatory.

Read the below instructions carefully, before filling the form:

1. Candidate has to fill in the below mentioned details to receive the User Id and Password.
2. Candidate will receive the User Id in the registered email address and Password as SMS on the registered mobile number. Overseas candidates receives both User Id & password on registered email address.
3. Candidate can login with the **User ID** and **Password** to complete the application for CAT 2016.
4. Candidate must provide **Correct Name, Date of Birth, Mobile Number and Email Address** as these details cannot be changed once the registration is complete.

Step 1: Registration to get User Id and Password.

*Name of Candidate

Note : Candidate name should be entered exactly as it appears in 10th standard / SSC Certificate (Only Alphabets are allowed)

CAT 2016



The entries on this form cannot be changed once submitted, hence, ensure that you enter the required information correctly.

- **Name of Candidate:** This should be the same as it appears in 10th standard / SSC Certificate.
- **Date of Birth:** Use the calendar icon to select the correct date.
- **Email Address:** Should be valid and unique. You will receive your User ID on this email address only (Overseas candidates receive both User Id & Password on this email address only).
- **Mobile Number:** Should be valid and unique. You will receive your Password as an SMS on this number only.
 - India based mobile number should have 10 digits.
 - Other mobile numbers should be prefixed with the area code. Special characters such as (0), +, - are not allowed.

Captcha

The Captcha box (as displayed) is a special set of characters displayed on the screen. You will need to retype the characters in the box provided. This is a safety feature designed to ensure that a human is entering the details and not a computer programme. If you have trouble reading the characters, click the 'Get a new image' link to refresh the letters.



CAT 2016



Declaration

Declaration

I hereby declare that I have carefully read the instructions. All particulars stated in this Registration Form are true and correct to the best of my knowledge and belief. If any information provided is false or incorrect, I shall abide by the actions and decisions taken by **CAT Centre 2016**.

☐ I Agree

Submit

By selecting the 'I Agree' checkbox in the *Declaration* section, you are committing to be honest and fair in all your actions and information provided in the CAT 2016 Registration Form. It is mandatory to agree to the contents in the Declaration to proceed to *Submit* the form.

Confirmation of Registration

Within minutes of submitting the Registration Form, you will receive your User ID on the registered email address from the *Administrator* with the subject line **CAT 2016 Login Details**. Ensure that you check your mailbox immediately and that it is not considered as spam mail.

You will also receive the login Password as an SMS on the registered mobile number from sender LM-IIMCAT (Not applicable for overseas candidates). Using these credentials, you may proceed to complete your application for CAT 2016 by clicking on the link given in the email. You may also login from the CAT Website.

This ends Step 1 of the Registration Process.

CAT 2016



Step 2: Login to CAT Website

Using the system generated User ID and Password received, you can login as “Existing User” on the website and fill the Application Form for CAT 2016.



In future, if you forget your password, click the *Forgot Password* button on the *Existing User* login window. The new password will be sent in an email, and not as an SMS.

CAT 2016



Candidate Login

Login to View/Download Application Form/Admit Card

User Id

Password

Login

Forgot Password

The next step is to fill in the Application Form for CAT 2016.

CAT 2016



Step 3: Fill Application Form

The Application Form is categorized into the following five sections:

- Personal Details
- Academics
- Work Experience
- Programmes
- Payment

CAT 2016



Application Form

[Logout](#)

Step 2: Fill Application Form

Note : To fill the Application Form, kindly use Internet Explorer(version 7 to 11) or Mozilla Firefox(14 to 47) or Google Chrome(20 to 51).

Read the below instructions carefully, before filling the form:

1. Fields marked with * are mandatory.
2. Fill in all the required details and upload scanned copies of all required documents.
3. Click on **Save & Continue** to proceed to the next section.
4. Use the mouse to move between fields instead of using Tab key.
5. You don't have to complete the application in a single session. You can login multiple times to complete.
6. Once the payment is made, you will not be allowed to make any changes.

[Preview Application](#)

1 Personal Details	2 Academics	3 Work Experience	4 Programmes	5 Payment
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Read the instructions at the start of the form before you begin filling the information. You can *Logout* and exit the form any number of times to edit and complete later or *Save & Continue* each sections till you submit the application. However, you will not be allowed to continue, if mandatory information is not entered or the required Certificates are not uploaded.

After you complete the last section, i.e. Payment, your application for CAT 2016 will be considered complete and you will receive a confirmation mail. After this, changes to any information provided on the application form are not possible. You can only print or save the form from the website. However, after you submit the application, there will be a limited time window during which can you modify very limited details like Percentage of Marks scored, Work Experience, Programmes Selected etc. You will not be able to modify any of the following: any details entered in the Personal Details section, any details entered in

CAT 2016



the Academics section except the percentage marks scored, Exam Centre City Preferences. You can only view and print after this. Details are available on the application submission page.

1. Personal Details

Candidate Name and Date of Birth fields will be populated automatically based on the information provided at the time of registering your profile.

- Enter **Father's/Husband's/Guardian's Name**, **Mother's Name** and **Gender** as applicable.
- Select the **Category** under which you are applying. If not General, then enter the additional details such as **Serial Number of Caste/Tribe**, **State/Union Territory of Caste/Tribe**, and **Caste/Tribe Name**.
- Select your **Nationality** from the dropdown, else select Others.

*Category: NC-OBC (selected), ---Select---, General, NC-OBC (highlighted), SC, ST

*Serial Number of Caste/Tribe: [Field]

*Nationality: [Field]

*Person with Disability (PWD): ☒ Yes ☐ No

*PWD Category: ---Select---

*Do you require wheelchair support at the test centre? ☐ Yes ☐ No

*State/Union Territory of Caste/Tribe: ---Select---

*Caste/Tribe Name: [Field]

Aadhar Card Number: [Field]

*Disability Percentage: ---Select---

*Would you be using a scribe for the Test? ☐ Yes ☐ No

For details of the Caste/Tribe name applicable to you, see the National Commission for Backward Classes (NCBC) website: http://www.ncbc.nic.in/User_Panel/CentralListStateView.aspx

You may also click the icon on the form to open the National Commission for Backward Classes (NCBC) website.

Additionally, download the NC-OBC, SC/ST Certificates from the CAT website, enter the required information and attest signatures from the appropriate authorities, self-attest, and scan as PDF documents to upload the certificates on the CAT website.

- Select Yes if you are a **Person with disability (PWD)**. Additionally, select details under **PWD Category** of disability, **Disability Percentage**, **Wheelchair Support** and **Scribe** requirement.

Note: In order to apply under the PWD category, the Disability Percentage should be equal to or greater than 40%.

CAT 2016



Download the Person with Disability (PWD) Certificate from the CAT website, enter the required information and attest signatures from the appropriate authorities, self-attest, and scan as PDF document to upload the certificates on the CAT website.

1.1. Communication Address

Enter your postal address details correctly as it will be used for communication from CAT Centre 2016. You may also provide an alternate *Email Address* and *Mobile Number* here.

1.2. Upload Documents

In this section, you must upload all the mandatory documents as per your selections in the earlier sections.

- **Passport Size Photograph and Signature:** Upload the scanned image of your passport photo within the dimensions of 30mm X 45mm. Also, upload the scanned image of your signature within the dimensions of 80mm X 35mm. The documents file format should be a .jpg or .jpeg and the file size should not be more than 80KB each. The image should be clear with a minimum resolution of 150px/inch. The photo should not be more than 6 months old and should have a white background. You will require the same photograph uploaded here, to be affixed on the admit card on the day of the test (4th December 2016).
- **NC-OBC/SC/ST Certificate:** Download the Certificate from the CAT Website, enter the required information and attest signatures from the appropriate authorities, self-attest, and scan as PDF document to upload here.
- **PWD Certificate:** Download the Certificate from the CAT Website, enter the required information and attest signatures from the appropriate authorities, self-attest and scan as PDF document to upload here.

Upload Documents

Note : 1. The NC-OBC/SC/ST/PWD certificate should be in the prescribed format issued by the competent authority.
(Refer to the CAT 2016 website for sample format.)
2. The self-attested scanned copy of the certificate should be clearly visible.
3. Your name on the certificate should match with the name you have mentioned during Registration.
(If there is a name mismatch, please refer to the FAQs/Registration Guide provided on the CAT 2016 website.)

*[Click here](#) to upload scanned copy of passport size photograph and signature.

Please [Click here](#) for Photo Specification and Sample Photos.

*[Click here](#) to upload scanned copy of NC-OBC/SC/ST certificate.

*[Click here](#) to upload scanned copy of PWD certificate.

Save & Continue

Click on *Save & Continue* to proceed to the next section.

CAT 2016



2. Academics

In this section, you must enter your education details. Enter the details in all sections that are applicable to you.

The sections are as follows:

- SSC/10th Std/Equivalent Details
- HSC/12th/Equivalent/Diploma Course Details
- Bachelor's Degree Details
- Master's Degree Details
- Other Professional Degree Details

If any Board/Institute/University awards only letter grades without providing an equivalent percentage of marks on the grade sheet, the candidate should obtain a certificate from the Board/Institute/University specifying the equivalent marks or the conversion procedure, and the conversion to percentage of marks would be based on this procedure as certified by the respective board/ University/ institution. If any board / University / institution confirms that there is no scheme for converting CGPA into equivalent marks, the equivalence would be established by dividing the candidate's CGPA by the maximum possible CGPA, and multiplying the result with 100. The original equivalence certificate needs to be submitted at the time of interview, if shortlisted for the same.

For computing percentages of marks obtained in SSC/10th/Equivalent examination and HSC/12th/Equivalent/Diploma examination, the aggregate marks of all subjects that appear in the mark sheet/grade sheet would be considered irrespective of the Boards regulation. For graduates and postgraduates, the percentage of marks awarded by the board/Institute/University will be treated as final. If the Institute/University does not award the percentage of marks, it will be calculated on the basis of the marks obtained in all subjects listed in the mark sheet.

CAT 2016



2.1 SSC/10th Std/Equivalent Details

For computing percentages of marks obtained in SSC/10th/Equivalent examination, the aggregate marks of all subjects that appear in the mark sheet/grade sheet would be considered irrespective of the Boards regulation.

SSC/10th Std/Equivalent Details

*Aggregate Marks (%)	<input type="text" value="nnn.nn"/>
*Total Marks Obtained	<input type="text"/>
*Maximum Marks	<input type="text"/>
*SSC/10th Std/Equivalent Board Name	<input type="text" value="---Select---"/>
*Month/Year of Completion	<input type="text" value="---Select---"/> <input type="text" value="---Select---"/>

Note : For computing percentages of marks obtained in SSC/10th/Equivalent examination, the aggregate marks of all subjects that appear in the mark sheet/grade sheet would be considered irrespective of the Boards regulation.

2.2 HSC/12th Std/Equivalent/Diploma Course Details

Select Course Type as 12th Std/Equivalent if you followed the HSC or school structure of two year education post 10th standard, else select Diploma.

Enter all the relevant details. Again For computing percentages of marks obtained in 12th / Equivalent / Diploma examination, the aggregate marks of all subjects that appear in the mark sheet/grade sheet would be considered irrespective of the Boards regulation.

HSC/12th/Equivalent/Diploma Course Details

*Course Type	<input type="radio"/> 12th/Equivalent <input type="radio"/> Diploma
*Aggregate Marks (%)	<input type="text" value="nnn.nn"/>
*Total Marks Obtained	<input type="text"/>
*Maximum Marks	<input type="text"/>

Note : For computing percentages of marks obtained in 12th/Equivalent/Diploma examination, the aggregate marks of all subjects that appear in the mark sheet/grade sheet would be considered irrespective of the Boards regulation.

CAT 2016



2.3 Bachelor's Degree Details

Enter the details based on whether you are currently pursuing a Bachelor's Degree or have completed your Bachelor's degree. This section would also apply to those who have an Honours Bachelor's degree too.

If you selected "Yes", for *Are you in the final year of Bachelor's Degree?*, enter the current year and semester of education. Enter the percentage of marks obtained for the years/semesters of the degree course completed to date.

If you hold a Bachelor's Degree, compute the percentage of marks obtained as per the norms of the University/Board. If no norms exist, enter the percentage of marks obtained for all years/semesters of the degree course.

Bachelor's Degree Details

Your Bachelor's Degree Details

*Are you in the final year of Bachelor's Degree?	<input type="radio"/> Yes <input checked="" type="radio"/> No
*Have you completed Bachelor's Degree?	<input checked="" type="radio"/> Yes <input type="radio"/> No
*Total Duration of Degree	---Select---
*Marks % awarded by University/ Institute	nnn.nn
*Type of University/Institution	---Select---
*State/Union Territory of University	---Select---
*University/Institute Name	---Select---
*Name of College/Institution	
*Degree Name	---Select---
*Discipline	---Select---
*Month/Year of Course Commencement	---Select--- ---Select---
*Month/Year of Completion	---Select--- ---Select---

CAT 2016



If you have more than one Bachelor's degree (for example BCom + LLB or BE + BPharm) then, Select the check box **"Click here if you have more than one Bachelor's Degree"** & fill the details for both the bachelor's degrees.

Note: If you have a dual degree with both a Bachelor's and a Master's (BTech + MTech or BTech + MSc) enter the appropriate details in both the Bachelor's and Master's degree sections.

Note : If you have dual degree with both a Bachelor's and a Master's (BTech + MTech or BTech + MSc) enter the appropriate details in the Bachelor's and Master's degree sections.

☒ **Click here if you have more than one Bachelor's Degree**
(for example BCom + LLB or BE + BPharm)

Second Bachelor's Degree Details

*Are you in the final year of Bachelor's Degree? ☐ Yes ☒ No

*Have you completed Bachelor's Degree? ☒ Yes ☐ No

*Total Duration of Degree

*Marks % awarded by University/ Institute

*Type of University/Institution

*State/Union Territory of University

*University/Institute Name

*Name of College/Institution

*Degree Name

*Discipline

*Month/Year of Course Commencement

*Month/Year of Completion

CAT 2016



Note: In case of grades / CGPA, the conversion to percentage of marks would be based on the procedure as certified by the respective board/ University/ institution. If any board/University/institution confirms that there is no scheme for converting CGPA into equivalent marks, the equivalence would be established by dividing the candidate's CGPA by the maximum possible CGPA, and multiplying the result with 100. Originals of all mark sheets will be required at the time of interview.

Click on *Save & Continue* to proceed to the next section.

CAT 2016



3. Work Experience

If you are a candidate with work experience, enter your experience in completed months as on **31st July 2016**. Check all the Industry Types applicable to you, with Work Experience in months for each Industry Type.

Only full time experience after the graduation must be entered.

Part time / project / Internship / article ship / pre-graduation work experience should not be entered and will not be counted as work experience.

Work Experience (If any)

Note : Enter your work experience till **31st July 2016**.

Only full time experience after the graduation must be entered.

Part time / project / Internship / article ship / pre-graduation work experience should not be entered and will not be counted as work experience.

Industry Type	Work Experience (In months as on 31st July 2016)
<input type="checkbox"/> Automobiles/Auto-ancillaries	<input type="text" value="Exp(In months)"/>
<input type="checkbox"/> Banking/Financial Services	<input type="text" value="Exp(In months)"/>
<input type="checkbox"/> Durables	<input type="text" value="Exp(In months)"/>
<input type="checkbox"/> Engineering/Industrial	<input type="text" value="Exp(In months)"/>
<input type="checkbox"/> Fast Moving Consumer Goods (FMCG)	<input type="text" value="Exp(In months)"/>
<input type="checkbox"/> Information Technology	<input type="text" value="Exp(In months)"/>
<input type="checkbox"/> Pharmaceuticals/Healthcare	<input type="text" value="Exp(In months)"/>
<input type="checkbox"/> Retail	<input type="text" value="Exp(In months)"/>
<input type="checkbox"/> Telecommunications	<input type="text" value="Exp(In months)"/>
<input type="checkbox"/> Others	<input type="text" value="Exp(In months)"/>
Total Work Experience (In months as on 31st July 2016)	<input type="text" value="0"/>

Save & Continue

Click on Save & Continue to proceed to the next section.

CAT 2016



4. Programmes

You may select any number of Programme Names in this section.

Select the programme and then select the Interview City for that programme as per the cities in the respective drop down list.

Note: Candidates applying for PGP/PGDM courses at the following IIMs are required to select the same interview city for all the selections.

1. IIM Kashipur
2. IIM Raipur
3. IIM Ranchi
4. IIM Rohtak
5. IIM Tiruchirappalli
6. IIM Udaipur

For example, if you have selected the PGDM course at IIM Ranchi and the PGP course at IIM Kashipur, your interview city should be the same, say Chennai, from the given choices (Chennai, Bangalore, Delhi, Kolkata, Mumbai) for both the courses.

4.1 Exam Centre City Preferences

You can select any four Test Cities as per your preference from the drop down menu. After the last date of registration, you will be allotted one among the 4 preferred cities and either of the two sessions. In the rare case that you cannot be not allotted to any of the preferred cities, you will be allotted to a nearby city. This information will be communicated to you on your Admit Card.

Note: You will not be allowed to select the same city for more than one preference.

Exam Centre City Preferences

Note : You can select any four Test Cities as per your preference from the drop down menu. After the last date of registration, you will be allotted one among the 4 preferred cities and either of the two sessions. In the rare case that you cannot be not allotted to any of the preferred cities, you will be allotted to a nearby city.

*Preferred City 1:

*Preferred City 2:

*Preferred City 3:

*Preferred City 4:

Save & Continue

Click on Save & Continue to proceed to the final section.

CAT 2016



5. Payment

A General / NC-OBC candidate will be charged Rs.1700 while an SC/ST /PWD candidate will be charged Rs.850 to take the CAT 2016 examination. The final amount will also include applicable additional charges as per the table below.

Additional Charges	Service	Transaction Processing fees
	Credit Card (Visa/Master)	1.20% of the value of the transaction.
	Credit Card (Amex/Diners Club)	2.85% of the value of the transaction.
	Debit Card (Visa/Master/Rupay)	0.75% of the value of the transaction for amount up to Rs 2000.00.
	Debit Card (Visa/Master/Rupay)	1.00% of the value of the transaction for amount more than Rs 2000.00.
	Net Banking	Rs 20.00 per transaction.
	Cash Card & Wallet	1.75% of the value of the transaction.

Captcha

The Captcha box (as displayed) is a special set of characters displayed on the screen. You will need to retype the characters in the box provided. This is a safety feature designed to ensure that a human is entering the details and not a computer programme. If you have trouble reading the characters, click the 'Get a new image' link to refresh the letters.

CAT 2016



It is mandatory to select the check boxes: “**I have previewed the Application Form by clicking on the Preview Application Button and confirm that all the data reflecting in the Preview are correct**”, and “**I Agree**” in the **Declaration** section before you click the **Submit and Pay** button and proceed to the payment gateway.

It is important that you preview the application form, using the **Preview Application** button to check for accuracy and completeness of all the data you have entered, before proceeding with the payment. You can preview your application at any stage and any number of times before submitting your application. It is also important to read the complete Declaration before you select the **I Agree** check box.

Declaration

☐ **I have previewed the Application Form by clicking on the Preview Application Button and confirm that all the data reflecting in the Preview are correct.**

I hereby certify that the information given by me in this Application Form is true to the best my knowledge. I certify that I fulfill the CAT 2016 eligibility criteria and undertake to produce original documents whenever necessary and I will not demand any reschedule of exam. I agree to abide by the declaration of the authorities regarding the eligibility of my application and understand that any misrepresentation or omission of facts in my application may justify cancellation of my CAT 2016 application & scores. I understand that all disputes will be subject to the territorial jurisdiction of city of Bangalore only.

I Agree ☐

Submit and Pay

The CAT 2016 payment partner, BillDesk's payment page, will be displayed as in the image below. On this page, you have various options to make the payment for the examination.

A screenshot of the BillDesk payment page for CAT 2016. The page has a dark header with three tabs: "Credit Cards", "Internet Banking", and "Debit Cards". Below the tabs, it says "Please enter your credit card details and click on Make Payment below." There is a form with a "Card Type" dropdown menu showing "Credit Cards". Below the form is a green "Make Payment" button. At the bottom, there are logos for "Verified by VISA", "MasterCard SecureCode", "SafeKey", "PCI-DSS Compliant", and "Norton Secured".

CAT 2016



After successful transaction of your payment, a Payment Successful message will be displayed on the screen along with the Payment Transaction Number. You will then be redirected to the CAT 2016 website.

5.1 Application Confirmation Email

You will also receive a confirmation email stating the successful submission of your CAT 2016 Application within a few minutes. The email will also contain communication on additional details such as Admit Card download window.

5.2 Application Summary

Whenever you log in to the CAT website as an *Existing User*, you will see the *Application Summary* window with two tabs:

- **Application Summary:** Read-only view of the details you have entered.
- **Download Application Form:** Download the Application summary to save or print.

5.3 Candidate Help Desk

In the event you do not receive a Confirmation email or have any query or concern, you can connect with the **Candidate Help Desk** by e-mail (cathelpdesk@iimcat.ac.in) or call 1800 266 3549 (Toll Free). Please have your User ID and/or Payment Transaction Number details at hand for reference.

You may also refer the Registration video or the FAQs to answer your queries regarding CAT 2016.