REGISTRATION GUIDE

Contents
Overview

Before you Register........................................................................................................................................

Step 1: Registration to receive User ID and Password................................................................................

Step 2: Login to CAT Website....................................................................................................................

Step 3: Fill Application Form.....................................................................................................................

1. Personal Details......................................................................................................................................
   1.1. Communication Address................................................................................................................
   1.2. Emergency Contact Details..............................................................................................................
   1.3. Upload Documents...........................................................................................................................

2. Academics..............................................................................................................................................
   2.1. SSC/10th/Equivalent Details...........................................................................................................
   2.2. 12th/Equivalent/Diploma Course Detail...........................................................................................
   2.3. Bachelor’s Degree Details................................................................................................................
   2.4. Master’s Degree Details....................................................................................................................
   2.5. Other Professional Degree Details..................................................................................................

3. Work Experience....................................................................................................................................

4. Programmes..........................................................................................................................................
   4.1. Interview Centre City Preferences..................................................................................................

5. Test City..................................................................................................................................................

6. Payment..................................................................................................................................................
   6.1. Application Confirmation Email........................................................................................................
   6.2. Application Summary......................................................................................................................
   6.3. Candidate Help Desk.......................................................................................................................
Overview

You can register for CAT 2018 from the official CAT 2018 website, www.iimcat.ac.in between 8\textsuperscript{th} August 2018 (10:00 AM) and 19\textsuperscript{th} September 2018 (5:00 PM). Registration steps are as follows:

- Register to get User ID and Password.
- Log in with the generated User ID and Password to fill up the application form.
- Submit Application form after entering details and making online payment to complete the registration and application process.

For registration, you will need to verify your mobile number through OTP which will be sent to your entered mobile number. Your User ID will be sent to the email address and the password shall be sent to the registered mobile number only when you have verified the OTP (it is not applicable for overseas candidates) to complete the registration process. Overseas candidates receive both User ID and Password on the registered email address. Using these credentials, you can log in as a Registered User to fill up the Application form. Applicants do not have to complete the application form in a single session. Applicants can login multiple times to complete the application form to start from the saved sessions.

\textbf{Once the payment is made, applicants will not be allowed to make any changes.}

You can only view and print the application form after this. Details are available on the application submission page.

To understand the registration procedure for CAT 2018, see the Registration Video (will be uploaded by August 08, 2 PM) on the CAT website.

Before you register

Kindly follow the instructions below before you start registration for CAT 2018.

1. Check your eligibility for CAT 2018 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 2018.

Gather all the information you will need for filling the form beforehand. Candidate is encouraged to skim through all six sections (i.e. Personal Details, Academics, Work Experience etc.) to figure out the requirements during the application process. Scanned images of your passport size photo and signature are required to upload. The photo should not be more than six months old and should have a white background. Candidate
should also bring printed copies of the same photographs on the examination day (November 25, 2018).

Step 1: Registration to receive User ID and Password

On the website, www.iimcat.ac.in, click the ‘Register’ button under New Candidate Registration header to create your user profile. The Registration form window will open in your browser.

Note: The recommended browser to fill the form:
- Internet Explorer (version 11 and above) or
- Mozilla Firefox (version 50 to 61) or
- Google Chrome (version 50 to 69)
The registration form to create your User Profile appears as follows.

**Note:**
Kindly use Internet Explorer (version 11 and above) or Mozilla Firefox (version 50 to 51) or Google Chrome (version 50 to 69) to fill in the Application Form.

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 on the registered email address and Password as SMS on the registered mobile number. Overseas candidates will receive both User ID and Password on registered email address.
3. Candidate can login with the User ID and Password to complete the application form for CAT 2018.
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.

Register to get User Id and Password

- **Name of Candidate:**
  - Example: JOHN SMITH
  - **Note:** Candidate name should be entered exactly as it appears in 10th/12th Certificate. Only Alphabets are allowed.

- **Date of Birth:**
  - dd/mm/yyyy

- **Email Address:**
  - E-mail Address

- **Confirm Email Address:**
  - Re-enter Email Address

- **Country:**
  - Select Country

- **Mobile Number:**
  - Code Mobile Number

- **Confirm Mobile Number:**
  - Code Mobile Number

- **Generate OTP**
To complete the registration process, generate the OTP by clicking on **Generate OTP** button. It will redirect to CAPTCHA to fill and to submit the OTP received on your mobile for verification.

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/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 candidate will receive both User Id & Password on this email address only).
- **Mobile Number**: Should be valid and unique. You will receive OTP to verify your mobile number and 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 respective country code. Special characters such as (0), +, - are not allowed.
- **OTP**: Click on Generate OTP to receive the OTP on your mobile number once the Captcha is filled and submitted. To verify the mobile number, enter the OTP received and click on validate the OTP tab. After this you will be able to submit registration form and get the password on your mobile number and User Id on your email address.
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. If you have trouble reading the characters, click the ‘Get new image’ link to refresh the letters.

Declaration

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 2018 Registration Form. Providing wrong information will lead to cancellation of right to appear in the examination or to be considered for admissions process as mandated by appropriate authority. 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 2018 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 2018 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.

**Step 2: Login to CAT Website**

Using the system generated User ID and Password received, you can login as “Registered Candidate” on the website and fill the Application Form for CAT 2018.

In future, if you forget your User ID/Password, click the *Forgot User ID/Password* button on the *Registered Candidate login* window. The User ID/Password will be sent to your registered email address, and not on the registered mobile number.
After login to the website, you will be redirected to the Applicant Details page. Here, on this page the Applicant’s personal details will be displayed. Next to Personal Details, a link “Go to Application Form” is available. Click this link to go to application page.

Step 3: Fill Application Form

The Application Form is categorized into the following six sections:

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

Note:
To fill the Application Form, kindly use Internet Explorer (version 11 and above) or Mozilla Firefox (version 50 to 61) or Google Chrome (version 50 to 69). Fields marked with * are mandatory.
1. Fill in all the required details and upload scanned copies of all required documents.
2. Click on Save & Continue to proceed to the next section.
3. Applicants do not have to complete the application form in a single session. Applicants can login multiple times to complete the application form.
4. Once the payment is made, applicants will not be allowed to make any changes.
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 section 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 2018 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. 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 and Mother’s Name as applicable.

- Select the Category under which you are applying. If not General, then enter the additional details such as Serial/Entry Number of Caste/Tribe, State/Union Territory of Caste/Tribe, and Caste/Tribe Name.

- Select your Nationality from the dropdown, else select Others.

For details of the Caste/Tribe name applicable to you, see the National Commission for Backward Classes (NCBC) website: [http://www.ncbc.nic.in/Home.aspx](http://www.ncbc.nic.in/Home.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 self-attest, and scan as PDF documents to upload the certificates on the CAT website.

- Select Yes if you are a **Persons with Disabilities (PwD)**. Additionally, select details under **PwD Category** of disability, **Wheelchair Support and Scribe** requirement.

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

If you would be using the Scribe for the test, you need to arrange the scribe and also need to fill the Scribe Affidavit form available on the CAT website.

1.1. Communication Address

Enter your postal address details correctly as it will be used for communication from CAT Centre 2018. You need to provide an alternate **Email Address** and emergency **Mobile Number** during filling up the application form.

1.2. Emergency Contact Details

Enter the Emergency Contact Details as it will be used for communication in case of any emergencies.

1.3. 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 (25th November 2018).

- **NC-OBC/SC/ST Certificate**: Download the Certificate from the CAT Website, enter the required information and self-attest, and scan as PDF document to upload here.

- **PwD Certificate**: Download the Certificate from the CAT Website, enter the required information and self-attest and scan as PDF document to upload here.
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/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 interview.

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

2.1. **SSC/10th/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.

![Table showing SSC/10th/Equivalent Details]

**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.

2.2. **HSC/12th/Equivalent/Diploma Course Details**

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

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

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 aggregate percentage of marks obtained for the years/semesters of the degree course completed to date.

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

2.4. Master Degree Details

If you choose to enter your Master’s Degree details, then select if you are currently pursuing it or have completed it and enter the relevant details as mentioned in the form.
2.5. Other Professional Degree Details

Please select the professional degrees that you have obtained from the list of professional degrees such as CA, ICWA, CS etc. However, enter aggregate percentage only for the degree in which you have scored the maximum.

**Note:** If you have not undergone any Bachelor Degree, then completion of any one of the above professional degrees is mandatory.

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.

3. Work Experience

If you are a candidate with work experience, enter your experience in completed months as on 31st July 2018. Check all the Industry Types applicable to you, with Work Experience in months for each Industry Type.
Only Full-time experience after graduation must be entered.

<table>
<thead>
<tr>
<th>Industry Type</th>
<th>Work Experience (in months as on July 31, 2018)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Automobiles/Auto-ancillaries</td>
<td>Experience (in months)</td>
</tr>
<tr>
<td>Banking/Finance Services</td>
<td>Experience (in months)</td>
</tr>
<tr>
<td>Durables</td>
<td>Experience (in months)</td>
</tr>
<tr>
<td>Engineering/Industrial</td>
<td>Experience (in months)</td>
</tr>
<tr>
<td>Fast-Moving Consumer Goods (FMCG)</td>
<td>Experience (in months)</td>
</tr>
<tr>
<td>Information Technology</td>
<td>Experience (in months)</td>
</tr>
<tr>
<td>Pharmaceutical/Healthcare</td>
<td>Experience (in months)</td>
</tr>
<tr>
<td>Retail</td>
<td>Experience (in months)</td>
</tr>
<tr>
<td>Telecommunications</td>
<td>Experience (in months)</td>
</tr>
<tr>
<td>Others</td>
<td>Specify industry type</td>
</tr>
</tbody>
</table>

Part-time/Project/Internship/Articleship /Pre-graduation work experience should not be entered and will not be counted as work experience.

Click on **Save & Continue** to proceed to the next section.
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 listed from the respective drop-down list.

**Note:** Candidates applying for PGP courses at the following IIMs are required to select the same interview city for all the selections because of their Common Admissions Process.

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

5. Test City

Applicant can select any four Test Cities as per his/her preference from the drop-down menu. After the last date of registration, one among the four preferred test cities will be allotted (subject to availability). In rare case, if an Applicant is not allotted to any of the preferred test cities, Applicant will be allotted to a nearby test city.

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

Click on **Save and Continue** to proceed to the Payment section.
6. Payment

A General/NC-OBC candidate will be charged Rs.1900 while an SC/ST/PwD candidate will be charged Rs. 950 to appear for CAT 2018. The final amount to be paid may be different as it will include applicable additional charges as per the table below.

<table>
<thead>
<tr>
<th>Service</th>
<th>BillDesk Transaction Processing fees</th>
<th>Paytm Transaction Processing fees</th>
<th>PayU Transaction Processing fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit Card (All cards except Amex)</td>
<td>1.2% of Transaction Amount</td>
<td>0.76% of Transaction Amount</td>
<td>0.9% of Transaction Amount</td>
</tr>
<tr>
<td>Credit Card (Amex/Other Cucks)</td>
<td>2.05% of Transaction Amount</td>
<td>1.2% of Transaction Amount</td>
<td>0%</td>
</tr>
<tr>
<td>Debit Card (Visa/MasterCard)</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>ATM-cum-Debit Cards</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>Net Banking</td>
<td>Rs. 5.00</td>
<td>Rs. 16 for SBI, Rs. 11 for ICICI and HDFC and Rs. 8 for all other banks</td>
<td>Rs. 11</td>
</tr>
<tr>
<td>Cash Card and Wallet</td>
<td>1.75% of Transaction Amount</td>
<td>1% of Transaction Amount</td>
<td>1%</td>
</tr>
</tbody>
</table>

* GST Extra as applicable

Select the Payment Mode. After selecting, the respective payment gateway will be enabled for you.

**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. If you have trouble reading the characters, click the ‘Get new image’ link to refresh the letters.
It is mandatory to select the check boxes: “I have previewed the Application Form by clicking on the Preview 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 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.

The CAT 2018 payment partners are BillDesk, PayU and Paytm. Based on the selected payment mode, the payment gateway page will be displayed as in the image below. On this page, you have various options to make the payment for the examination.
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 2018 website.

6.1. Application Confirmation Email

You will also receive a confirmation email stating the successful submission of your CAT 2018 Application within a few minutes. The email may also contain communication on additional details such as Admit Card download window.

6.2. Application Summary

Whenever you log in to the CAT website as a Registered User, you will see the Application Summary which will give the Read-only view of the details you have entered.

6.3. Candidate Help Desk

In the event you do not receive a Confirmation email after completion of application process or have any query or concern, you can connect with the Candidate Help Desk by e-mail (cathelpdesk@iimcat.ac.in) or call on 1800 209 0830 (Toll Free). Please have your User ID and/or Payment Transaction Number details at hand for reference.

For more information, you may also refer the Registration video (available by August 08, 2 PM) or the FAQs available on CAT 2018 website.