







































REGISTRATION GUIDE

Contents

Overview

Before You Register
Step 1: Registration for User ID and Password
Step 2: Login to CAT Website
Step 3: Fill Application Form
Personal Details 1.1. Communication Address
1.2. Emergency Contact Details
1.3. Upload Documents
Academic Qualifications 2.1. SSC/10 th /Equivalent
2.2. 12 th /Equivalent/Diploma Course
2.3. Bachelor's Degree
2.4. Master's Degree
2.5. Other Professional Degree
3. Work Experience
4. Programmes
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 2021 at the official CAT 2021 website, www.iimcat.ac.in between 10:00 am on August 4, 2021 and 5:00 pm on September 15, 2021. The registration steps are as follows:

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

During registration, the mobile number and email address provided by the domestic candidates will be verified through an OTP sent to that mobile number and email address. **Once the OTP is verified**, the User ID and the Password will be sent on the registered email address and or on the registered mobile number to complete the registration process. Overseas candidates will receive the OTP on their email address only. **Once the OTP is verified**, both the User ID and Password will be sent to the registered email address. Using these credentials, you can login 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 save their current session and login later to complete their Application form. This can be done multiple times.

Once the payment is made and the Application form is submitted, applicants will not be allowed to make any changes. You can only view and print the Application form after submitting the Application form. Details are available on the Application submission page.

To understand the registration procedure for CAT 2021, see the Registration Video on the CAT website.

Before You Register

Kindly follow the instructions given below before you start registering for CAT 2021.

- 1. Check your eligibility for CAT 2021 by referring to the Eligibility document on the website.
- 2. Ensure that you have a valid and unique email address and mobile number. Please ensure that you retain this email address and mobile number until the CAT Admission process is completed as all official communications will be done using this email address and mobile number only.
- 3. "*" (asterisk) indicates a mandatory field. The fields marked with this symbol must be filled in or you will not be allowed to submit your application for CAT 2021.









































Gather all the information you need for filling the form before registering. Candidates are encouraged to skim through all six sections (i.e. Personal Details, Academic Qualifications, Work Experience, Programmes, Test City, and Payment) to figure out the requirements during the application process. Scanned images of your passport size photo and signature are required for uploading. The photo should not be more than six months old and should have a white background. Please note that candidates will be required to bring printed copies of the same photograph on the examination day (November 28, 2021). Please carefully verify the accuracy and authenticity of the information submitted as part of CAT 2021 application form. For all subsequent admission processes, the information provided in this Application form will be taken as final and no request for change will be entertained at any future stage.

Step 1: Registration for User ID and Password

On the website, <u>www.iimcat.ac.in</u>, 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 browsers to fill the Application form are:

- Internet Explorer (version 11 and above)
- Mozilla Firefox (version 50 to 61)
- Google Chrome (version 50 to 69)



































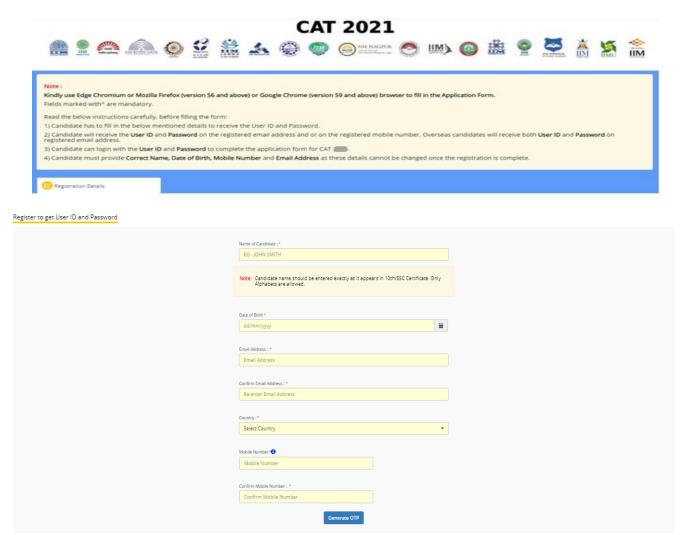












To complete the registration process, generate the OTP by clicking on **Generate OTP** button. You will be redirected to CAPTCHA to fill and submit the OTP received on your mobile for verification.

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







































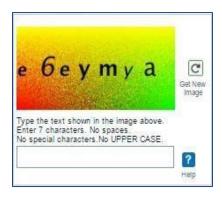


- Name of Candidate: This should be the same as it appears in 10th/SSC Certificate.
- Date of Birth: Use the calendar icon to select the correct date.
- **Email Address:** Should be valid and unique. You will receive your User ID on this email address only (Overseas candidate will receive both User ID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

OTP: To complete the registration process, generate the OTP by clicking on **Generate OTP** button. You will be redirected to CAPTCHA to fill and submit. To verify the mobile number, enter the OTP received and click on "Validate the OTP" tab. After validation, you will be able to submit the registration form and Candidate will receive the User ID and Password on the registered email address and or on the registered mobile number. Overseas candidates will receive both User ID and Password on registered email address.

CAPTCHA

The CAPTCHA box (as displayed) is a special set of characters displayed on the screen. You will have to retype the characters displayed in the box provided. If you have trouble reading the characters, click the 'Get new image' link to refresh the letters.



































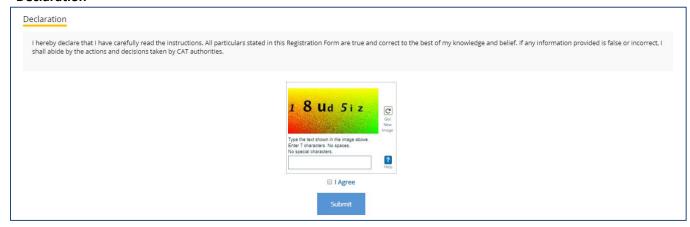








Declaration



By selecting the 'I Agree' checkbox in the *Declaration* section, you are committing to be honest and fair in all your actions and that the information provided in the CAT 2021 Registration Form is correct and true. Providing wrong information can lead to cancellation of your right to appear in the examination or to be considered for the admission process as mandated by the 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 Login Details on the registered email address from the *Administrator* with the subject line **CAT 2021 Successful Registration**. Ensure that you check your mailbox immediately. If you do not receive the email within a reasonable period of time, please check your spam folder.

You will also receive the Login Details as an SMS on the registered mobile number from sender IIMCAT (Not applicable for overseas candidates). Using these credentials, you may proceed to complete your application for CAT 2021 by clicking on the link given in the email. You may also login from the CAT Website.

This marks the completion of Step 1 of the Registration Process.



































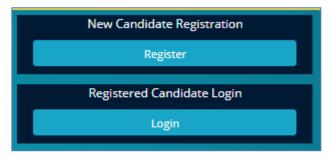






Step 2: Login to CAT Website

Using the system generated User ID and Password that you have received at the completion of Step 1 above, you can login as a "Registered Candidate" on the website and fill the Application Form for CAT 2021.



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.

CAT 2021

































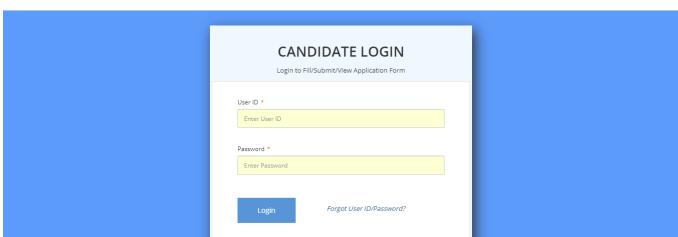










































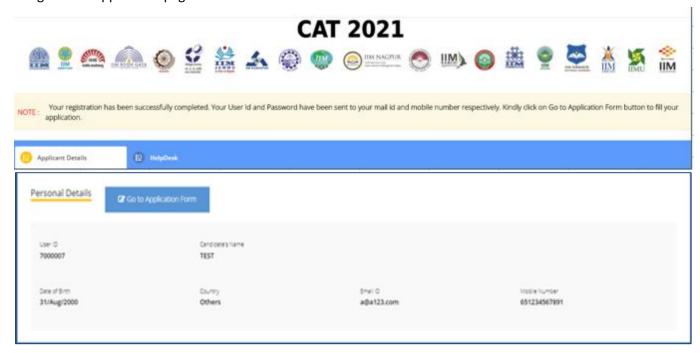








After login to the website, you will be redirected to the Applicant Details page. The Applicant's personal details will be displayed on this page. Next to Personal Details, a link "Go to Application Form" is available. Click this link to go to the application page.



Step 3: Fill Application Form

The Application Form is categorized into the following six sections:

- Personal Details
- Academic Qualifications
- Work Experience
- Programmes
- Test City
- Payment



























4. Once the payment is made, applicants will not be allowed to make any changes.

□ Academics

Personal Details





3. Applicants do not have to complete the application form in a single session. Applicants can login multiple times to complete the application form.

□ Work Experience □ Programmes













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.

□ Test City

Payment

After you complete the last section, i.e. Payment, your application for CAT 2021 will be considered complete and you will receive a confirmation mail. After this, changes to any information provided on the application form is 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's Name and Date of Birth fields will be populated automatically based on the information provided at the time of registering your profile.

- Enter Candidate's Surname or First Name, Father's/Guardian's Name, Mother's Name/Guardian's Name and Spouse'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.

































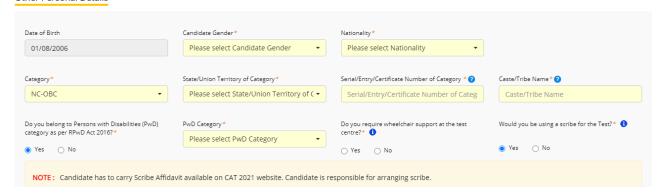












For details of the Caste/Tribe name applicable to you, see the National Commission for Backward Classes (NCBC) website: http://www.ncbc.nic.in/Home.aspx

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

Additionally, download the EWS, 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 Person with Disability (PwD). Additionally, select details under PwD
 Category - 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 will be using a Scribe for the test, you need to arrange the Scribe and 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. You need to provide an alternate *Email Address* and emergency *Mobile Number while filling up the Application form. The emergency mobile number should be different from the primary mobile and preferably should belong to a close relative/acquaintance who can be contacted during an emergency.*









































1.2. Emergency Contact Details

Enter the Emergency Contact Details that 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 size 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 need the photograph uploaded here to be affixed on the admit card on the day of the test (November 28, 2021). So, please ensure that you have sufficient copies of this photo.
- **EWS/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.



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









































2. Academic Qualifications

In this section, you must enter your educational qualification 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 based on the marks obtained in all subjects listed in the mark sheet.



































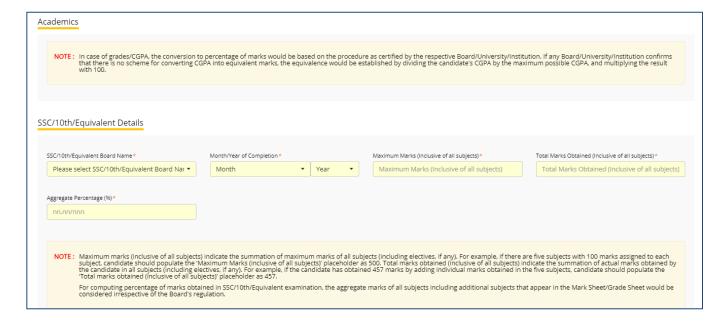






2.1. SSC/10th/Equivalent

For computing percentages of marks obtained in SSC/10th/Equivalent examination, the total marks of all subjects that appear in the mark sheet/grade sheet would be considered irrespective of the Board's regulation. In Total Marks Obtained, You can specify your converted CGPA obtained marks up to 2 decimals.



2.2. HSC/12th/Equivalent/Diploma Course

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 Board's regulation.

In Total Marks Obtained, You can specify your converted CGPA obtained marks up to 2 decimals.































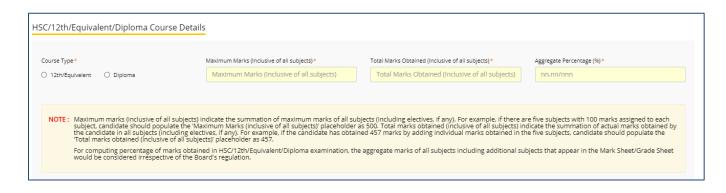










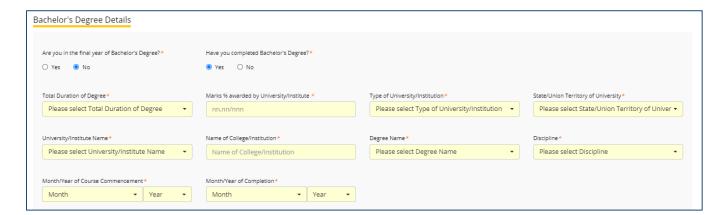


2.3. Bachelor's Degree

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 B Com + LLB or BA + B.Ed.) 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.

































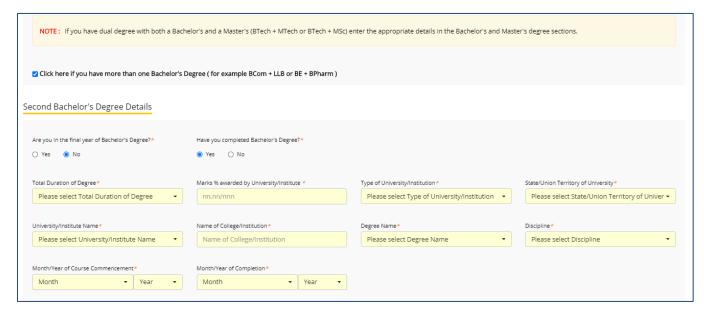






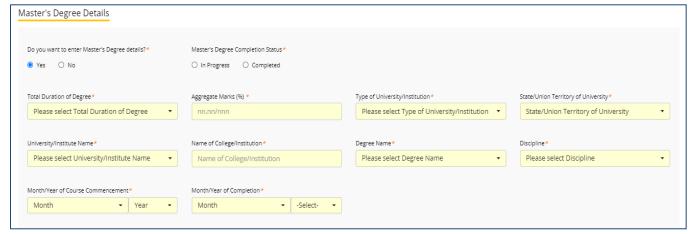


Note: If you have a dual degree with both a Bachelor's and a Master's (BTech + MTech or BTech + MSc) enter the appropriate details in both the Bachelor's and Master's degree sections.



2.4. Master's Degree

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.





































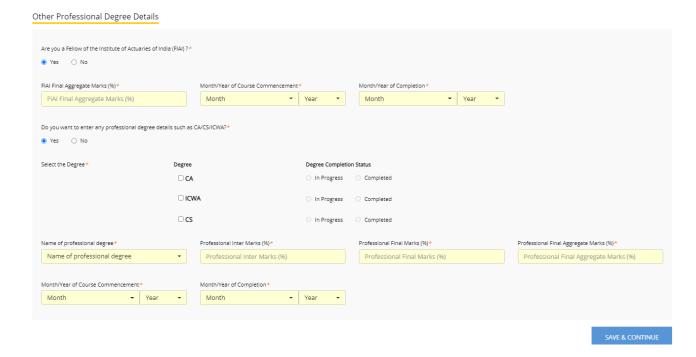






2.5. Other Professional Degree

Please select the professional degrees that you have obtained from the list of professional degrees such as FIAI, 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's 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.





































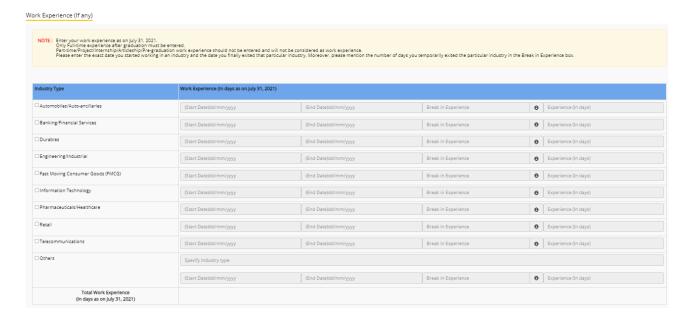




3. Work Experience

If you are a candidate with work experience, enter your experience in days as on **July 31, 2021.** Check all the Industry Types applicable to you, with Work Experience in days for each Industry Type.

Only Full-time experience after graduation must be entered.



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.



































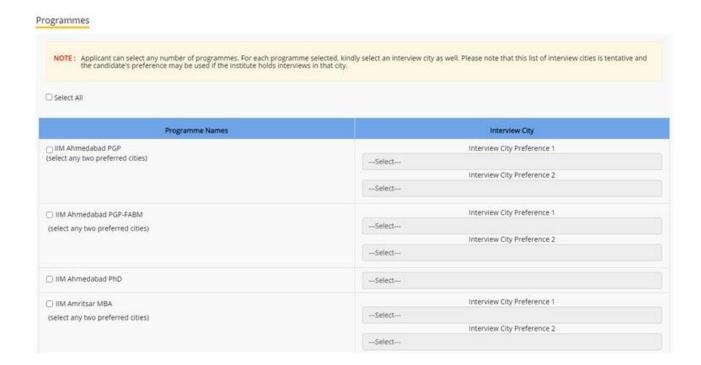






4. Programmes

You can select all programmes at once by clicking on the "Select All" checkbox above the programme section. Select the Programme and then select the Interview City for that Programme as per the cities listed from the respective drop-down list.



5. Test City

Applicant can select any Six Test Cities as per his/her preference from the drop-down menu. After the last date of registration, one among the 6 preferred test cities will be allotted (subject to availability). In rare cases, 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/EWS/NC-OBC candidate will be charged Rs. 2200 while an SC/ST/PwD candidate will be charged Rs. 1100 to appear for CAT 2021. The final amount to be paid may be different, as it will include applicable additional charges as per the table below.

Billdesk - Transaction charges		PayU - Transaction charges	
Mode of Payment	Transaction Processing Fees	Mode of Payment	Transaction Processing Fees
Visa, Mastercard and Rupay Credit Card	1% per transaction plus taxes as applicable	Debit Card Gateway Facility Fee for transactions up to Rs. 2000/- (Visa, MasterCard) Debit Card Gateway Facility Fee for transactions above Rs. 2000/- (Visa, MasterCard)	Nil Nil
Visa, MasterCard, Maestro, ATM- cum-Debit Card	0.50%+ taxes as applicable for transactions up to Rs.2000 of Customer Payment Amount. 0.90% + taxes as applicable for transactions above Rs. 2000.00 of Customer Payment Amount. Nil	Debit Card Gateway Facility Fee for Transaction (RuPay Card) Credit Card Gateway Facility Fee (Visa, MasterCard/Rupay) Credit Card Gateway Facility Fee (Amex/Diners)	Nil Nil Nil
American Express, Diners Credit Card	2.75% per transaction plus taxes as applicable.	Net Banking Facility Fee (For HDFC, ICICI, Axis & SBI) Net Banking Facility Fee (For other Banks)	Nil Nil
Wallet / Prepaid card based Payments Facility	1.75% per transaction plus taxes as applicable.	Wallets and Cash Cards Facility Fee (Google Pay, Amazon Pay, Samsung Pay, Paytm "Jio Money, Ola Money, Freecharge, Airtel Money, HDFC PayZapp & Yes Pay) UPI Transactions processed up to Rs. 2000.00	Nil Nil
Internet Banking	Rs.18/- + taxes as applicable per transaction processed (SBI, HDFC, ICICI, Kotak and Axis Bank) Rs. 12/- + taxes per transaction processed (For all other banks except above)	UPI Transactions processed above Rs. 2000.00	Nil































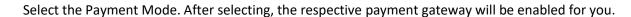














CAPTCHA

The Captcha box (as displayed) is a special set of characters displayed on the screen. You will need to retype the characters displayed 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.

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 2021 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 2021 application & scores. I understand that all disputes will be subject to the territorial jurisdiction of city of Indore only.

































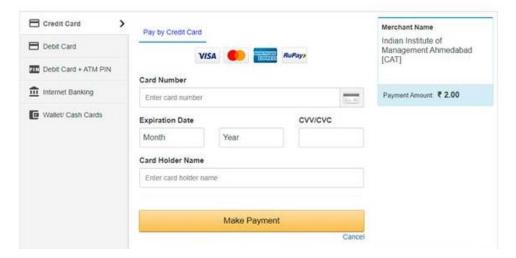








The CAT 2021 payment partners are Bill Desk and PayU. Based on the selected payment mode, the payment gateway page will be displayed as in the image below. On this page, you have various options to make the payment for the examination.



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 2021 website.

6.1. Application Confirmation Email

You will also receive a confirmation email stating the successful submission of your CAT 2021 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 login to the CAT website as a *Registered User*, you will see the *Application Summary* that will give a 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 the application process or have any query or concern, you can connect with the **Candidate Help Desk** by e-mail **(**<u>cathelpdesk@iimcat.co.in</u>**)** or call **1800 210 1088** (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 or the FAQs available on CAT 2021 website.