How to Fill Online Application for KEAM 2016
A QUICK GUIDE TO APPLYING FOR KEAM

This is only a quick reference that helps to fill up online application. If any details regarding terms and conditions of any field described here are needed, please refer the respective clause in KEAM Prospectus.

Pre-requisites

Prospectus

Read the prospectus of KEAM before filling up application.

Photograph

Jpeg format of candidate's photograph (see the Photo Guideline given in this document)

Email ID and Mobile Number

Candidate should possess a valid email-id. Keep this email-id live and secure till the end of the admission process of KEAM. If the candidate does not have an email-id, a new email-id must be created before applying online. Candidate should not provide the email-id of others, internet cafes, Akshaya Centres etc. under any circumstances. Mobile number in India should also be provided during online registration. If forgot the Key Number, it will be obtained through the email. Email ID cannot be changed in later.

Application Fee

Candidates can make the payment of the application fee in three modes viz.

Security Card : By purchasing the Security Card from selected Post Offices; or

Demand Draft : By way of Demand Draft (DD) drawn on a Nationalised/Scheduled Bank, in favour of the Commissioner for Entrance Examinations, payable at Thiruvananthapuram.

Online Payment : By way of online payment (Internet Banking, Debit Card and Credit Card).

Certificates/Documents

Candidate should have all relevant supporting documents which are needed to fill up all fields in the online application like, name, date of birth, community, annual income, name of village, name of taluk, name of district, etc. If candidate desires to provide Annual Income for the purpose of fee concession/educational concession as is given to OEC, an Income Certificate from the Village Officer should be possessed before going to fill-up the online application.

Computer System

The computer system used for applying online should have the following facilities:

Internet : Should have an internet connection.

Browser : Should have a browser. Recommended browser is Mozilla Firefox latest version.

PDF Reader : Should have a PDF reader like, Adobe PDF reader or Foxit Reader.

Printer : The printout of application should be taken in Laser printer/Deskjet Printer in A4 white paper only.

Seven Steps for applying online

Step 1 : **Candidate Registration**

Step 2 : **Candidate Login**

Step 3 : **Fill-up Application**

Step 4 : **Final Submission of Application**

Step 5 : **Payment of Application fee**

Step 6 : **Print Application**

Step 7 : **Send the printout of Application and supporting documents to CEE**

The address of website for applying online for KEAM is **www.cee.kerala.gov.in** and the link is **KEAM 2016---Online Application**. There are 7 steps for the submission of application and all are mandatory. Candidates should complete all steps before the last date of submission of application, which will be notified later.

Main Page (Registration/Login) getting after clicking the link KEAM-2015: Online Application

Step 1 : Candidate Registration

A candidate has to register for KEAM2015 before applying online. This is a one-time procedure. Click on **'Candidate Registration'** link available in the main page. The sample page is given below:

Candidate Registration

How to Register

1. Name of Applicant :

Give Name of Applicant as in the SSLC or other relevant certificate. But the name should not be started with the initial. (Correct examples are DEVIKA K S or ATHUL G NAIR) Do not put a dot(.) between initials and name. Instead, provide a blank space. Remember, the name cannot be changed in later steps.

2. Date of Birth :

Select Day, Month and Year of birth as in Xth certificate/birth certificate. Age proof must be attached along with printout of the application. Applicants should have completed 17 years of age as on the 31st December of this year. No relaxation in the minimum age will be allowed. There is no upper age limit.

> Name and DOB cannot be edited later.

3. Email ID :

Provide your personal valid Email ID. Keep this email id live and secure till the end of the admission process of KEAM. If you do not have an email id, a new email id may be created before applying online. **Candidate should not provide the email id of others**, such as internet cafes, akshaya centres, etc. under any circumstances. If the candidates forgot their password or key number, they can reset the password or obtain the key number. Such information will be send to the email ID that is provided during registration. Remember, email ID cannot be changed at any of the later stages.

> Email ID and mobile number are mandatory to apply for KEAM.
>
> You should ensure that email ID and mobile number are entered correctly. Otherwise you won't receive important messages and reminders from CEE.

4. Confirm Email ID :

Same Email ID as provided above should provided again here. This will ensure the correctness of Email ID.

> Email ID and mobile number are mandatory to apply for KEAM.
>
> You should ensure that email ID and mobile number are entered correctly. Otherwise you won't receive important messages and reminders from CEE.

5. Mobile Phone Number :

Give a 10 digit number of you or your parent's mobile phone. The number should not be prefixed with country code or zero. The mobile number provided by you facilitates the CEE office to communicate any special information through messages or by calling.

> **Important!** Messages, reminders and information regarding KEAM will be sent to your mobile by messages.

6. Password :

Preferably a strong password is recommended. It ensures safe online activities. The requirements of a strong password are:

- should have minimum of 8 characters
- should contain at least one alphabet [a to z or A to Z]
- should contain at least one number [0 to 9]
- should contain at least one symbol [! @ # $ % ^ & *]

> Don't disclose password to others. Remember the password till the end of allotment process of KEAM for further login. Password is case sensitive.

7. Re-type password :

Repeat the same password entered by you in the above field.

8. Security question and Answer of Security Question :

Choose a question from the list provided in the page.

Type your own answer to the above security question. Make sure your answer is memorable, but not easy for others to guess. This information will be useful for retrieving password, if forgotten.

> Make sure the answer of your selected security question is memorable. It will be useful when you forget the password.

> **Important!** Note down the Application Number for further login and reference.

9. Type the code in the box :

You will see a special set of characters displayed on the screen. These characters are called captcha. Type the letters exactly as shown in the box.

After entering the necessary fields correctly, press **'Register'**. If you have successfully completed the registration process, a **'Candidate Registration confirmation'** page will be displayed. If the applicant is sure that the information provided are correct, press **'Confirm'** button.

Asking Confirmation for Registration

If any mistakes are found, press **'Edit'** for correcting the data. Candidate will get a system generated Application Number. **Write down the Application number and remember the password** for future logins, to view results of examinations, to exercise option registration, to get allotment memo etc.


Registration Completed and Generated Application number

After writing down the generated Application Number, click on **'Home'** which directs you to the main page. From there click **'Candidate Login'**. Application Number and password are essential to login to the candidate's home page.

Step 2 : Candidate Login

Logging into keam application portal is essential to Fill-up Application, Payment of Application Fee, Print Your Application, Change Your Password, Download Proforma(s) and Know Your Application Status.
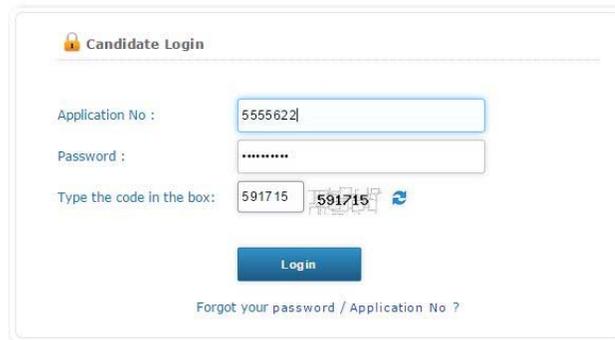
Login Page of Candidate

How to Login

Application No :

In order to login, you should enter your Application Number provided by the system at the time of registration.

Password :

The password must be typed exactly as provided at the time of registration. Remember that the password is case sensitive.

Type the code in the box :

This is another captcha. Type the letters exactly as shown in the box. After giving the above information correctly, press **'Login'** button to logon to your home page.

If application number and password are correctly provided, the applicant will be directed to the Candidate's home page.

Candidate's Home Page

A sample of candidate's home page is shown below:

Candidate's Home Page

The applicants can track their application by entering into their home page. **Application status** is available at the title bar of this application portal. For details, see 'To know the application status'(Page 19).

Candidate can do all online activities, except registration and login, only through the candidate's home page. The online activities available in the home page are:

Fill-up Application   Change Your Password

Payment of Application Fee   Download Proforma(s)

Print Your Application

Certain links in the home page are activated only after completing a particular step. For example, 'Payment of Application Fee' is activated only after the 'Final submission' of the 'Fill-up Application' section. Likewise, the 'Print your Application' is available only subsequent to the Payment section.

The candidate's home page displays the last time that your account was accessed. The home page also shows the IP address from which you logged on to your account last time. Please check this information each time you log into home page, particularly if you are concerned about unauthorised usage.

Forgot your Password?

If candidate cannot remember the password, go through the link **'Forgot your password?'** to reset the password. You are required to give the Application Number, Date of Birth, Security Question that you have chosen through the registration, and the answer of the security question.

After submitting the above information the following screen will be populated. If the question and answer of security question are correct, candidate is able to provide new password.

Resetting Password-step 2

Resetting Password-step 3

Forgot your Application number?

If the applicant failed to write down/remember the Application number, it can be retrieved by providing the name, date of birth and password. All the information given here should be same as those of the registration data. In order to regain the application number, select the menu **'Forgot Application Number'**, found on the left part of the screen.

Getting Application Number

Step 3 : Fill-up Application

Uploading photograph :

The first step for filling up application is to upload a digital photograph. Uploading photograph that does not meet the following specification can result in the rejection of application.

Photo Guideline and Procedure for Uploading photograph :

For applying online, the candidate must have a scanned/digital image of your photograph. The Specification of photograph image should be as follows (to be strictly followed):

- Photograph must be in colour with a light colour background, white is preferable. It must be taken in a professional studio. Photo taken by mobile phone/tab is not accepted.
- Photograph should be in passport format. Front view of full face and shoulder portion of candidate is to be seen clearly in the photograph.
- The face of the candidate should be straight and at the centre.
- Photo, wearing caps and dark glasses will be rejected.
- Scanned image file should be in jpg (jpeg) format only.
- Dimensions of the photograph **150 pixels** width and **200 pixels** height.
- Size of the image file should be between **15 kb and 30 kb**.
- Candidate's name and date of photo taken should be printed at the bottom portion of the photograph with black letter and white background.

- If the face in the photograph is not clear, your application is liable to be rejected.
- If the photograph is not clear, the candidate should upload a clear photograph again by using the link 'Change Photo'.
- The uploaded photo and photo affixed on the printout of application should be identical. Otherwise application is likely to be rejected

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03.01.2016

Remember :   *Sample Photograph in Acceptable Format*

1. If the face in the photograph is not clear or the image is not as per the above guideline, your application is liable to be rejected.

2. A printed copy of the uploaded photo should be affixed on the specified place in the printout of the application and get it duly attested by a gazetted officer/head of institution where the candidate has last studied.

3. The uploaded photo and photo affixed on the printout of application should be identical. Otherwise application is likely to be rejected.

In future, your Admit Card, Data Sheet and Allotment Memo will be printed with the same photograph you have submitted at this stage. Moreover, in examination hall, the Invigilator has to verify the same photograph for identifying a candidate. So strictly follow the specifications and guidelines for the photo to be uploaded.

**Procedure for Uploading the Photograph :**

Screen for Uploading Photo

The facility for uploading your photo is available during the first time login. Click on **'Browse'** or **'Choose File'** and Select the location where the scanned photograph file has been saved. Select the digital photo file by clicking on it and then click the **'Upload'** button. If the described specifications are met, the selected photograph will be uploaded to the application portal.

How to Fill-up Application

All the basic information required for processing your application are to be filled at this step. Before filling the details, please read the Prospectus carefully. The data provided here will be used for processing the application. **Any mistake in filling this page or providing false/incomplete/wrong information may affect your eligibility for admission or claim for reservation under a category.** It is obligatory that you should fill all the mandatory items in the application. Sample screens and details of each section are given below:

Photo Verification
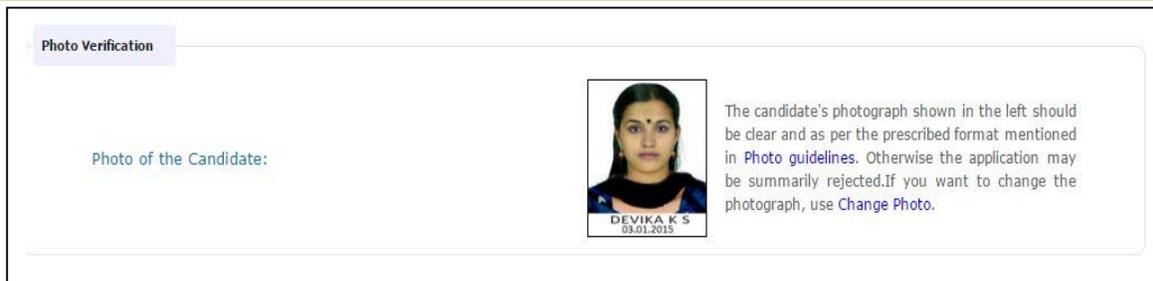
Verification of Candidate's photo

Candidate has to verify and confirm the clarity of photograph. Photo shown at this section should be as per the photo guideline mentioned above. If any ambiguity is noted, use **'Change Photo'** link to upload a new photo.

Examination Details

1. Course(s) opted for :
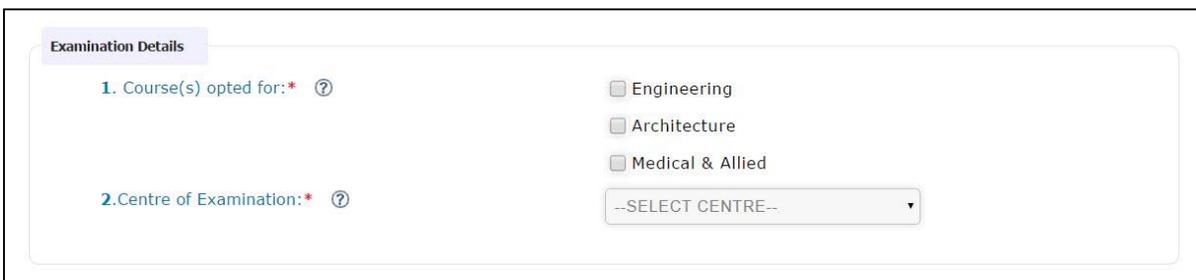
2. Centre of examination :

The Entrance Examinations for Engineering and Medical & Allied courses will be conducted at the following centres:

Thiruvananthapuram	Kollam	Pathanamthitta	Alappuzha	Kottayam
Ernakulam	Thodupuzha	Kattappana	Thrissur	Palakkad
Malappuram	Kozhikode	Wayanad	Kannur	Kasaragod
Mumbai	New Delhi	Dubai		

Select a Centre from the list of available Centre of Examination. After the online submission of the application, it won't be possible to change the examination centre.

Personal Details

Personal Details

3. Name of Applicant :
The name given at the time of registration of candidate will be displayed here. So, applicant is not permitted to enter the name again.

4. Date of Birth :
The date of birth given at the time of registration will be shown on the screen and cannot be modified.

5. Gender :
Select male or female as the case may be.

6. Citizenship :
Options available to choose are Indian, Persons of Indian Origin (PIO) and Overseas Citizen of India (OCI). Select the suitable entry. Refer clause 6.1 of the prospectus.

7. Nativity :
Options available to choose are Keralite, Keralite-AIS, Non-Keralite I (NK-I) and Non-Keralite II(NK-II). See Clause 6.1 and 5(i), (ii) of the Prospectus for conditions regarding nativity.

8. State of Permanent Residence :
Select the State in which the candidate is residing permanently.

9. Aadhaar UID :
If candidate possess an Aadhaar Card, enter the UID number.

10. Details of Parents/Guardian

    (i)   Type name of father of the applicant.

    (ii) Type name of mother of the applicant.

    (iii) Type name of guardian.

    (iv) State relation of the applicant with the guardian.

(Either the names of father & mother of the applicant or the name of guardian are mandatory. If the name of guardian is entered, then the relation of the applicant with the guardian should also be provided.)

11. Religion :

Select the candidate's religion.

12. Permanent Address :

Type full permanent address and pin code as per the relevant valid certificate.

Contact Details

Contact Details

13. Address for Communication :

If the address for communication is same as permanent address, click on **'Same as above'.** Otherwise, give the address for communication with PIN code. Communication, if any, will be made on this address.

Type land phone number with STD code, if available. Candidates opting examination centre outside India must give their land number in India with STD code for communication purpose. Mobile number and email ID will be automatically taken from candidate's registration entry.

Academic Details

14. Details of Qualifying Examination :

Qualifying Exam-1:

Select any one of the suitable options given below as qualifying exam-1:

Kerala Higher Secondary	Kerala Technical HSS	Kerala VHSE
AISSCE (CBSE)	ISCE (CISCE)	Pre-Degree
Others	Not Applicable	

Qualifying Exam-2:

If you want to choose one of the following educational qualifications as the qualifying criteria for the entrance examination, select the appropriate qualification from the list.

Diploma in Engineering	BSc Physics	BSc Chemistry	BSc Botany
BSc Zoology	BSc Bio-technology	Not Applicable	

You also provide the details such as Examination Status (Passed or Appearing/Appeared), Name of Board or University, Year, Register number, Name of institution and state regarding your selected qualifying examination. If you select qualifications from Qualifying exam-1 and Qualifying Exam-2, the details will be asked about Qualifying Exam-1 only.

15. Subjects Studied for Higher Secondary /Equivalent :

Select the subjects studied for the qualifying examinations. If you are appearing for Engineering Course, you should have studied Mathematics, Physics and Chemistry/Computer Science/Bio-technology/Biology in qualifying examination. If you are opting for Medical/MBBS/BDS Course, you should have studied Physics, Chemistry and Biology/Bio-Technology in the qualifying examinations. For the courses of Agriculture, Veterinary and Fisheries, Biology is a compulsory subject. The Candidates opting Architecture should have studied Mathematics as a subject. See clause 6.2 of Prospectus for details.

> Course opted (Engineering/Architecture/Medical & Allied) will be validated based on the subjects selected here.

16. Studied Sanskrit in plus two level :

If you have studied Sanskrit at plus two level, select 'Yes', otherwise choose 'No'. If you have selected 'Yes', you need to provide proof of study of Sanskrit along with printout of application. It is applicable only for Medical and Allied courses. It will be considered for preparing Ayurveda rank list.

Communal Reservation

Communal Reservation

17. Community for Eligible Reservation :

Candidates who need any communal reservation can claim it through this section. Those candidates who come under SEBCs or Other Eligible Community(OE) should submit Non Creamy Layer Certificate in the prescribed format along with the Printout of Application. But the status EC (Eligible for Educational Concession as is given to OEC) will be allowed only after verifying the Income Certificate with annual income not more than Rs. 6,00000/-)

> The certificate produced for getting communal reservation should be an Original certificate and it must be attached along with the Printout of Application.

Candidates who claim SC/ST reservation should produce Community Certificate from Tahsildar along with the Printout of Application. For claiming Jewish category, Community Certificate from Village Officer/Tahsildar is to be submitted with the application. Based on the selected community, the demanded Category will be displayed against the head "**Category Claimed by the Candidate**". But the Category claim will be allowed only after the verification of original Non Creamy Layer / Community Certificate as the case may be.

If the candidate is not eligible for any communal reservation or not able to produce a valid certificate, select **'General'** as the community.

18. Are you a child of an inter-caste married couple of whom one is either SC/ST ?

Candidates who are children of Inter-Caste married couple of whom one is SC/ST, will be eligible for educational and monetary benefits admissible to SC/ST as per Para 2 (ii) of GO (MS) No.25/2005/SCSTDD dated 20.06.2005. Select 'Yes' if inter-caste and father or mother belongs to SC/ST. Select 'No' if not.

19. Whether SC/ST claim rejected previously by CEE? :

State whether SC/ST claim rejected in previous years for the entrance examinations by the CEE.

20. Details of Income Certificate :

Details of Income Certificate

Those (including General Category) who wish to avail the benefits such as fee concession/scholarships that may be notified by the Government or college authorities subsequently, based on annual family income, should furnish the Income Certificate along with the Printout of Application itself. Income certificate is also applicable for getting the fee exemption for those candidates listed in Annexure X(a).

(i) Annual Income in Rupees : Enter the annual family income in Indian rupees. The amount of income should be same as one which is assessed by the Village Officer.

(ii) District : Select name of District from the list.

(iii) Taluk : Choose name of Taluk in which the Village is located

(iv) Village : Name of Village from which the Income Certificate was obtained.

Special Reservation

21. Do you claim Special Reservation? :

Select '**Yes**' or '**No**'. If yes, Choose reservation category/ Categories from the given list. Certificate(s) of proof should also be sent along the printout of application. See clause 5.2

Special Reservation

22. Do you claim reservation for Person with Disabilities (PD)? :

If you are a person with disabilities, select '*Yes*'**, otherwise** '*No*'**. Self-attested copy of Medical certificate from the District Medical Board should be sent along with the printout of application.**

Statistics

23. Statistics :

These data are collected for statistical purpose. Fill all the details correctly. The sample screen is given below:

Statistical Data

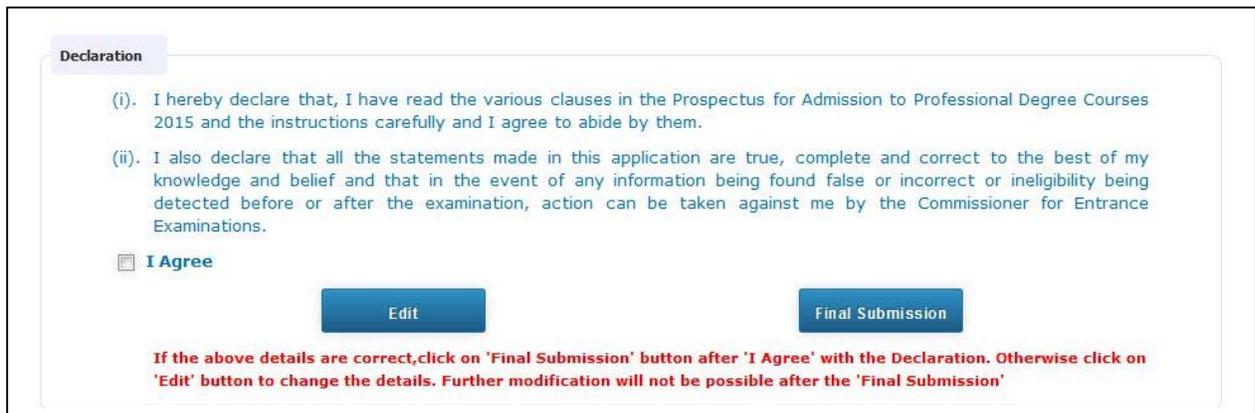## Preview Application and verify the entries made in the application

If the application is filled completely, candidate can Preview the details of the application before going to Final Submission. Click **'Save & Preview'** button to see the application details. Candidate has to thoroughly verify each and every entry that has been made in the application. The clarity and size of Photograph are also required to be confirmed in the preview section.

If any mandatory fields are found unfilled or any related fields are found mismatched, Preview cannot be possible. In such cases, error messages will be colorized in **red** for the respective fields. You should fill/correct the required entries and press 'Save & Preview' button to see the filled-up application details.

Step 4 : Final Submission of Application

If all the entries made in the application are found correct and true during verification in the preview stage, candidate should agree with the statements shown under the 'Declaration'. Click the **'I Agree'** box after reading the declaration statements. Then press **'Final Submission'** to submit the filled application through the application portal.

Remember, once the application is finally submitted, it cannot be modified.

Declaration by the Candidate and Final Submission of the application

If any false or mistake is found in the statement and photograph in the application preview, go back to 'fill-up application stage' by pressing **'Edit'** button.

> Before pressing the Final Submission, you must ensure that all the information seen in through 'preview' are correct and true. No modification will be allowed after the Final Submission.

Step 5 : Payment of Application Fee

This step facilitates to provide payment details of your application fee. (See the Clauses 7.2 & 7.3). You should have the details of Application fee remittance. Modes of Payments are through Security Card or Demand Draft. Click on **'Payment of Application Fee'** for entering payment details:

Payment of Application Fee seen in the home page

Candidate need to select the mode of payment of application fee from the following screen.

Payment mode of application fee

a) Security Card (Purchased from Post Office) :

The fee of application may be remitted by purchasing a Security Card from the selected Post Office, the list of which is available on the website. When selecting Security Card option, the following screen will be available.

Payment Section by using Security Card

Security Card for General

Security Card for SC

Security Card for ST

Three types of cards are available. One is meant for General/SEBC Candidates, the price of which is Rs. 1000/- and the other is intended for SC candidates, the price of which is Rs. 500/-. A Security Card is available with free of cost for ST candidate which will be distributed through Tribal Welfare based on Caste Certificates.

Important! Do not disclose the serial number and key number to others. Key number should be kept safe till the end of allotment procedure for further login.

7-digit Serial Number and a 16 character Key Number printed at the back of security card should be provided when asked in the online application. To see the Key Number given on the Security card, gently scratch off the silver panel using a coin, seen on the back of

General and SC/ST candidate should remit the specified fee meant for them. Otherwise the application will be rejected.

the card. The candidates who select Dubai Centre and have Security Card should send a DD of Rs. 12000/- along with the printout of application or make online payment for such amount. These candidates should provide the details of Security Card through online application.

b) Demand Draft (Drawn from Nationalised/Scheduled bank) :

The Demand Draft drawn on a Nationalised/Scheduled Bank, in favour of the Commissioner for Entrance Examinations, payable at Thiruvananthapuram will be accepted as Application Fee. DD Number, date of drawn and name and branch of bank have to be provided. It is remember that, the 'Payment' status become green only after the DD amount will be credited to CEE's account.

The candidates opting centre of exam as outside India should remit an extra amount of Rs. 12,000/- by way of Demand Draft. So, D.D amount for general candidate should Rs. 13000/- and for SC it should be Rs. 12500/. For ST Candidates Total Fee is Rs.12000/- only. The screen shot of Demand Draft Payment mode is given below:

c) Online Payment :

The Application fee can be paid through online payment. Those having an Internet banking account, Credit card or Debit card can make use of this feature. Candidates availing this facility should read and follow each of the instructions given in the website carefully in order to that the payment is successful. On successful payment, the candidate will be guided back to the home page wherein he/she will find the 'Payment' tab at the top turned green and the candidate can take printout of the application. If the payment transaction was unsuccessful, a message to that effect will be displayed on the screen and the candidate would be guided back to the homepage. On the other hand, if the candidate fails to receive the final confirmation(success or failure) message and is uncertain about the outcome of the transaction, due to communication failure or otherwise, he/she can re-login to the home page and inspect the 'Payment' tab at the top to see if it's green or not. If it's not turned green, the payment has not succeeded and the candidate may try for online payment afresh or resort to an alternative payment mode (security card or demand draft). In the unlikely event of the amount getting debited from the candidate's account despite the transaction ending unsuccessfully, the candidate will get the amount reverted to his/her account within five days.

If the mode of payment is DD or Online, the Key Number for future use will be made available through online in due course.

Step 6 : Print Application

Candidate should take a printout of his/her application which contains the main page of application and proforma(s) of supporting document according to the claim. The link for printing available on the home page is named '**Print Your Application'** and it is available only on successfully entering the payment details.

Print Your Application button in the home page

Important:

Take printout of application using the link '**Print Your Application**'. The Printout of Application using the link 'Print Your Application' alone will be accepted. Any other form of printout is not accepted.

Logout from the Application Portal

If candidate wishes to leave the computer system or he/she has completed the online submission of application, he/she may quit from the application portal by clicking the **'Logout'** link. This action is compulsory for preventing the misuse of his/her Home Page by strangers.
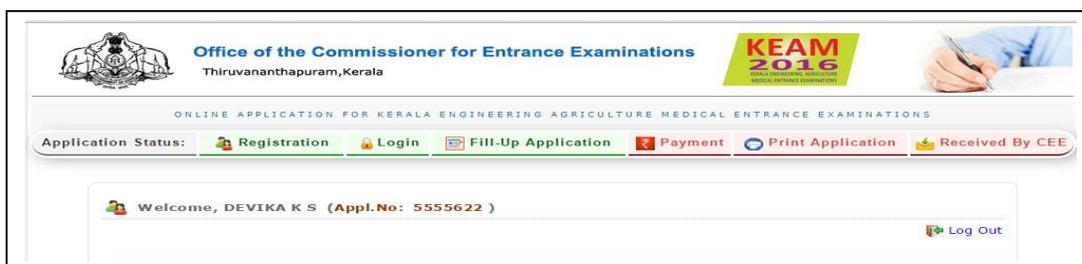
Logout screen

Procedure to be followed after taking printout of the application:

- Affix a passport size (3.5 x 4.5 cm) photograph (this should be the copy of the uploaded photo), get it attested by a Gazetted Officer or the Head of the Institution where the candidate has last studied.

- The applicant and the parent should sign in the specified areas on the printout of the Application.

- Left thumb impression of the candidate has to be affixed in the specified areas on the printout of the Application

- Get Course Certificate and Nativity Certificate in the prescribed format available in the body of the print out of the application.

- If the candidate claims any reservation, attach relevant certificate issued by the concerned authorities.

Step 7 : Send the printout of the Application and supporting documents to CEE

Enclose the application and all supporting documents (see clause 7.6 of the prospectus) in the envelope and send so as to reach the Office of the Commissioner for Entrance Examinations before the last date specified for receiving the application, at CEE office.

Those candidates who paid application fee by Demand Draft will obtain an Address Slip along with the printout of the application. Glue the address slip on an A4 envelope and enclosed in it the properly completed application and supporting documents.

> The procedure of submitting online application will be complete only after receiving the Printout of the online application and supporting documents by the CEE office.

> Do not fold the envelope.
>
> Do not tamper the barcode on the face of printout of application.

The order of preferences of Application and Supported Documents

The application and supported documents should be arranged in the envelope in the following order:

1. The first page of Printout of Application with dully filled and signed

2. Course Certificate in Original/Self Attested copy of Mark list

3. Proof of Nativity

4. Proof of Date of Birth

5. Original Community/Non Creamy Layer Certificate, if communal reservation is claimed

6. Proof of Special Reservation, if claimed

7. Original Income Certificate, if want to be considered for fee concession/EC status

8. Any other documents, if required

9. Original Demand Draft, if fee has been paid by using Demand Draft (Write Application Number and candidate's name in overleaf of the Demand Draft). Security Card should not be attached along with the application.

   Address to which the Application is to be sent:

   The Commissioner for Entrance Examinations
   5th Floor, Housing Board Buildings, Santhi Nagar,
   Thiruvananthapuram – 695001, Kerala.

To know the status of your Application Submission

The status of application procedure will be available in candidate's home page. After successful login, you can view the status on the top side.

Candidate's Home page showing the status of application submission

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Available status on the home page is given below.

Registration   :   Indicates Candidate's Registration for online application.

Login   :   Successfully logged in or not

Final Submission :   Shows whether the candidate made the final submission of application by pressing 'Final submission' button.

Payment   :   Payment section of online application successfully finished or not.

Print Application :   Printout of the application taken or not.

Received by CEE   :   Receiving status means that whether the application sent by the candidate reached at the CEE office and taken for scrutinizing or not. Remember, it may take some days to update this status. This status is turned into green only after completing scrutiny of the application.

The **Green** letter within the light green background indicates the completion of respective step. The **Red** letter within the light red background represents that the respective step has not been performed so far. For example, in sample screen shot given above, the candidate has completed the Candidate Registration, Candidate Login, Fill-up and Finalize Application Submission and Pay the Application Fee. But the Printing of Application is pending and the printout of application is not received by the Office of CEE.

Safety Tips for online application submission

- **Secure your password and key number**

  Never share, disclose, or provide your password or key number to others. Never save this information in publicly accessed computers. CEE will never send you an email requesting this information.

- **Use recommended Browser**

  Always use the latest version of Mozilla Firefox.

- **Clear your Browser's Cache**

  If you use public or shared computer to access the application portal, it is better to clear the browser's cache before you sign in to online application. Refer FAQ for clearing the cache.

- **Do not use Mobile device**

  Never use any kind of mobile devices for online application submission.

- **Do not use Multiple Window/Tab in the browser**

  Do not open more than one KEAM application portal across multiple windows or tabs in the same browser.

- **Frequently use 'Save' button available in the application portal**

  Four numbers of 'Save' buttons are available in the Fill-up application section of the application portal (Seen on the right part of portal). While filling up of application, use any one of 'Save' button frequently, to save the entered data. This will prevent the loss of entered data due to any unexpected shutdown or quit. The filled data will be available to the applicant after re-login to the site.

- **Logout Properly**

  Make sure you log out of your account each time you leave it, especially when you are using public computers. Never leave your computer unattended once you have signed on to online application.

Reason(s) for rejecting Application

The following are some of the reason(s) that may lead to rejection of your Application.

- If the **photograph of the applicant** affixed in the printout of Application and the photograph uploaded Online are **different** OR do not follow the guidelines given in the 'Photo Guideline'

- If the **photograph** affixed in the printout of Application is **not duly attested** by the Head of the Institution which he/she studied last or by a Gazetted Officer.

- **If Applicant and Parent** have **not signed** in the specified areas on the printout of the Application.

- If duly **filled and signed Course Certificate/Mark list and Nativity Certificate** in the prescribed/e_district format are **not attached** along with the printout of the application.

- If the particular **Application Fee** meant for each category(General or SC/ST) **is not paid.**

- If printout of **application** (use the 'Print Your Application' link) and supported documents **reach after the last date specified.**

So, utmost care should be taken while applying for KEAM and send a duly filled application with the supporting documents to the office of the CEE within the stipulated time.

For any further help, contact us :

General Enquiry : 0471-2332120.

Technical/Online Payment Query: 0471-2339103. 0471-2339103.

Helpline - 24 hours : 0471-155300 , 0471-2335523, 2115054, 2115098 (Citizen's Call Centre).

Fax : 0471-2337228. Email : ceekinfo@cee.kerala.gov.in.

For up-to-date information regarding KEAM, visit the website : www.cee-kerala.org.

For applying online, visit the website : www.cee.kerala.gov.in

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