

INSTRUCTIONS

Checklist:

PLEASE CHECK THE FOLLOWING POINTS BEFORE DISPATCHING YOUR APPLICATION:

- Have you completely filled in the Application Form
- Have you checked all your entries to ensure that they are accurate?
- Have you written your complete postal address on the Application Form?
- Have you pasted the correct and recent Photograph on the Application Form?
- Is the DD prepared for the correct amount?
- Is the DD made in favor of "KMAT2012" and payable at "Bangalore"?
- Have you written your Name on the rear side of the DD?

Instructions for filling the Application Form

1. **Name:** Write your Name in the box as it appears in your **School Leaving Certificate**. Leave one box blank between two parts of your name. In case you find it difficult to mark your full name due to insufficient number of boxes, please write your initials of either your first name or middle name.
2. **Nativity:** Tick the appropriate option to confirm your nativity. If you do not belong to Karnataka state by either Birth or Domicile, please tick the option - "Non-Karnataka" candidate.
3. **Choice of Test Centre:** Write your preferred test centre city from the list of cities provided. Kindly note that only 2 choices are allowed.
4. **Gender:** Tick the appropriate gender
5. **Applying for:** Tick the appropriate test for which you are appearing. Failure to tick correctly will result in incorrect processing of your score
6. **Date of Birth:** Enter your Date of Birth in DD/MM/YYYY format in the space provided
7. **Stream:** Tick against the stream in which you have obtained your graduation degree
8. **Address:** Write you complete postal mailing address including your first name in CAPITAL LETTERS. Failure to write complete address might result in non-receipt of postal communication, if any.
9. **Photo:** Paste a recent Passport Size Photo of good quality in the space provided, ensure the photo is of good quality and the face is clearly visible. Applications without proper Photos are liable to be rejected.
10. **Fees:** DD should be made in favor of "KMAT2012" and should be payable at Bangalore.
 - a. Candidates who are applying for **either MBA or MCA** have to prepare a **DD of Rs.500/-**.
 - b. Candidates who are applying for **both MCA & MBA** have to prepare a **DD of Rs.600/-**.
11. Please make a photocopy of the application form and DD as a proof of acknowledgement.

**DO NOT STAPLE THE PHOTOGRAPH
DO NOT GET THE PHOTOGRAPH ATTESTED
DO NOT PASTE A USED PHOTOGRAPH**

12. The completed Application Form along with the DD and necessary postage has to be sent to the below mentioned address:

**THE SECRETARY - KMAT 2012,
SHESHADRIPURAM FIRST GRADE COLLEGE,
C. A. SITE NO. 26, YELAHANKA NEW TOWN,
BANGALORE – 560 064.**

Help Desk numbers: 9343996663, 9343996664 & 9343996665

(From 7:00 am to 8:00 pm on all working days only)

