

HOW TO SUBMIT ONLINE APPLICATION FOR CAT-2012 - STEP BY STEP PROCEDURE

General Instructions

- 1 Read carefully the **Academic Admissions-2012 Notification** as well as the **Prospectus** published in the CUSAT website www.cusat.ac.in .
 - 2 All Candidates applying for Common Admission Test 2012 should submit their applications online. International students and those applying for the M Tech or B.Tech Lateral Entry programme should also submit their applications online. For PhD/MPhil/ MA Translation-German & Russian / Diploma/Certificate programmes application can be had from the concerned Departments. (see Prospectus)
 - 3 Upon successful submission of the on-line application for CAT 2012, candidates should download the APPLICATION REPORT and keep it safely for the candidate's reference.
 - 4 **Communal/special reservation** claims not mentioned by the candidate in the ON-LINE application form during on-line registration will not be considered under any circumstances. Therefore candidates should fill in all details such as communal/special reservations etc with utmost care.
 - 5 The eligibility for communal reservation depends on the **Annual Family Income** of the candidates. The candidate should first obtain the **Annual family income certificate** for the financial year 2010-11. ie from April 2010 to March 2011 from the Village officer concerned before submitting the online registration form. However, the condition of annual family income limit is not applicable for Scheduled Caste/Scheduled Tribe candidates.
 - 6 The candidate alone shall be responsible for any error in the entries made during online registration leading to the rejection of the application. Hence the online registration form must be filled with utmost care and attention without any errors.
 - 7 Check the eligibility criteria for the course(s) offered by CUSAT, and accordingly choose the course you wish to apply for. Candidates must satisfy themselves that they fulfill the eligibility criteria for the course(s) they apply for before submitting their online application.
 - 8 Details about the total amount of Application Fee to be paid, is available under the link "[How to Apply->Application Fee](#)".
 - 9 In the Online Registration Form all the fields are mandatory/required fields. If these fields are left blank you will not be able to submit the application form and register.
 - 10 Selections from the Drop-Down Menus can be made by clicking mouse/using the ENTER button.
 - 11 Now you may proceed to register Online. To do this you may click on the appropriate links provided on the Right Hand side of the home page. There are three separate links viz (i) **Apply for CAT**(B Tech, MSc Photonics, LLB, all PG programmes & M Tech) (ii) **Apply for LET**(for Diploma holders) (iii) **International Students Application**. On clicking the appropriate link the "New User Registration" page will appear. Step by step procedure for registration is given below.
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Step by Step Procedure

- Before proceeding to register online, the candidate should create a Login Name and password. The Login Name will be automatically created by the system. For this you need to enter a few personal details and then submit the form. Immediately after creating the Login name and password you will be directed to re-login again using the same Login Name and password created in the previous step.
- Please use the Menu section on the left hand side for step-by-step navigation through the registration process. Start by clicking the “START” button.
- **Upload photo and signature :**

Please keep ready the following before you register :

- **Photo:** Scanned image of your colour passport size (3.5 cm x 4.5 cm) photo (**file size less than 90 kb**). The photo should have name printed on the front side without blocking the face.
 - **Signature:** Scanned image of your signature signed in black ink (**file size less than 90 kb**)
 - To prepare a signature image: please sign on a white paper with black ball-point pen within a box of about 5.5cm x 2.5 cm (file size less than 90 kb). Take a photo of this portion (or prepare a scanned image) and crop along the box boundary. Save as JPEG image. Use these images for uploading.
 - **Password:** A preferred password with at least 8 characters length. Use a combination of alphabets and numerals.
- Mode of payment: Choose any one of the two methods of payment. If you choose to make payments in banks (SBI or SBT), please print the challan and go to bank for payment. Make sure that the bank official marks the Journal number of the payment and the branch code in the challan. (One copy will be kept by the bank). Before leaving the bank he/she should confirm with bank official that the journal number is entered is correct with regard to the computer generated journal number. You can keep the other two copies (No need to send to the University). After the payment in bank, re- login and enter the bank details by pressing the “Enter Bank Details” button.
 - For on-line payment, please use a valid credit card/ debit card. Key in the card number and the validity date. While the on-line transaction is on please do not press any key. **Please wait till you are directed back to university website automatically with a Credit Card Payment Return Message.**
 - Then check the full application thoroughly by pressing “VIEW APPLICATION“ button. Make necessary corrections, if any, by using the “Re-edit my Profile” at the top.
 - Finally, Click “FINAL SUBMISSION” button to complete the process. (*Without this, you cannot get a print out*).
 - Take a print out by clicking the “PRINT APPLICATION”.
 - This page is for your record. Please DO NOT send it to the University.
- The candidate should sign the fee chalan (in triplicate) and use the same to remit the registration fee at the selected bank.
 - The candidate should make sure that a computer generated journal number is entered in the chalan form by the bank official. Before leaving the bank he/she should confirm with bank official that the journal number entered is correct with regard to the computer generated journal number.

- Now the candidate should re-login using his unique login name and password. Enter the journal number, branch name and branch code received from the bank correctly in the specified box in the on-line form and click the **submit** button.
- You can now print the Application Report by clicking the button **Print Application**.
- You may verify the approval status of your application in this website using your login name and password after 5 days of submission . Your application status will be displayed on this web site in due course.

CAT 2012 REGISTRATION PROCESS-A QUICK GLANCE

Kindly familiarize yourselves with the application process given below. Depending on the mode of payment the registration process is different. Web Browser compatibility (Mozilla Firefox version 3 or above, Google Chrome, Opera10 or above or Internet Explorer 7 or above). You would require Adobe Reader to print Chellan and Application Report. Start by clicking "NEW USER REGISTRATION". All fields are mandatory.

Payment by cash at bank counter using chellan

On-line payment

Input Password and other details

Input Password and other details

Re-login using User Name generated and Password

Re login using User Name generated and Password

Continue to fill all the fields including uploading of photo and signature and choose courses and tests

Continue to fill all the fields including uploading of photo and signature and choose courses and tests

Print out fee chellan and Make payment at Bank using the chellan (make sure the journal number, branch name and code are properly marked by the bank)

Make online payment through credit/ debit/ ATM card when you are navigated to the bank website

Re-login to the CUSAT application web site and fill up the payment details (Amount, journal number, branch name and branch code)

On successful transaction you will be navigated back to the University website for further steps

Print out the Application Report in full (Do not sent this to University)

Check website for the application status five days after the application date. Take necessary corrective measures (if any, as indicated in the website.)

Down load admit card during the last week of April 2012. (To bring to the examination hall as many copies as the number of tests one appears for.)

User Name(Login Name) will be generated by the system and will be mailed to you. The numerals that comes after the alphabet in the User Name will be your **Rregistration Number** (Please do not loose this as it would be required every time you login and also for checking the status of your application). When you are ready with it you can start filling the online form. After the first section, re-login using your User Name (Login Name) and password. Continue to fill up other fields carefully.

For candidates claiming reservation, indicate the correct reservation category. Once the application is formally approved, these data cannot be changed. For communal reservation only one can be selected. For special reservation, multiple categories can be selected. Be sure to select the correct income band and the actual income. No need to send any certificate or its copy to the University. Originals of these are to be produced at the time of counselling.

In case the registration process is not finished in one go, you can re- login later on using your User Name and Password to complete the process. Press "FINAL SUBMISSION" menu before taking a print out of the application. Keep it for your record.

Password Lost

In such cases click "*I forgot my Password*" below the login area. A password re-set link will be mailed to your registered email id. Open your email account and click on the link. Input new password. Open registration web page and login using the new password.

Approval

The uploaded application will be scrutinized by the University, formal approval will be accorded and the same will be displayed on the website. You can login ten days after uploading to know the status of your application. If any application is not approved, the reason for the same will also be notified so that corrective measures can be taken. .

“WISH YOU GOOD LUCK”