



विद्या परं देवतम्

**IIM**

भारतीय प्रबंध संस्थान विशाखपट्टणम

Indian Institute of Management Visakhapatnam

## **INSTRUCTIONS FOR FILLING THE PGP APPLICATION FORM**

**Please go through the below instructions thoroughly before filling the application form. You may download and save this document for reference while filling the application form.**

### **1. Primary Information:**

A few of your Primary information (such as name, category, gender etc.) will be obtained from CAT database. You are required to fill Annual family Income, which should mention income from all sources i.e. salary, agriculture, business, profession etc. and it will be income for the financial year prior to the year of application.

### **2. Academic Record Graduation:**

Please enter the percentage instead of GPA/CGPA. Use the University prescribed rules for conversion of CGPA/GPA into equivalent percentage. If there is no formula available for conversion, the equivalence would be established by dividing the candidate's CGPA by the maximum possible CGPA and multiplying the result with 100.

- The candidates who are pursuing their graduation need to submit Bonafide certificate issued by their college/institute/university.
- The candidates who completed their Graduation needs to upload the Graduation certificate. In case, if Graduation certificate is not yet issued, then they can upload the Consolidated marks memo/Provisional certificate/Course completion certificate.

### **3. Work Experience (if any):**

Part time / project / internship / pre-graduation work experience are not considered as work-experience. Ensure that the work experience period entered does not overlap with period of graduate studies. Job progressions / multiple designations within a company should be entered as a single work experience. The designation should be the latest designation held within a company for a single tenure. Please upload your job offer letter, first and last salary pay slips along with the service/work experience certificate. Own entrepreneurial venture that is registered will be considered.

### **4. Statement of Purpose (max 600 words):**

You can write about your background, significant events, experience at your workplace, relationship with friends and family, career plans and how the Post Graduate Program from IIMV fits into your dreams and ambitions in 600 words.

### **5. Achievements/Awards (if any):**

Please provide a description about your accomplishments and upload the respective proof document.

### **6. Enclosures (Self-attested & Scanned)**

Please upload all the relevant documents as specified in the application and make sure that you upload them in a right direction (upside down) for better visibility. Acceptable file types are pdf, jpg, jpeg, png. Maximum size of each document is 1.5MB.

- **Bonafide Certificate:** If you are in the final year of graduation then you must submit a Bonafide certificate issued by your college/institute/university.



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- **Professional Degree:** Chartered Accountancy, Cost Accounting, and Company Secretary certifications are comes under professional courses.
- **Caste certificate:** NC-OBC candidates should submit the valid caste certificate. Usually, it is valid for only 1 Financial year, so please make sure that you are submitting the latest one.
- **EWS Certificate:** EWS candidates should upload documentary evidence regarding their status as per Ministry of Social Justice and Empowerment *OM No. 20013/01/2019-BC-II* dated 17th January 2019 (available on IIM Visakhapatnam web page).

**NOTE:**

*IIM Visakhapatnam (IIMV) application form will be used only for the purpose of Personal Interview; However, for the Admissions score calculations, IIMV will use CAT data only. In case if you have provided any incorrect information in the CAT application form, filled in August/September 2021 then you can report the change (except category) to IIMV via admissions portal in the next phase of the admission process. Please go through the Admissions process document and Important dates given on website for more details.*

PLEASE MAKE SURE THAT ALL THE REQUIRED FIELDS ARE FILLED CORRECTLY IN THE CONFIRMATION SCREEN BEFORE CLICKING THE SUBMIT BUTTON AS IT CANNOT BE MODIFIED ONCE SUBMITTED.

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