

# MBA(E&I)

## Contents

Overview

Before You Register.....

Step 1: Registration for User ID and Password.....

Step 2: Login to IIML Website.....

Step 3: Fill Application Form.....

1. Personal Details
2. CAT/GMAT Score and Interview City Preference
3. Academic Qualifications
4. Work Experience
5. Extra-Curricular Activities
6. Uploading of Documents
7. Payment and Receipt Uploading
8. Final Submission and download the application

# MBA(E&I)

## Overview

You can register for MBA(E&I) 2022 at the official IIM Lucknow website, [www.iiml.ac.in](http://www.iiml.ac.in) between **December 19, 2022 and 5:00 pm on March 31, 2023**. 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 User ID and the Password will be sent on 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.

## Before You Register

Kindly follow the instructions given below before you start registering for MBA(E&I)2022.

1. Check your eligibility for MBA(E&I)2023 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 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.

# MBA(E&I)

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, Academics, 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 and all the other necessary documents such as CAT/GMAT score card, caste/PwD certificate, work experience etc. 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 for subsequent admission processes. Please carefully verify the accuracy and authenticity of the information submitted as part of 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, [www.iiml.ac.in](http://www.iiml.ac.in), Go to tab MBA(E&I), click the 'Register' button to create your user profile. The Registration form window will open in your browser.



The screenshot shows the registration interface for the Indian Institute of Management Lucknow. The header includes the IIM Lucknow logo and the text "Master of Business Administration Entrepreneurship and Innovation". The form is divided into two main sections: instructions and registration fields.

**Instructions:**

- > This form is a key part of admission process. Incomplete or false information will make your candidature null and void.
- > For letter grades or grade points instead of marks, provide equivalent marks and attach a certificate from the Registrar / Principal / Head of the Department explaining the method of conversions.
- > In all matters relating to admission, the decision of the Institute will be final and binding on the applicants. No correspondence will be entertained from the applicant

**Registration Fields:**

- Name\***: Enter your name
- E-mail ID\***: Enter your e-mail id
- Mobile Number\***: Enter your mobile number
- Password\***: Enter a new password
- Re-type Password\***: Enter the confirm password

**Buttons:** Register, Reset

# MBA(E&I)

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.
- Email Address: Should be valid and unique. You will receive your User ID on this email address only
- Mobile Number: Should be valid and unique
  - o India based mobile number should have 10 digits.
  - o Mobiles from other countries should be prefixed with the respective country code. Special characters such as (0), +, - are not allowed.

## 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 MBA(E&I) Successful Registration. Ensure that you check your mailbox immediately. If you do not receive the email within a reasonable period, please check your spam folder.

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

## Step 2: Login to IIML 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 MBA(E&I).

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.

After login to the website, you will be redirected to the Applicant Details page.

## Step 3: Fill Application Form

The Application Form is categorized into the following six sections:

- Personal Detail
- CAT /GMAT Score
- Interview city preferences
- Academics
- Work experience
- Extra-curricular Activities

# MBA(E&I)

- Upload Photo and Documents
- Payment & Uploading the Receipt
- Final Submission and Form Download

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.

After you complete the last section, i.e., Payment, your application for the programme 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.

The screenshot displays the 'MBA (E&I) 2023 ADMISSION | ONLINE APPLICATION FORM' interface. On the left, a navigation menu lists steps 1 through 9, with '1 Personal Details' selected. The main form area contains the following fields:

First Name*	Middle Name	Last Name
Father's Name*	Mother's Name*	Category* -Select Category-
E-Mail*	Date of Birth*	Gender* - Select Gender -
Religion*	Nationality*	Mobile No.* 9886291277
Annual Salary (INR)	Correspondence Address With Locality*	City/Town*
District*	Pin Code*	State* -Select State-

- Enter Candidate's First Name, Middle Name, Last Name, Father's/Guardian's Name, Mother's
- Enter the Category/ Date of Birth/ Gender/ State from the dropdown
- Enter your Nationality/ Religion/Annual Salary/ Address

# MBA(E&I)

## 2. CAT/GMAT SCORE

### Score Detail

Please provide the following information if you are submitting CAT/GMAT Score. Indicate the exam for which the score is submitted

Select the appropriate exam name\* :

CAT

TEST DATE *		CAT REGISTRATION (7 Digits) NUMBER *	
22-11-2022		1234567	
VARC *	DILR *	QA *	Total *
000	0000	0000	000

### Interview City Detail

- Enter the CAT/GMAT details
- Enter the Interview city preference from dropdown menu

## 3. 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
- Undergraduate Degree Details
- Master's Degree Details
- Other Professional Degree Details

# MBA(E&I)

Educational Qualification

**X and XII Examination(s)** Undergraduate Degree Master's Degree Professional Qualification(s)

X and XII Examination(s):

Std.	School/College/Institute	Board/University	Year of Completion	Total Maximum Marks	Total Marks Obtained	%Marks Obtained	Class/Division
X	<input type="text"/>	<input type="text"/>	2022 <input type="button" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
XII	<input type="text"/>	<input type="text"/>	2022 <input type="button" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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.

## 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 Aggregate Percentage, you can specify your converted CGPA/percentage of marks obtained marks up to 2 decimals.

# MBA(E&I)

## HSC/12th/Equivalent/Diploma Course

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 Aggregate Percentage, you can specify your converted CGPA/percentage of marks obtained marks up to 2 decimals.

## Undergraduate Degree

Enter the Bachelor's Degree details 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.

## Master's Degree

Enter the Master's Degree details 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.

## 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 are 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.

Click on Save & Next to proceed to the next section.



# MBA(E&I)

## Work Experience

If you are a candidate with work experience, enter your experience in days as on July 31, 2022. 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/Article ship/Pre-graduation work experience should not be entered and will not be counted as work experience.

Break in Experience (In days) if any, needs to be entered in the text box provided. If no break, please enter "0" and proceed.

Click on Save & Next to proceed to the next section.

## 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 The documents file format should be a .jpg or .jpeg and the file size should not be more than 200KB 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.
- Valid EWS/NC-OBC/SC/ST Certificate: Scan as PDF document to upload here.
- Valid PwD Certificate: Scan as PDF document to upload here.

The file size for documents should not be more than 2MB. Click on Save & Next to proceed to the next section.

## Preview Form

It is mandatory to select the check box: **"I have previewed the Application Form by clicking on the Preview Button and confirm that all the data reflecting in the Preview are correct"**.

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 submitting your application.

# MBA(E&I)

## Payment

Candidates will be charged Rs.1000 for the application. Candidates are required to transfer the fee amount to the account of IIM Lucknow, details of which is already furnished. After transferring the amount candidates shall enter the details of the transaction and upload the receipt of payment.

Application fees of Rs. 1000 should be paid online as per following details:

### IIM Lucknow Bank Account Details (HDFC Bank)

- 1) Name of Bank and Branch - HDFC Bank Ltd., A.R. Centre, Aminabad, Lucknow
- 2) New CBS-based Account - 07231450000294
- 3) Type of Account - Saving Bank A/c
- 4) RTGS/NEFT Code of Bank Branch - IFSC Code: HDFC0000723
- 5) Any other relevant information - Bank MICR Code: 226240007
- 6) Swift Code - HDFC INBB

#### Note:

\*Kindly ensure that you are filling the correct details, as these details will be used for the payment verification. Once you submit the details, you will not be able to change the same.

Payment Option\*:

Upload Payment Receipt\* (File type PDF & Max size 200 KB) :

Upload

Transaction/URN No. [*]	Payment Date [*]	Amount (INR) [*]
<input type="text"/>	<input type="text"/>	<input type="text" value="1000"/>



Final Submit

After final Submission candidates can download the application form.

# MBA(E&I)

## Application Confirmation Email

You will also receive a confirmation email stating the successful submission of your MBA(E&I) 2023 Application within a few minutes.