

Guidelines for filling out the application – EMBA Program

General information

- Please prepare your application carefully and completely.
- Once you start an application for the program of your interest, you will need to sequentially fill in the various sections of the application. Please go through the expectations and guidelines for each section of the application outlined in this document. Data you record in each section will be saved only upon clicking the ‘NEXT’ button in each section.
- Admission to IIMU’s EMBA program happens over multiple admission cycles. Once you ‘Submit’ your application and pay the application fee, your application will be considered for the cycle of admission that was open at the time of submission and payment.
- In case your application is still open by the last date for any admission cycle, you will be able to continue the application process in the subsequent admission cycle, if any. The admission cycle to which your application proceeds will be reflected on your dashboard of the admission portal.
- IIMU has taken every care to make the online application error free. Should you face any difficulties, kindly bring it to our notice before you submit the application, since you will not be able to make any changes after submission.

Documents to be uploaded

1. Photograph (not exceeding 1MB file size)
2. Signature (not exceeding 1MB file size)
3. Category Certificate if applicable (not exceeding 1MB file size)
4. CAT /GMAT/GMAT Focus/GRE Score Card if any (not exceeding 1MB file size)
5. 10th Marksheet (not exceeding 1MB file size)
6. 12th Marksheet (not exceeding 1MB file size)
7. Graduation marksheets of all semesters/years and graduation certificate.
(All graduation documents consolidated into a single PDF not exceeding 5MB file size)
8. Work Experience:
 - i. Work experience certificate of all previous organizations/companies.
 - ii. Additionally, offer letter/Joining letter of the current company, and the pay slips for the past two (2) months (All work experience documents consolidated into a single PDF not exceeding 5MB file size).

Documents required for Self-Employment –

List of relevant documents required to claim work experience in the case of self-employment/partnership experience/self-owned start-up:

- a. Registered partnership deed of the firm
 - b. Filing with Registrar of Companies (RoC)
 - c. GST registration of firm
 - d. PAN Card of the firm- (Pvt Limited or Partnership firm)
 - e. Income Tax Returns (ITR)-
 - f. Bank account statement of the firm – Mandatory
 - g. Statutory Auditor Appointment of the firm
 - h. Purchase/work orders for the duration of claim of the firm/company’s operations
- and
- i. MSME certificate (if applicable)
 - j. DIPP Certificate of Recognition (if applicable)

Online application fee

An application fee of Rs 1000/- and Rs 1000/- IIMU Test (if applicable) needs to be paid after submitting the online application form. The fee can be paid using any of the following payment methods: credit card, debit card, Net banking, Wallet, and UPI ID.

Applying for credit-based waiver

To applicants, a credit-based waiver represents a significant chance to capitalize on their prior academic achievements. This signifies the institution's recognition of the similarity between certain courses or subjects you have previously completed after graduation, enabling you to avoid repeating a few courses.

If you apply for an academic 'credit-based waiver', you need to provide a statement (of up to 300 words) explaining the reasons for the credit-waiver request. Please specify the courses, based on prior learning, for which you are seeking the waiver. For a comprehensive understanding of the course content, kindly review the published EMBA course curriculum available on the EMBA website page. The submission of supporting documents will be required at a later stage. Applying for a credit waiver does not automatically guarantee its approval, and the maximum credit waiver one can be granted is up to 30 credits. Generally, a course is either 2-credit or 4-credit.

For any inquiries, feel free to reach out to us.

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Please quote your application ID and registered email ID in all your communications with IIMU.