



## **Guidelines for “How to Apply to ISB&M PGDM Course (AICTE Approved) for the Batch 2016-18”**

**A Student can apply in any of the following three ways:**

### **1.) Visit ISB&M admission office & apply:**

A student can purchase ISB&M Prospectus from any ISB&M Campus admission office by paying Rs. 1000/- in cash, complete the form and submit to the admission office, along with the photocopy of all the documents. (10<sup>th</sup>, 12<sup>th</sup>, graduation mark sheets and entrance test score card & 2 passport size pictures). Completed application form can be submitted in person or by courier / speed post.

### **2.) Download PDF Form:**

A student can download the PDF Form using the button **Download PDF Form**, complete it manually and paste a passport size photo on the form. Attach all the documents (Demand Draft of Rs 1100/- in favor of “Peoples Empowerment Group” payable at Pune towards the application form fees and along with the photocopy of all the documents. (10<sup>th</sup>, 12<sup>th</sup>, graduation mark sheets and entrance test score card) and send it to the admission office of ISB&M campus. Once the admission office receives the form, the admission office will send mail/courier the prospectus to the student.

### **3.) Online Application:**

A student can opt for completing form online; by clicking the tab **Apply Online**. Once a student complete the application, he/she will get the auto generated 6-digit ISB&M ID (Roll number)

**Pay Online:** By using the ISB&M ID, the student will have to pay the application form fee (Rs. 1100/-) by clicking the **Pay Online tab** using Debit/Credit card.

After successful completion of online payment, the student will get an **Online Payment Receipt**. A printout of the Online Payment Receipt should be taken for future use.

After successful completion on the online application form, student needs to take a print out of the application form by pressing the **Print Online Form TAB**, using the 6-digit ISB&M ID (Roll number)

After taking the print out, the student need to send the print out of application form to the admission office of ISB&M campus, along with the photocopy of all the documents. (10<sup>th</sup>, 12<sup>th</sup>, graduation mark sheets and entrance test score card & 2 passport size pictures) Once the admission office receives the form, the admission office will send the prospectus to the student. For your own records, keep a copy of completed form for your reference.