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# *Indian Institutes of Management (IIM)*

## *Common Admission Test (CAT) 2012*

### *Registration Guide*

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#### **Important Instructions**

1. Check your eligibility for CAT 2012 on [www.catiim.in](http://www.catiim.in).
2. You must purchase a CAT 2012 voucher from selected list of Axis Bank branches prior to beginning the online registration process. More information may be found on [www.catiim.in](http://www.catiim.in).
3. "\*" indicates mandatory field. The boxes marked with this symbol must be filled in or you will not be allowed to complete your registration.
4. Ensure you have a valid and unique email address before you begin the registration process.

#### **Overview**

To register to take the CAT 2012, go to [www.catiim.in](http://www.catiim.in) and click on the "Register for CAT 2012" link. You can register and schedule for the CAT 2012 from **30 July – 19 September 2012**.

During registration, you will:

1. Create a profile.
2. Fill out the CAT application.
3. Schedule your test.

**Estimated time to complete this process: 20-30 minutes.**

Before you begin, you should gather all the information you will need to complete the registration process, including your voucher, educational history, mark sheets (SSC, HSC, graduation), work experience, and a list of the IIM programmes to which you are applying.

The screenshot shows the CAT 2012 Registration website. At the top, it says 'CAT Common Admission Test (CAT) Indian Institutes of Management (IIM)'. Below this is a 'Welcome to IIM CAT Registration' banner. The main content area is divided into two sections: 'New users' and 'Existing users'. The 'New users' section has a green header and contains instructions for new registrants, including a link to the 'CAT 2012 Registration Guide' and a list of information required for registration. The 'Existing users' section has a green header and contains a login form with fields for 'Username' and 'Password', a 'Log in' button, and a link to 'Forgot your username or password?'. At the bottom of the 'New users' section, there is a 'Begin my registration' button. A 'News & notification' box at the bottom right states that registration closes on 19 Sep, 2012 at midnight IST.

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#### **Opening Screen**

On the first screen of the registration website, you will see two boxes – "New users" and "Existing users." The first time you come to this website, please follow the instructions for "New users." This includes candidates who previously registered for CAT 2009, CAT 2010 or CAT 2011.

## Voucher

For “New users,” you must enter your voucher number. Use a coin and gently scratch (as illustrated on the right) to obtain your voucher number.

## Captcha

You will see a special set of characters displayed on the screen. You will need to retype the characters in the box provided. These characters, called “Captchas,” are a safety feature designed so the computer knows a human is entering the voucher number and not a computer programme. If you have trouble reading the characters, you can click the audio icon or the refresh icon. Once you have entered the Captchas, click on “Begin My Registration.” This will take you to the next section, which is “Create a Profile.”

A screenshot of a web registration form. At the top, it says 'I am ready to register'. Below that is a section 'Enter your voucher number:' with a text input field and a link '(I do not have a voucher)'. The next section is 'Enter the characters you see in the image below:' with a box containing the characters 'GLDNV'. To the right of the box are icons for audio and refresh. At the bottom is a large green button that says 'Begin my registration' with a right-pointing arrow.

## 1. Create a Profile

In this section, you will enter basic contact information.

### Your name and email

1. You should enter your name exactly as it appears in your school-leaving certificate.
2. Enter your email address. This is where your Admit Card email will be sent.

### Create a login

Creating a login enables you to log back in later if you need to make changes, or request a resend of your Admit Card or CAT application.

1. Username. Must be a combination of alphanumeric characters (letters and numbers) but **does not** contain spaces or special characters. The maximum length allowed is 50 characters.
2. Password. Must be 7-20 characters long and contain **at least** one alpha and one numerical character.

A screenshot of the CAT Common Admission Test (CAT) Indian Institutes of Management (IIM) registration form. The page has a green header with the CAT logo and various IIM logos. On the left is a sidebar with 'IIM CAT Registration' and three steps: '1. Create profile', '2. Apply for CAT', and '3. Schedule test'. The main content area is titled 'Create a Profile' and has a 'Log out' link. It is divided into two sections: 'Your name and email' and 'Create a login'. The 'Your name and email' section has a note: 'Important: Your name must exactly match your school-leaving certificate.' It includes fields for 'Full Name (as given in School Leaving Certificate)', 'Primary email address' (with a note 'Admit Card will only be sent via email'), and 'Confirm primary email address'. The 'Create a login' section has a note: 'Creating a login enables you to log back in later if you need to make changes, or request a resend of your Admit Card or CAT application.' It includes fields for 'Username', 'Password' (with a note 'password requirements'), 'Confirm password', 'Your secret reminder question' (with a dropdown menu showing 'Your mother's maiden name'), 'Your secret answer', and 'Confirm answer to reminder question'. At the bottom, there is a 'Data Privacy Policy' section with a note: 'By selecting "I agree", you acknowledge you have read and agree to the Prometric Data Privacy Policy. Agreement is required in order to register for the CAT.' and a checkbox for 'Indicate your agreement' with options 'I agree' and 'I do not agree'.

3. Secret reminder question.  
If you forget your username and password, this question will help verify your identity.
4. Read the Data Privacy Policy and indicate your agreement to the policy. Agreement is required to register for the CAT.

### Additional contact information

1. Primary telephone number. Enter the entire number. Mobile number is recommended as Prometric will be using this number to send important CAT related text messages by SMS.
2. Secondary telephone number. You may enter either a landline or another mobile number. Include Area Code/STD code in case of a landline number.
3. Postal Address. This is where you would like correspondence sent. Each address line should be limited to 30 characters including spaces. You may make use of Address line 1, 2 and 3 in case of longer addresses.

Click "Save & Continue" to move on to the next section, which is the CAT Application.

**Note that once your profile has been created and saved, you will no longer be able to use your voucher number to create another profile. Changes to your name or username will not be allowed once you leave this section.**

\* Your secret reminder question  
Your mother's maiden name

\* Your secret answer

\* Confirm answer to reminder question

Data Privacy Policy  
By selecting "I agree", you acknowledge you have read and agree to the [Prometric Data Privacy Policy](#). Agreement is required in order to register for the CAT.

\* Indicate your agreement  
☐ I agree ☐ I do not agree

Additional contact information

\* Primary telephone number (examples)  
(Mobile phone recommended. Used for SMS notification)

Type Country code Primary Phone Number  
Mobile 91

Secondary telephone number (examples)  
(Optional - Landline or Second Mobile number to be used as a backup)

Type Country code Secondary Phone Number  
Landline

Postal Address (address where you would like correspondence sent)

\* Country  
India

\* Address line 1

Address line 2

Address line 3

\* City

\* States / Union Territories

\* PIN CODE  
(include your Pin Code in order to be contacted by IIMs. If you do not know your Pin Code look on the Indian Postal Services website—www.indiapost.gov.in)

Save & Continue →

\* Asterisk indicates required field

## 2. Apply for CAT

In the second section, you will enter information about yourself.

### Personal Information

You will need to enter your Gender, Nationality, Category\*, and Date of Birth.

*\*In reference to D.O.No. 21-61/2012-TS.II issued by MHRD, the information on NC-OBC Minority is being collected to have necessary flexibility in the admission system. Please note that availability of reservation for NC-OBC-Minority shall be subject to the legal developments and MHRD directives available till September 19, 2012.*

You will also need to select "No" or "Yes" to the question "Are you a Differently-Abled candidate (person with disabilities)? If you choose "Yes," there will be additional questions for you to answer.

CAT Common Admission Test (CAT)  
Indian Institutes of Management (IIM)

IIM CAT Registration

1 Create profile ✓  
2 Apply for CAT  
3 Personal information →  
4 Your background  
5 Schedule test

Questions about the registration forms?  
CAT 2012 Registration Guide

Apply for Common Admission Test

Your username and password have been saved. Now, please complete the CAT application.

Personal Information

\* Gender  
☐ Male ☐ Female

\* Nationality  
☐ Indian ☐ Other

\* Category  
☐ General  
☐ Scheduled Caste (SC) - as per Government of India schedule (To know more)  
☐ Scheduled Tribe (ST) - as per Government of India schedule (To know more)  
☐ Non Creamy Other Backward Classes (NC-OBC)  
☐ NC OBC - Minority

\* Date of birth  
 /  /

\* Are you a differently-abled candidate as specified under the Persons With Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995?  
☐ No ☐ Yes

Logout

## Differently-Abled Candidate Support Requirement

If you **do not have** a disability, click "No" and go on to the Programmes section.

If you **do have** a disability, and choose "Yes," you will need to complete three additional questions:

1. Type of disability.
2. Do you need support.
3. What kind of support do you need.

If you require support to take the CAT, you will be able to complete the application process online and select your preferred city but not the scheduling process. Scheduling will only be completed for DA candidates who require support after the registration and scheduling window is closed (i.e. after 19 September 2012). DA candidates who require support will be scheduled to test on **19 October 2012**. You will receive your admit card by email when the appointment is completed, no later than 26 September 2012.

If you do have a disability, and do not require support for the test, you will be able to continue to schedule your test online after the application process.

This screenshot shows a web form titled "Are you a differently-abled candidate as specified under the Persons With Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995". It includes radio buttons for "No" and "Yes". An important note states that a disability certificate must be mailed to IIM. The form has sections for "Type of disability" (Low Vision / Blindness, Hearing Impairment, Locomotor Disability / Cerebral Palsy), "Do you need support for the test?" (No, Yes), and "If yes, what kind of support do you need?" (Test Centre to provide Magnifying screen, I would like to bring my Scribe, I would like to bring my Reader, I would like to bring my Abacus, I would like to bring my Hearing Aid, I would like to bring my Wheel chair). There is a dropdown for "Choose your preferred city". A detailed instruction block follows, explaining the process of sending a certificate and the role of Candidate Care Services. A final note mentions that application information will be emailed within 24 hours and advises printing the application form.

## Programmes

You must click on the box(es) of the IIM programme(s) to which you are applying. Point your cursor on the box in front of the name of your Programme and click. You should choose all Programmes to which you are applying, and you must choose **at least** one.

For each programme applied, you must choose the city where you prefer to do your follow-up interview with IIM.

Be sure to click on "Save & Continue" to go on to the next screen.

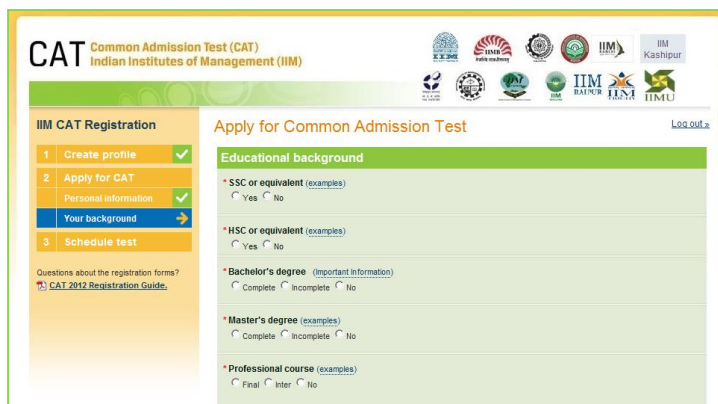
This screenshot shows a web form titled "Programmes". It asks "Which programmes are you applying to?(Choose one or more)" and lists 24 IIM programmes in a grid. The "IIM Ahmedabad PGP" checkbox is checked. Below the grid, there is a section "Choose city for interview \*" with a note that the interview city may change later. It includes dropdown menus for "Interview city for IIM Ahmedabad:" and "Interview city for IIM Kozhikode:". A question "Are you also applying to non-IIM Institutes?" has "Yes" selected. At the bottom, there are "Back" and "Save & Continue" buttons.

## Educational Background

You must choose all educational background that apply. For each selection, you will be asked to enter additional information such as marks and boards.

Educational choices include:

1. SSC or equivalent.
2. HSC or equivalent.
3. Bachelor's degree.
4. Master's degree.
5. Professional course (CA, ICWA etc.).



**For computing percentages of marks obtained in SSC or equivalent and HSC or equivalent examination, the aggregate marks of all subjects that appear in the mark sheet/grade sheet would be considered.** For graduates and postgraduates, the percentage of marks awarded by Institute/University will be treated as final. If the Institute/University does not award the percentage of marks, it will be calculated on the basis of the marks obtained in all subjects listed in the mark sheet. 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 which should be used for filling the online CAT application form. The original equivalence certificate needs to be submitted at the time of interview, if shortlisted for the same. **The CAT application data is treated as final and no change in it is permitted at a later stage. In case of detection of any variation in the data provided at any stage with the actual data your candidature may be nullified.**

**SSC or equivalent.** If you choose "Yes" under SSC or equivalent, the percentage of marks received and board choice will be displayed and must be completed.

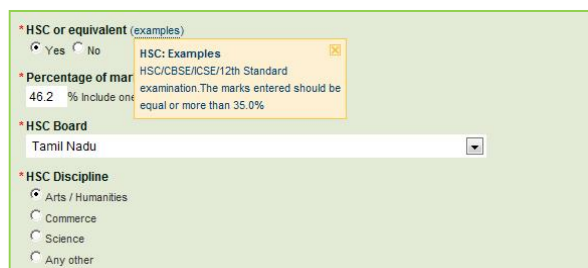
Enter the percentage of marks obtained in the SSC/CBSE/ICSE/ 10th Standard examination. Round off the percentage marks to one decimal point.



**HSC or equivalent.** If you choose "Yes" under HSC or equivalent, the percentage of marks received, board choices and discipline will be displayed and must be completed.

Enter the percentage of marks obtained in the HSC/12th Standard examination. Round off the percentage marks to one decimal point.

If you have undergone 3-year Diploma in engineering after SSC (without doing HSC) and have then done/are doing a 3-year Degree course in engineering, you should select "Yes" under HSC or equivalent and enter the percentage of marks obtained in the Diploma course for HSC.



- Percentage of marks you received.
- Type of University/Institution you attended.
- State/Union Territory where the University/ Institution you attended is located.
- Discipline of your bachelor's degree.

- Bachelor's Degree Incomplete. Enter the percentage of marks obtained for the years/semesters of the degree course completed to date. If you are undergoing a 5-year Integrated Master's degree after your HSC, compute the percentage of marks obtained in the first three years.
- Bachelor's Degree Complete. Compute the percentage of marks obtained as per the norms of the university/ institute. If no norms exist, enter the percentage of marks obtained for all years/ semesters of the degree course. If you have undergone a 5-year Integrated Master's degree after your HSC, compute the percentage of marks obtained in the first three years. Enter the percentage of marks obtained in the remaining two years in the Master's degree section. If the duration is four years instead of five years, enter the percentage of marks obtained in all four years under the Bachelor's Degree complete. If you fulfill your eligibility based on your performance in a professional examination (e.g., CA/ ICWA), which is considered equivalent to graduation, you should indicate the marks obtained in that examination as marks obtained in the Professional Course.

\* **Bachelor's degree** [\(Important Information\)](#)

☒ Complete ☐ Incomplete ☐ No

\* **Percentage of marks received**

78.9 % Include one decimal point. [\(How to enter marks\)](#)

\* **Type of University/Institution** (Select the university that grants the degree certificate)

☒ Universities incorporated by Central or State Legislature or Deemed Universities, as defined in the eligibility criteria for Post-graduate Programmes of IIMs

☐ National Institutes of Technology (NITs)

☐ Indian Institutes of Technology (IITs)

☐ Institutes (other than IITs) created by an Act of Parliament

☐ Institutes awarding equivalent qualifications recognized by Ministry of HRD

☐ Any other

\* **State/Union Territory where the University/Institution is located**

\* **Choose University/Institution**

\* **Discipline for bachelor's degree**

☐ **Agriculture** [Agronomy, Soil Science, Agricultural Biochemistry, Agricultural Economics, Agricultural Extension, Plant Breeding and Genetics, Entomology, Plant Pathology etc.]

☐ **Agricultural Engineering**

☐ **Animal Husbandry**

☐ **Architecture**

☐ **Arts/Humanities** [Archaeology, Education, Fine Arts (Dance, Music, Painting), Geography, History, Journalism, Languages, Library Science, Literature, Philosophy, Political Science, Psychology, Public Administration, Social Work/Welfare, Sociology, etc.]

☐ **Commerce/Economics** [Accountancy, Auditing, Banking, Business Mathematics, Business Organisation, Economics, Economic Development and Planning, Public Administration, Public Finance, Secretarial Practices etc.]

☐ **Chartered Accountancy**

☐ **Cost and Works Accountancy**

☐ **Company Secretaryship**

☐ **Dairy Science/Technology**

☐ **Education** [Including Physical Education and Sports]

☐ **Engineering/Technology** [B.E., B.Sc. (Engg.), B.Tech. in all engineering subjects, including Computer Engineering, Computer Science, IT, other than Agricultural Engineering and Dairy Technology]

☐ **Fisheries**

☐ **Forestry**

☐ **Food Technology**

☐ **Horticulture**

☐ **Hotel & Tourism Management**

☐ **Law**

☐ **Management** [Business Administration, Business Management, Business Studies, Management Studies]

☐ **Medicine/Dentistry**

☐ **Pharmacology/Pharmacy**

☐ **Rural Studies/Rural Sociology/Rural Cooperatives/Rural Banking**


☐ **Science** [Biology, Biochemistry, Bio-technology, Botany, Life Science, Zoology]

☐ **Science** [Chemistry, Mathematics, Physics, Statistics]

☐ **Science (Others)** [Home Science, Nursing, and all other branches of Science not explicitly mentioned elsewhere in this list]

☐ **Veterinary Science**

☐ **Any other**

**Bachelors: How to enter marks** Close window [Esc] 

For the "%" you may enter a number from 50 to 100 [45% in case of the candidates belonging to Scheduled Caste (SC)/ Scheduled Tribe (ST) or Persons with Disability (PWD) category] rounded-off to one decimal point. For example, 68.76 % should be entered as 68.8 and 81.62 % should be entered as 81.6.

Bachelor's degree information: The percentage of marks obtained by the candidate in the bachelor's degree would be calculated based on the practice followed by the university/institution from where the candidate has obtained the degree. In case the candidates are awarded grades/CGPA instead of marks, the conversion of grades/CGPA to percentage of marks would be based on the procedure certified by the university/ institution from where they have obtained the bachelor's degree. In case the university/ institution does not have any scheme for converting CGPA into equivalent marks, the equivalence should be established by dividing obtained CGPA with the maximum possible CGPA and multiplying the resultant with 100.

**Master's Degree.** If you choose "Complete" or "Incomplete" under Master's Degree, you will need to:

- Choose the number of years completed.
- Complete the percentage of marks obtained for each year.
- Select the Discipline of your master's degree.

Choose 3 years only if your Master's Degree is of three years duration. If you have not completed the master's degree, enter the percentage of marks obtained for the years/semesters of the courses completed to date.

**\* Master's degree (examples)**  
☒ Complete ☐ Incomplete ☐ No

**\* Number of years completed**  
 3

**\* 1st year: Percentage of marks received**  
 68.5 % Include one decimal point. (How to enter marks)

**\* 2nd year: Percentage of marks received**  
 76.3 % Include one decimal point.

**\* 3rd year: Percentage of marks received**  
 89.4 % Include one decimal point.

**\* Discipline for master's degree**

☐ Agriculture [Agronomy, Soil Science, Agricultural Biochemistry, Agricultural Economics, Agricultural Extension, Plant Breeding and Genetics, Entomology, Plant Pathology etc.]

☐ Agricultural Engineering

☐ Animal Husbandry

☐ Architecture

☐ Arts/Humanities [Archaeology, Education, Fine Arts (Dance, Music, Painting), Geography, History, Journalism, Languages, Library Science, Literature, Philosophy, Political Science, Psychology, Public Administration, Social Work/Welfare, Sociology, etc.]

☐ Commerce/Economics [Accountancy, Auditing, Banking, Business Mathematics, Business Organisation, Economics, Economic Development and Planning, Public Administration, Public Finance, Secretarial Practices etc.]

☐ Chartered Accountancy

☐ Cost and Works Accountancy

☐ Company Secretaryship

☐ Dairy Science/Technology

☐ Education [including Physical Education and Sports]

☐ Engineering/Technology [M.E., M.Sc. (Engg.), M.Tech. in all engineering subjects, including Computer Engineering, Computer Science, IT, other than Agricultural Engineering and Dairy Technology]

☐ Fisheries

☐ Forestry

☐ Food Technology

☐ Horticulture

☐ Hotel & Tourism Management

☐ Law

☐ Management [Business Administration, Business Management, Business Studies, Management Studies]

☐ Medicine/Dentistry

☐ Pharmacology/Pharmacy

☐ Rural Studies/Rural Sociology/Rural Cooperatives/Rural Banking

☐ Science [Biology, Biochemistry, Bio-technology, Botany, Life Science, Zoology]

☐ Science [Chemistry, Mathematics, Physics, Statistics]

☐ Science (Others) [Home Science, Nursing, and all other branches of Science not explicitly mentioned elsewhere in this list]

☐ Veterinary Science

☐ Any other

**Masters 1st Year Marks: How to enter marks**  
 For the "%" you may enter a number from 0 to 100 rounded-off to one decimal point. For example, 68.76 % should be entered as 68.8 and 81.62 % should be entered as 81.6.

**Professional Course.** If you choose "Final" or "Inter" under Professional Course Final, you will need to enter the percentage of marks obtained and your professional discipline.

If you choose Professional Course Final Exam, the Professional Course Inter Exam will automatically be checked and you will need to list the percentage of marks obtained for the Inter Exam.

If you choose Professional Course Inter, you should enter the percentage of cumulative marks received to date.

If you have done/are doing any course such as CA, CS or ICWA, you should enter the percentage of marks in this section as well.

**\* Professional course (examples)**  
☒ Final ☐ Inter ☐ No

**\* Inter Exam: Percentage of marks received**  
 67.2 % Include one decimal point. (How to enter marks)

**\* Final Exam: Percentage of marks received**  
 77.4 % Include one decimal point.

**\* Discipline for professional course**

☐ CA

☒ CS

☐ ICWA

☐ Any Other

**Professional Inter Marks: How to enter marks**  
 For the "%" you may enter a number from 0 to 100 rounded-off to one decimal point. For example, 68.76 % should be entered as 68.8 and 81.62 % should be entered as 81.6.

## Work Experience

You must enter your work experience in months and the sector or sectors in which you have worked. You should choose all that apply. For example, if you have worked 10 months, you will enter "10." Combine all months worked in all sectors as of 31 August 2012. This refers to any paid and full-time work experience you have acquired after completing your Bachelor's degree.

The screenshot shows the 'Work experience' section of the CAT registration form. It includes a question 'Do you have any work experience?' with 'Yes' and 'No' radio buttons. Below it is a field for 'Length of work experience after completion of Bachelor's Degree' with a dropdown for months and a date field set to 8/2012. A list of sectors is provided with checkboxes: Information Technology, Telecommunications, Banking/ Financial Services, Automobiles/ Auto-Ancillaries, Pharmaceuticals/ Health Care, Fast Moving Consumer Goods (FMCG), Durables, Engineering/ Industrial, Retail, and Others. A callout box explains that only paid and full-time work experience acquired after completing the Bachelor's Degree is counted, and it should not be treated as work experience if it's part of a course of study.

## Declaration by Candidate

In this section, you will be required to choose "I Agree" or "I Disagree" to the declaration statement. This declaration affirms that you are eligible to take the CAT and all the information that you have entered is correct.

After reading this section, you need to choose "I agree," in order to click "Save & Continue" to proceed to the next section. **If you select "I disagree," you will not be allowed to proceed.**

The screenshot shows the 'Declaration by Candidate' section. It contains a long declaration statement where the candidate certifies that they satisfy the eligibility requirements and that the information provided is correct. Below the statement are radio buttons for 'I agree' and 'I disagree'. At the bottom, there are 'Back' and 'Save & Continue' buttons.

## Errors

If you choose "Save & Continue" and you have not completed any mandatory fields (marked by "\*"), a new screen will appear telling you what you need to correct. The fields that are missing are highlighted in red. In this example, the candidate still needs to enter his/her details for SSC or equivalent and work experience.

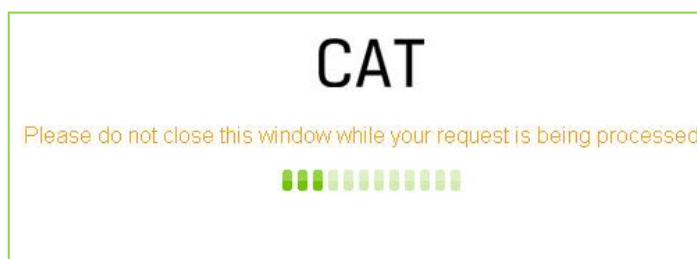
The screenshot shows the CAT registration form with several errors highlighted in red. The 'IIM CAT Registration' progress bar shows that the candidate has completed 'Create profile' and 'Apply for CAT' but has not completed 'Your background' or 'Schedule test'. The 'Apply for Common Admission Test' section has a message: 'Please correct the following before continuing: \* You must enter percentage of marks received for SSC or equivalent \* You must select the SSC Board \* You must select the Experience in Sectors for Work Experience'. The 'Educational background' section has fields for 'SSC or equivalent', 'Percentage of marks received', 'SSC Board', 'HSC or equivalent', 'Bachelor's degree', 'Master's degree', and 'Professional course', all of which are marked as required and have red error messages.

### Successful Submission of the Application

Once you complete the Application and choose the “I agree” button, all your information will be entered and saved into Prometric’s computerised data entry system. This could take several minutes. Please **Do NOT** close this window while your information is being saved.

After your information has been successfully saved, a copy of your application will be emailed to you within 24 hours to the email address specified by you.

You can now move on to Schedule your test.



### 3. Schedule test

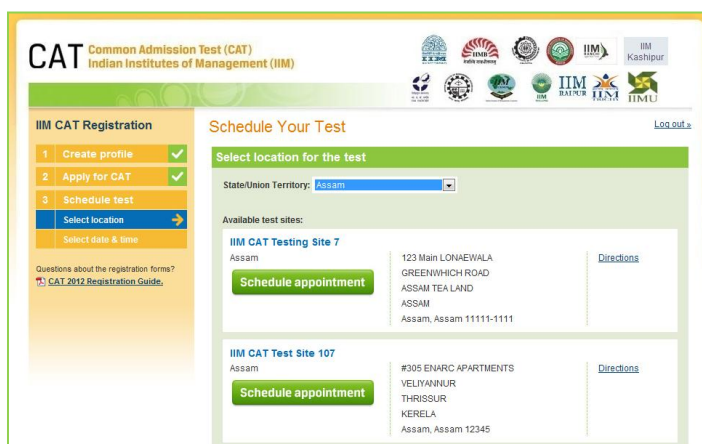
Once your application has been successfully submitted, you can continue the online process to schedule an appointment to take the CAT unless you are a DA candidate who has selected support requirements for the test. You will be asked to choose a site and pick an available date and time at that site.

The CAT may be taken during the window of **11 October – 6 November 2012**. There will be two sessions each day – at **10 a.m.** and at **3.15 p.m.**



### Select Location for the Test

When choosing a test site location, you will see “State / Union Territory” followed by a white box with an arrow at the end. Click on the arrow and scroll down to see a list of the states and territories where the CAT will be given. Click on the state or territory where you would like to take the CAT. Next, you will see a list of the test site locations available. Click on “Schedule appointment” under the site of your choice.



## Select date and time

Once you choose your site, you must choose the date you want to take the CAT. You will only be able to select dates highlighted in blue. If a date in the test window is not shown, it means that all available testing sessions at that site for that date have already been filled. Once you choose the date, you will need to choose the 10 a.m. session or the 3.15 p.m. session. If either of these two times does not appear, it means all available testing seats for that time have already been filled.

If a site no longer has any available dates, you may use the blue “Back” button at the bottom of the screen to search for other sites.

Once you have made your site, date and time selections, you must click the “Save & Finish” button at the bottom of the screen.

**CAT Common Admission Test (CAT)**  
Indian Institutes of Management (IIM)

IIM CAT Registration

- 1 Create profile ✓
- 2 Apply for CAT ✓
- 3 Schedule test ✓
- Select location ✓
- Select date & time →

Questions about the registration forms?  
[CAT 2012 Registration Guide](#)

**Schedule Your Test**

Select date & time

\* Select a date: (available days are in blue)

October 2012							November 2012							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
												1	2	3
7	8	9	10	11	12	13	4	5	6	7	8	9	10	
14	15	16	17	18	19	20	11	12	13	14	15	16	17	
21	22	23	24	25	26	27	18	19	20	21	22	23	24	
28	29	30	31				25	26	27	28	29	30		

\* Select a time

☒ 10:00 AM  
☐ 3:15 PM

Your selection:

**IIM CAT Testing Site 7**  
123 MAIN LONERUELA  
GREENWICH ROAD  
ASSAM TEALAND  
ASSAM  
Assam 781111-1111

**Wednesday**  
**31 October 2012**  
at **10:00 AM**

Candidates must arrive by 9:30 AM.  
Testing starts at 10:00 AM.

\* Asterisk indicates required field

[Back](#) [Save & Finish](#)

## Confirmation Page

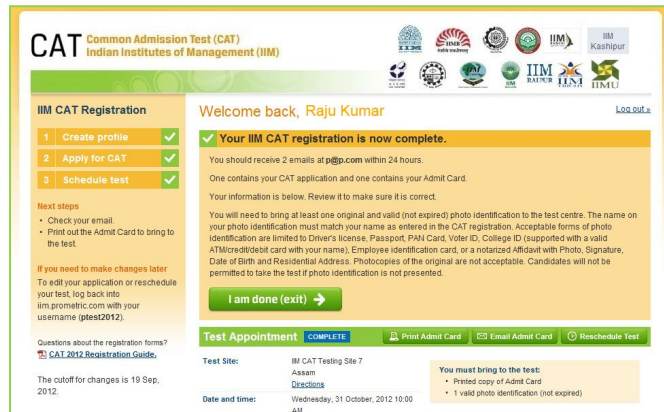
If all information has been entered correctly, you will see a confirmation screen. You should read the confirmation screen to make sure all information is correct. If something is not correct, click the "Edit" button in the area where there correction needs to be made.

Be sure to review the page to make sure there are no red "Pending" buttons. A "Pending" button means you still need to enter some information. Click on the "Finish my registration" button to complete your registration and scheduling process.

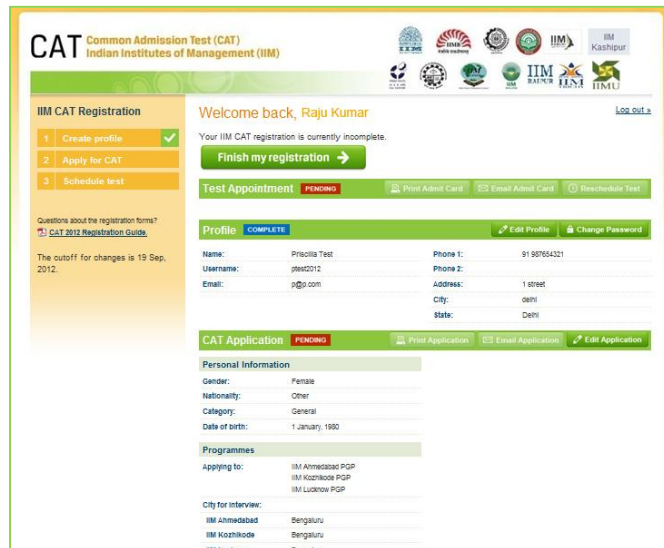
If any information is incorrect, you can click the "Edit Profile" or "Edit Application" buttons to make corrections.

If all information is correct, click on the "I am done (exit)" button to end your scheduling session. You will be sent an email Admit Card and Application Summary to the email address specified by you within 24 hours.

If you prefer, while on the confirmation page, you have the option to print your CAT Admit Card and to print your Application Summary. Even if you print from this screen, the information will still be emailed to you.



The screenshot shows the IIM CAT Registration Confirmation Page. The header includes the CAT logo and the text "Common Admission Test (CAT) Indian Institutes of Management (IIM)". The left sidebar shows the registration steps: 1. Create profile (checked), 2. Apply for CAT (checked), and 3. Schedule test (checked). The main content area has a green banner that says "Welcome back, Raju Kumar" and "Your IIM CAT registration is now complete." Below this, it states that the user should receive 2 emails at p@p.com within 24 hours. It also provides instructions on what to bring to the test center. At the bottom, there is a "Test Appointment" section with a "COMPLETE" status, a "Print Admit Card" button, and a "Reschedule Test" button. The test site is listed as IIM CAT Testing Site 7, Assam, Dibrugarh, and the date and time are Wednesday, 31 October, 2012, 10:00 AM.



The screenshot shows the IIM CAT Registration Pending Page. The header is the same as the previous page. The left sidebar shows the registration steps: 1. Create profile (checked), 2. Apply for CAT (checked), and 3. Schedule test (checked). The main content area has a green banner that says "Welcome back, Raju Kumar" and "Your IIM CAT registration is currently incomplete." Below this, there is a "Finish my registration" button. The "Test Appointment" section shows a "PENDING" status. The "Profile" section is marked as "COMPLETE" and shows the user's details: Name: Prachi Test, Username: ptest2012, Email: p@p.com, Phone 1: 91 987654321, Phone 2: , Address: 1 Street, City: Delhi, State: Delhi. The "CAT Application" section is marked as "PENDING" and shows the user's application details: Applying to: IIM Ahmedabad PGP, IIM Kozhikode PGP, IIM Lucknow PGP, City for interview: IIM Ahmedabad (Bengaluru), IIM Kozhikode (Bengaluru), IIM Lucknow (Roorkee).

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### Admit Card Summary Email

When you receive your Admit Card by email, you should read it carefully and verify all information is correct. You should then print a copy.

You **must bring** the Admit Card with you on the day you take your test. You will not be allowed to test without the Admit Card.

To the right is an example of what your email Admit Card will look like. You should expect to receive this email within 24 hours of submitting your completed application and scheduling.

When you begin your test, you must enter the CAT Registration Number/Prometric Testing ID on your admit card into the computer.

To begin your exam, you must enter your CAT Registration Number/Prometric Testing ID: SR1234567	
Order Confirmation Number/Document Number: T66SYD5013	
Appointment Date:	3 Nov, 2012
Appointment Time:	10:00 AM
Candidate's Name:	<school leaving name>
Candidate Address:	37-B Vandana Nagar Indore 452013
Candidate Email Address:	kaushalmital@xyz.com
Nationality:	Indian
Category:	Scheduled Caste (SC)
Birth Date:	17 May, 1984
Exam Name/Description:	CAT EXAM
Exam Number:	IZ0001
Exam Language:	English
Test Site:	IIM CAT Testing Site IIM 140
Test Site Code:	IIM140
Test Site Address:	123 Street Delhi, India
Test Site Phone:	56734457
Payment Type:	Voucher

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### Application Summary Email

Once your CAT application has been successfully submitted, a summary of your application will be sent to you via email within 24 hours. Please save and print a copy of the application for your records.

To the right is an example of what your email application summary will look like. You should expect to receive this email within 24 hours of submitting your completed application.

IIM Common Admissions Test (CAT) Application	
CAT Registration Number/	SR1234567
Prometric Testing ID:	
Personal Information	
Candidate's Name on School Leaving Certificate:	Chandra Patro
Gender:	M
Nationality:	Indian
Category:	Scheduled Caste (SC)
Birth Date:	17 May, 198
Application to Programmes of IIMs:	IIM Ahmedabad-PGP
Work Experience	
Work Experience in Months (as of 31/08/2012):	24
Work Experience Sectors:	Information Technology
Educational Information	
SSC or equivalent:	No
HSC or equivalent:	No
Bachelor's degree:	No
Master's degree:	No
Professional course:	Final
Final Exam: Marks	98.7%
Discipline:	CA
Interview Centre	
IIM Bangalore:	Bangalore
IIM Calcutta:	Kolkata

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## Re-entering the CAT Scheduling System

If you have already begun the registration and scheduling process, but need to finish the process, change your scheduling information, get another copy of your application or a copy of your admit card, go to <https://iim.prometric.com> and use the "Existing Users" link on the right-hand side. You will need to enter the username and password you've already created then click on "Log in."

Registration closes at 11.59 p.m. on 19 September, 2012. **No changes will be allowed after that time.**

If you do re-enter the scheduling system to choose a new test location, time or date, your appointment information will not change until you click on the "I am done (exit)" button. The rescheduling process would then be complete and you would be sent a new Admit Card. If you do not click on "I am done (exit)" button, your current appointment will be maintained. **You must attend the session printed on your most recent Admit Card.**

The screenshot shows the 'CAT Common Admission Test (CAT) Indian Institutes of Management (IIM)' website. The main heading is 'Welcome to IIM CAT Registration'. There are two main sections: 'New users' and 'Existing users'. The 'New users' section includes a 'Before you proceed, please read the instructions thoroughly:' link, a 'Look at the CAT 2012 Registration Guide' link, and a 'Make sure you have the following information:' list. The 'Existing users' section has fields for 'Username' and 'Password', a 'Log in' button, and a 'Forgot your username or password?' link. There is also a 'News & notification' section at the bottom right.

The screenshot shows the 'CAT Common Admission Test (CAT) Indian Institutes of Management (IIM)' website. The main heading is 'Welcome back, Raju Kumar'. The 'IIM CAT Registration' section on the left shows a progress bar with three steps: '1 Create profile', '2 Apply for CAT', and '3 Schedule test', all marked as complete. The main content area shows a confirmation message: 'Your IIM CAT registration is now complete.' It includes instructions on receiving emails and a list of documents to bring to the test center. There is a 'Test Appointment' section with a 'COMPLETE' status and links for 'Print Admit Card', 'Email Admit Card', and 'Reschedule Test'. The 'Date and time' section shows the test site as 'IIM CAT Testing Site 7, Assam, Dispur' and the date as 'Wednesday, 31 October, 2012 10:00 AM'.

## Registration Help

If, during the registration process, you have questions or need help, you should click on the information links. They are always in blue text and underlined.

Information related to the area that you are completing will pop up.

The screen shot on the right is an example of someone who clicked on the "To know more" link for more help on what Scheduled Caste (SC) means.

The screenshot shows the 'IIM CAT Registration' page for applying for the Common Admission Test. The 'Personal Information' section is active, showing fields for 'Gender' (Male/Female), 'Nationality' (Indian/Other), 'Category' (General/Scheduled Caste (SC)/Scheduled Tribe (ST)/Non Creamy Other Backward Classes (NC-OBC)/NC OBC - Minority), and 'Date of birth' (1 January 1980). There is a 'To know more' link next to the 'Scheduled Caste (SC)' category. A pop-up window titled 'Are you a differently-abled candidate as specified under the PwD Act, 1995?' is visible, with options for 'No' and 'Yes'. The 'To know more' link is highlighted in blue.

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## The Testing Process

You will take the CAT on a computer at the test centre you selected during the Scheduling part of the online registration process. You do not need any computer experience or typing skill to take your test. Your CAT examination will begin with a short tutorial on the test and its features.

You must arrive **one-and-a-half hours (1.5 hours)** before your scheduled appointment. This allows time for you to sign in and for staff to verify your identification and documentation.

You will need to bring the following items with you to the test centre:

1. **Admit Card.** You must bring your Admit Card with you to the test centre. You will not be allowed to test without it.
2. **Required Identification.** You must present an original, valid (non-expired) form of photo identification before you can test. The name on the photo identification must match your name as entered in the CAT registration. Acceptable forms of photo identification are limited to: driver's license; passport; PAN card; voter ID; college ID (supported with a valid ATM/Debit/Credit Card with your name); employee identification card; or a notarised Affidavit with photo, signature, date of birth and residential address. Photocopies of the original are not acceptable. If in doubt, bring a notarised Affidavit.

Note: If you do not present an appropriate photo identification, you will not be allowed to take the CAT.

3. If you are a candidate belonging to the SC/ST category and paid the discount fees, please bring a valid document as proof of your SC/ST eligibility. Without proper documentation, you may not be permitted to take the test.

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## Test Centre Regulations

To ensure that all candidates are tested under equally favourable conditions, the following regulations and procedures will be observed at each test centre. Your failure to follow any of the security procedures may result in the disqualification of your test. IIMs and Prometric reserve the right to audiotape and videotape any test session.

**References.** No reference materials, papers or study materials are allowed at the test centre. If you are found with these or any other aids, you will not be allowed to continue the test and your answers will not be scored. You will be provided with scratch papers and pencils to use during the test session. These items (used and unused) must be returned at the end of the test session. Removing scratch paper from the test centre will be considered an act of misconduct.

**Personal Items.** Personal items, other than identification documents, are not allowed in the testing room. This includes cell phones, PDAs, BlackBerry® devices, digital/analogue watches, and any other electronic or photographic devices. You will not have access to your personal items during the test. If you fail to follow the directions of the test centre staff, you will not be permitted to take the test. Any violation of this procedure during the test may result in cancellation of your scores, dismissal by the test centre staff, or banning from future testing. Test Centres, Prometric and IIMs assume no responsibility for personal items or devices that you choose to bring into the test centre.

**Breaks.** There are no scheduled or unscheduled breaks. Once you have been seated at the test centre, you must remain in your seat during the test except when authorised to leave by a test centre staff member.

**Visitors.** Friends or relatives who accompany you to the test centre are not allowed to wait in the test centre or be in contact with you while you take the test.

**Misconduct or Disruptive Behaviour.** Candidates who engage in any kind of misconduct or disruptive or offensive behaviour may be dismissed from the test. Examples are: giving or receiving help, taking part in an act of impersonation, removing test materials or notes from the testing room, using rude or offensive language and behaviour that delays or interrupts testing.

**Weapons.** Weapons are strictly prohibited at the test centre.

**Questions on Test Content.** Test centre administrators are not allowed to answer any questions pertaining to the test content. If you do not understand a question on the test, you should answer the question to the best of your ability.