

REGISTRATION INSTRUCTIONS & MANUAL (8/9/2009)

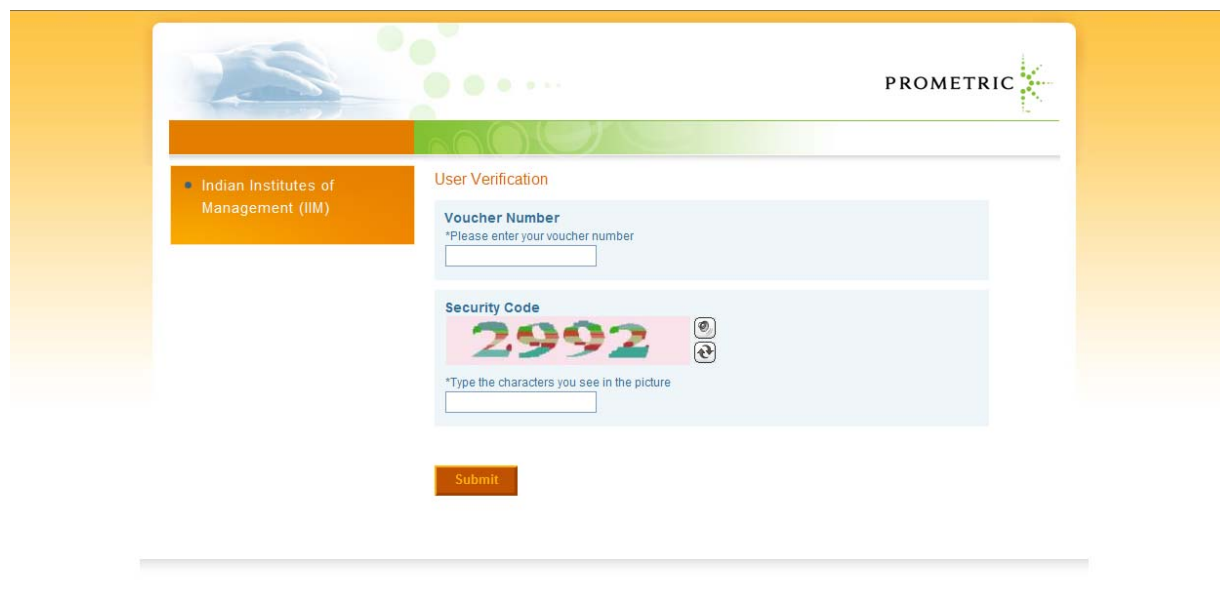
CAT 2009

Important Instructions:

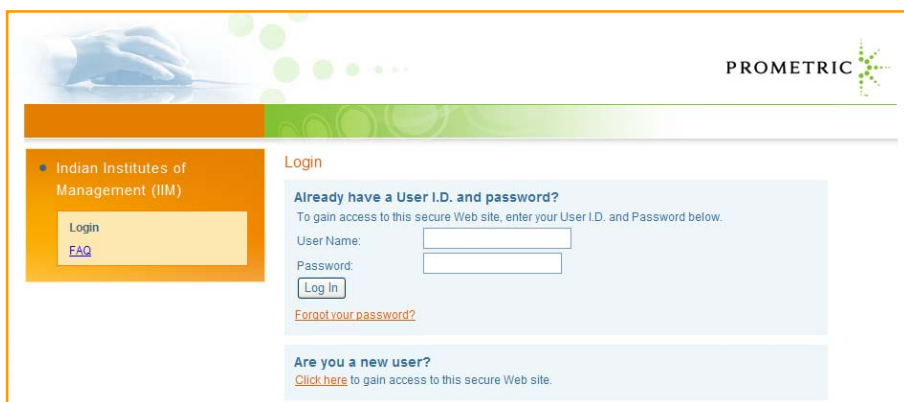
1. You must purchase your voucher prior to beginning the online registration process.
2. '*' - indicates mandatory field. The boxes marked with this symbol have to be necessarily filled in.
3. Session Time Out: You will have 20 minutes to complete each page of the application, otherwise your selections will be lost and you will be required to reenter your information. Please ensure that you use the CAT 2009 Registration Proforma at the end of this document to fully prepare your answers before going online.

Click on the "Register for CAT 2009" link on CAT website www.catiim.in or visit <https://iim.prometric.com>.

When you get to the opening screen, you must enter your voucher number and a special set of characters that are displayed on the screen. The Voucher Number and the Security Code are not case sensitive. If you are having trouble reading the characters, you can either click the audio icon or the refresh icon. Choosing the refresh icon will display a new set of characters. A screen shot of the above description is given below:



Once you hit the submit button, the following Login Screen will appear to begin the CAT registration process:

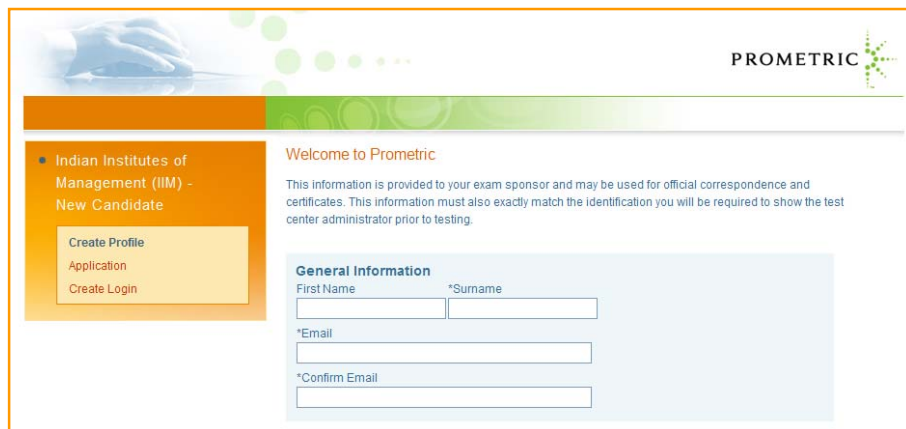


Login with an existing User ID and password:

All of you will be new users the very first time. However, if you have already logged-in once and have created a profile and need to change your scheduling information, request to have your Candidate Profile or Admit Card email resent, you will enter your User ID and password when you get to the login screen.

New users:

You will need to choose “click here” under the question “**Are you a new user?**” to gain access to the online registration. Now you are ready to create your Profile. An illustrative screen shot is provided below:



The screenshot shows the Prometric registration interface. At the top right is the Prometric logo. On the left, a sidebar identifies the user as an 'Indian Institutes of Management (IIM) - New Candidate' and offers buttons for 'Create Profile', 'Application', and 'Create Login'. The main content area is titled 'Welcome to Prometric' and includes a disclaimer about the use of personal information. Below this is a 'General Information' section with input fields for 'First Name', 'Surname', 'Email', and 'Confirm Email'.

You will enter the following:

- 1 Name and surname: Enter your name as it appears in the school leaving certificate. You can decide what part of the name should go into the “Surname” and “First Name” fields.
- 2 Email address: Please input your e-mail address. To make certain you receive all necessary communications, please type your email address twice, once in the ‘Email’ field and again in the ‘confirm Email’ field. Do not copy and paste this information because any errors will simply be repeated and you won’t be able to receive a confirmation Email and your Admit Card for the day of testing.
- 3 Address: This is where you would like correspondence sent.
- 4 Phone number: - Enter numbers only
 - Input of mobile phone number is preferred
 - For mobile number, please include 0 before the number.
 - For land line number, please include the area code/STD code before the number.

You will also be asked to read and accept the Prometric Data Privacy Policy before proceeding with the application:

Data Privacy Policy

At Prometric, protection of your personal information, and making sure you understand how and why it is processed,

If you choose “I agree” to the Data Privacy Policy, you may then click on the “Next” button to proceed with completing the Candidate Profile.

Personal information:

At the top of the application screen, you will be asked to enter your:

- Gender (☐ Male ☐ Female).
- Nationality (☐ Indian ☐ Other).
- Category (☐ General ☐ Scheduled Caste [SC] ☐ Scheduled Tribe [ST]
☐ Non Creamy Other Backward Classes [NC-OBC]).
- Date of Birth (dd/mm/yyyy).
- Choices of all the IIM/Non IIM Programmes to which you are applying. The list of the choices you will see in the online drop-down menu is shown below:

- | | | |
|--|---|--|
| ☐ IIM Ahmedabad PGP | ☐ IIM Calcutta PGP PGDM | ☐ IIM Kozhikode FPM |
| ☐ IIM Ahmedabad PGP ABM | ☐ IIM Calcutta PGP PGDCM | ☐ IIM Lucknow PGP |
| ☐ IIM Ahmedabad FPM | ☐ IIM Calcutta PGP FPM | ☐ IIM Lucknow PGP ABM |
| ☐ IIM Bangalore PGP | ☐ IIM Indore PGP | ☐ IIM Lucknow FPM |
| ☐ IIM Bangalore PGSEM | ☐ IIM Indore Ex PGP | ☐ RGIIM Shillong PGP |
| ☐ IIM Bangalore PGPPM | ☐ IIM Indore FPM | ☐ Non-IIM Institutes |
| ☐ IIM Bangalore FPM | ☐ IIM Kozhikode PGP | |

Work experience:

In this section of the application, you must enter your work experience in months and the sector or sectors in which you have worked. For example, if you have worked 10 months, you will enter “10.” If you do not have any work experience, please enter 0 (zero). You should combine all months worked in all sectors through 31/08/2009. The list of work experience choices will appear in the online drop-down menu. You should choose all that apply.

Educational information:

You must choose all educational experiences that apply. When choosing certain experiences, you may be asked to enter additional information such as marks and boards.

SSC or Equivalent and HSC or Equivalent

If you choose these, the percentage of marks received and board will display (as shown below) and must be completed. Enter the percentage of marks obtained in the SSC/CBSE/ICSE/10th Standard examination. Also, enter percentage of marks obtained in the HSC/CBSE/ICSE/12th Standard examination. The choice of SSC and HSC board has to be selected from the drop-down menu.

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, enter the percentage of marks obtained in the Diploma course for HSC.

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.

HSC Discipline Codes

Further, you will choose from the following HSC discipline choices: Arts/Humanities, Commerce, Science, Any Other.

Screen shot of the above boxes is illustrated below:

The screenshot shows a form with two main sections: "SSC or equivalent" and "HSC or equivalent".

SSC or equivalent
*Enter your percentage of marks received in SSC or equivalent level:
[] %
*SSC Board: []

HSC or equivalent
*Enter your percentage of marks received in HSC or equivalent level:
[] %
*HSC Board: [] *Choose your HSC discipline: []

Bachelor's Degree

After you choose Bachelor's Degree Incomplete or Complete, the system will prompt you for the percentage of marks received.

Note: Choose **Bachelor's Degree "Incomplete"** option if you are still undergoing a 5-year Integrated Master's Degree course after your HSC. Choose **Bachelor's Degree "Complete"** option if you have undergone a 5-year Integrated Master's Degree course after your HSC.

- Bachelor's Degree Incomplete: Enter the percentage of marks obtained for the years/semesters of the degree course completed till 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 and enter this in the bachelor's degree (incomplete) box.
- Bachelor's Degree Complete: Compute the percentage of marks obtained as per the norms of the university/institute. If no norms exist, enter percentage of marks obtained for all the 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 and enter this in the bachelor's degree box. 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 bachelor's degree field.

Type of University/Institution

A list of types of universities/institutions appears in the drop-down box from which you have to make a choice. If the type is other than what is listed, select "Any Other".

State/Region of University/Institution

A list of the states/regions appears in the drop-down box from which you have to make a choice. If your choice is other than what is listed, select "Any Other".

Name of University/Institution

A list of universities/institutions appears in the drop-down box from which you have to make a choice. If the name is other than what is listed, select "Any Other".

Discipline, Degree or Professional area

A list of degrees and professional courses appears in the drop-down box from which you have to make a choice. If your choice is other than what is listed, select “Any Other”.

A screen shot of some of the above choices is given below:

Bachelor's Degree

*Bachelor's Degree Complete / Percentage of marks %

*Type of University / Institution

- ☐ 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)

*Name of University / Institution - Select State Province

*Name of University / Institution - Select Institution

*Discipline / Bachelor's

- ☐ Agriculture: Agronomy, Soil Science, Agricultural Biochemistry, Agricultural Economics, Agricultural Extension, Plant Breeding and Genetics, Entomology, Plant Pathology etc.
- ☐ Agricultural Engineering

Master's Degree

If you choose Master's Degree 1st, 2nd and/or 3rd year; you will need to complete the percentage of marks obtained for each year chosen and select your Discipline for the Master's degree. Choose 3 years only if your Master's Degree is of three years duration. If you choose Master's Degree 3 years only, Master's Degree 1 and 2 will automatically be checked and you will need to list the percentage of marks for the 1st year and the 2nd year.

Note: If you have not completed the master's degree, enter the percentage of marks obtained for the years/ semesters of the courses completed till date.

A list of the disciplines appears in the drop-down box from which you have to make a choice. A screen shot of the above selection options is provided below:

Master's Degree

*Percentage of marks obtained during the 1st year of Master's Degree schooling %

*Percentage of marks obtained during the first 2 years of Master's Degree schooling %

*Percentage of marks obtained during the 3 years of Master's Degree schooling %

*Discipline / Master's

- ☐ Agriculture: Agronomy, Soil Science, Agricultural Biochemistry, Agricultural Economics, Agricultural Extension, Plant Breeding and Genetics, Entomology, Plant Pathology etc.
- ☐ Agricultural Engineering

Professional Course

If you choose Professional Course Inter and/or Final, you will need to enter the percentage of marks obtained and your professional discipline. If you have done/are doing any course such as CA, CS or ICWA, you should enter the percentages of marks in this section as well.

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. A list of the disciplines appears in the drop-down box from which you have to make a choice.

Professional Course

*Percentage of marks obtained during the Professional Course Inter Exam
 %

*Percentage of marks obtained during the Professional Course Final Exam
 %

*Discipline / Professional
 *Discipline /

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

Interview Centre:

In this section, you should choose the IIMs you want to apply to and also choose one interview city for the respective IIMs.

IIMs	City Choices			
IIM Ahmedabad	Ahmedabad	Bangalore	Kolkata	New Delhi
IIM Bangalore	Bangalore	Kolkata	Mumbai	New Delhi
IIM Calcutta	Bangalore	Kolkata	Mumbai	New Delhi
IIM Indore	Bangalore Mumbai	Hyderabad New Delhi	Indore	Kolkata
IIM Kozhikhode	Bangalore New Delhi	Kolkata	Kozhikode	Mumbai
IIM Lucknow	Bangalore New Delhi	Kolkata	Lucknow	Mumbai
RGIIM Shillong	Bangalore Shillong	Kolkata	Mumbai	New Delhi

Special Accommodations:

Reasonable testing accommodations are provided to allow candidates with documented disabilities an opportunity to demonstrate their skills and knowledge. Under the Special Accommodations heading, you will be asked, “Are you a differently abled (DA) candidate (person with disabilities, PWD)?”

If you **do not** have a disability, you must choose “No” in the drop-down menu under that question. Once you choose “No” in this field, you will be able to continue to complete the candidate profile and scheduling process.

Special Accommodations

*Are you a differently abled candidate (persons with disabilities)?

If you **do have** a disability, and choose “Yes” from the drop-down menu, you will then need to complete three additional fields:

- 1 Select your disability
 - Low Vision / Blindness

- Hearing Impairment
- Locomotor Disability / Cerebral Palsy

Special Accommodations

*Are you a differently abled candidate (persons with disabilities)?

Yes

*Select your disability

Low Vision / Blindness
Hearing Impairment
Locomotor Disability / Cerebral Palsy

2 Support required

- Test centre to provide “Magnifying screen”
- I would like to bring my “Scribe/Reader”
- I would like to bring my “Abacus”
- I would like to bring my “Hearing aid”
- I would like to bring my “Wheelchair”
- I do not need any special support

If you choose this last (no support required) option, you will be able to continue the scheduling process.

Special Accommodations

*Are you a differently abled candidate (persons with disabilities)?

Yes

*Select your disability

Low Vision / Blindness

*Support required - Please also refer to the online instructions for DA candidates.

Test Centre to provide "Magnifying Screen"
I would like to bring my "Scribe/Reader"
I would like to bring my "Abacus"
I would like to bring my "Hearing Aid"
I would like to bring my "Wheelchair"
I do not need any special support

- 3 If you do choose requirement of a support, choose the city from the online drop-down menu where you would prefer to take your test. You will be able to complete the Candidate Profile but cannot complete the scheduling process.

You will be contacted by a Prometric Contact Centre Representative to schedule your test. You will receive your admit card by email when Prometric staff completes your scheduling process.

Declaration by Candidate:

In this section, you will be required to choose “I Agree” or “I Disagree” to the declaration shown below:

Declaration by Candidate

I certify that I satisfy the eligibility requirements for CAT and the programme(s) I have applied for and have furnished complete and correct

After completing this section, you must choose “NEXT” to proceed or “Back” to return to the Create Profile page. Once you choose “NEXT,” you will move to the “Create Login” section.

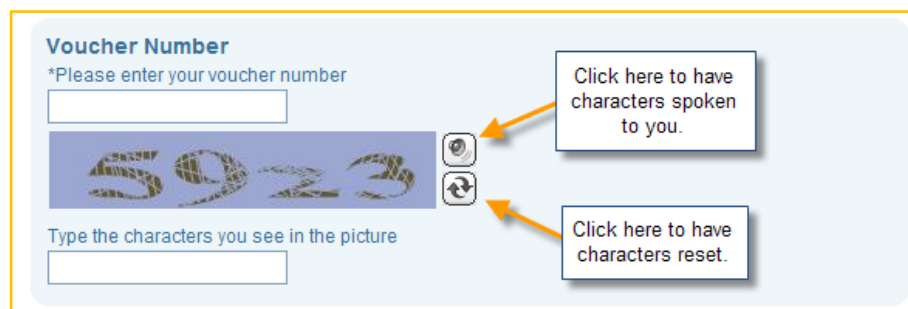
If you are a differently abled candidate requiring special accommodation support and have made such a request to take the test, you will not be able to continue with the scheduling process. You must wait for a Prometric Contact Centre Representative to contact you.

Voucher and Login information:

After you have completed filling in this information, you would be again required to input the voucher number before Scheduling your test.

Voucher Number:

In the Voucher Number section, you must enter your voucher number and a special set of characters that are displayed on the screen. The Voucher Number and the Security Code are not case sensitive. If you are having trouble reading the characters, you can either click the audio icon or the refresh icon. Choosing the refresh icon will display a new set of characters. A screen shot of the above description is given below:

The screenshot shows a web form titled "Voucher Number" with a subtext "*Please enter your voucher number". It features a text input field for the voucher number. Below this is a security code display area showing the characters "5923" in a stylized, noisy font. To the right of the security code are two icons: a speaker icon and a refresh/circular arrow icon. Two callout boxes with arrows point to these icons. The top callout box says "Click here to have characters spoken to you." and the bottom callout box says "Click here to have characters reset." Below the security code display is another text input field with the instruction "Type the characters you see in the picture" above it.

Your “Login” information will include a User ID and a password. In this section, you must create your User ID and password and provide a reminder question and answer. You will use your User ID and password if you need to reschedule your test, request a resend of your candidate profile and request a resend of your Admit card.

The User ID you choose must:

- Be a combination of up to 50 alphanumeric characters.
- Contain no spaces or special characters.

The Password you choose:

- Must be at least 7 but no more than 20 characters long.
- Must contain at least one alpha and one numeric character.
- Cannot be your User ID.
- Cannot contain any spaces.
- Is case sensitive (upper and lower case matters).

Please Note:

- User Name and User ID mean one and the same thing
- Remember your User ID and Password throughout the CAT’09 process.

You must choose a reminder question and answer to help you remember your User ID and Password, in case you forget them and need to return to the online scheduling process. Examples of reminder questions are:

- What is the name of your first pet?
- What is the name of your favorite sports team?
- What is your mother's name?

Note: This is the last screen you need to complete before submitting your application. Please review your data prior to submission. No changes to the application data will be permitted after it is submitted.

Submitting your Candidate Profile

After you have completed the Create Login screen and pressed the Submit button, your Candidate Profile will get submitted. In order to successfully submit the candidate profile, all required information must be complete, your voucher number must be a valid voucher number, and your User ID and password must be valid. If any information is missing or not valid, the system will tell you what is needed and you will be given an opportunity to correct the information.

Once the candidate profile has been successfully submitted, a copy of your Candidate Profile will be sent to you via email within 24 hours. Please save and print a copy of the Candidate Profile for your record.

Sample Candidate Profile email

The following is an example of the type of email you should expect to receive within 24 hours of submitting your completed candidate profile.

IIM Common Admission Test (CAT) Application	
Candidate's Name:	Kaushal Mittal
CAT Registration Number/ Prometric Testing ID:	SR2249956
Personal Information	
Gender:	M
Nationality:	Indian
Category:	General
Birth Date:	26 Mar, 1984
Application to Programmes of IIMs/NON-IIMs:	IIM Ahmedabad PGP
Work Experience	
Work Experience in Months (as of 31/08/2009):	5
Work Experience Sectors:	Information Technology
Educational Information	
Education:	Bachelor's Degree - Complete in 'Hotel & Tourism Management' at Nagpur, Maharashtra National Institutes of Technology (NITs) with 98.7% marks
Interview Centre	
Centre	Ahmedabad

If, for some reason, you do not receive a Candidate Profile email or you need another copy, you will need to login to **www.catiim.in**, revisit registration link and choose Resend Application.

Scheduling to Take CAT

Once your Candidate Profile has been successfully submitted, you should continue the online registration process to schedule an appointment to take CAT. You will be asked to choose a site and you will be provided with dates and times available at that site.

Test dates

The CAT will be given from **28 November 2009** through **7 December 2009**. There will be two sessions each day – one at **10 a.m.** and one at **3:30 p.m.**

Test Venues/Sites Choice

A list of all sites where the CAT will be given is available online at **www.catiim.in** from 9 September 2009. You should review the list and identify sites where you would like to take the test. This will be useful during scheduling process in case your first choice for test venue/site is full.

When choosing a site during the online scheduling process, you will see the site address and, if needed, get directions to the site as well. Scroll down until you find the site where you would like to take the CAT. Then click on “Schedule Appointment” link that appears beside the site of your choice.

PROMETRIC

- Indian Institutes of Management (IIM) - Scheduling
 - Site Selection
 - Scheduling
 - Appointment Summary

Available Test Sites

You may want to confirm directions with the Test Site prior to your exam date.

State:

Test Sites	Address
Schedule Appointment Site Directions Vishwakarma College of Engineering Ahemdabad, Gujarat 382424 Phone: 0	VISAT GANDHINAGAR HIGHWAY, CHANDKHEDA, GANDHINAGAR
Schedule Appointment Site Directions LDRP College of Engineering Ahemdabad, Gujarat 382015 Phone: 0	LDRP INSTITUTE OF TECHNOLOGY & RESEARCH, KH-5 CIRCLE NEAR I.T.I

First 1 Last

Once you locate your site choice and click on “Schedule Appointment,” 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 (28 November – 7 December) is not shown, it means that all available testing seats for that date have already been filled. Once you choose the date, you will need to choose the 10 a.m. (displayed as 10:00) session or the 3:30 p.m. session (displayed as 15:30).

If a site no longer has any available dates or times, you may use the “Back” button to search for other sites or dates. In the following screen shot, the candidate has chosen 28 November (it is highlighted in orange), and selected a test time of 10:00.

PROMETRIC

- Indian Institutes of Management (IIM) - Scheduling
 - Site Selection
 - Scheduling
 - Appointment Summary

Scheduling

Select a Date and Time

*Available Dates

November 2009

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

December 2009

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

*Available Times

10:00
15:30

Selected date/time: 28 Nov 2009 10:00

After you have made your site, date and time selections, you must click on the “Next” button. You will see a Summary of your appointment information. At this point, you may still use the “back” button to make any necessary changes.

The screenshot shows the 'Summary' page of the Prometric scheduling interface. On the left, a sidebar lists 'Indian Institutes of Management (IIM) - Scheduling' with sub-options: 'Site Selection', 'Scheduling', and 'Appointment Summary'. The main content area is titled 'Summary' and contains two sections: 'Site Information' and 'Appointment Information'. The 'Site Information' section lists: Vishwakarma College of Engineering, VISAT GANDHINAGAR HIGHWAY, CHANDKHEDA, GANDHINAGAR, Ahmedabad, 382424, and Phone: 0. The 'Appointment Information' section lists: Date: 28 Nov 2009 and Time: 10:00. At the bottom, there are three buttons: 'Cancel', 'Back', and 'Submit'.

If all information on the Summary page is correct, you must click on the “Submit” button. Once you submit your scheduling preference, you will see a confirmation screen. You should read the confirmation screen, then click on “Finish” to complete the scheduling process.

The screenshot shows the 'Confirmation' page of the Prometric scheduling interface. On the left, the same sidebar as the previous page is visible. The main content area is titled 'Confirmation' and contains two paragraphs of text. The first paragraph states: 'The application information that you entered will be sent to you in an email. Please print the email. Remember that you must retain a copy of the submitted Application Form for your ready reference. (If you are rescheduling an appointment, a new Application email will not be sent to you.) If for some reason you do not receive this email within 24 hours, log into this system and select Resend Application.' The second paragraph states: 'An Admit Card for the appointment that you scheduled will be sent to you in an email. Please print the email. Remember that you must bring a copy with you to the testing center. (If you are rescheduling an appointment, a new Admit Card will be emailed to you.) If for some reason you do not receive your Admit Card within 24 hours, log into this system and select Resend Admit Card.' At the bottom, there is a single button labeled 'Finish'.

After you select Finish, you will be sent an email Admit Card within 24 hours.

Admit Card

When you receive the email Admit Card, you should read it and verify all information on the card is correct. You should then print a copy. **You must bring the Admit Card with you to the test centre on the day of your test.** You will not be able to test without the Admit Card.

Sample Admit Card email

Dear Kaushal Mittal

Thank you for scheduling your exam with Prometric, a leading worldwide provider of comprehensive technology-based testing and assessment services. Your appointment request has been received and confirmed.

This confirmation is your official admit card. **You must bring this with you to the testing centre on the day of your test.**

Please do not reply to this email. For additional information, visit the IIM CAT website at www.catiim.in.

Sample Admit Card summary

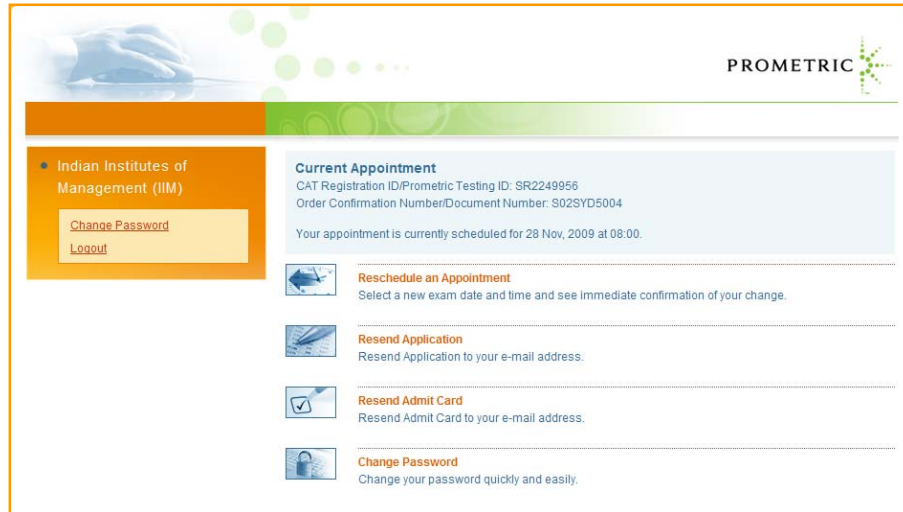
To begin your test, you must enter your CAT Registration Number /Prometric Testing ID and your Order Confirmation Number/Document Number.

CAT Registration Number/ Prometric Testing ID	SR2249956
Order Confirmation Number/ Document Number	S02SYD5004
Candidate's Name:	Kaushal Mittal
Candidate's Address:	123 MG Road Ahemdabad, Gujarat 380009
Candidate's Email Address:	kaushalmittal@mymailisp.com
Nationality:	Indian
Category:	General
Birth Date:	26 Mar, 1984
Exam Name/Description:	IIM CAT
Exam Number:	IZ0001
Exam Language:	British English
Appointment Date:	28 Nov, 2009
Appointment Time:	10:00 AM
Test Site Code:	IIF57
Test Site Address:	Vishwakarma College of Engineering, Visat Gandhinagar Highway, Chandkheda, Gandhinager, Ahemdabad, Gujarat 382424
Test Site Phone:	
Payment Type:	Voucher

If, for some reason, you do not receive an email Admit Card, or you need another copy, you will need to go to **www.catiim.in**, visit the CAT Registration link, enter User ID and password, and choose "Resend Admit Card."

Rescheduling Your Appointment

The application and scheduling period is 9 September 2009 through 1 October 2009. You may reschedule your test appointment during that period online by going to **www.catiim.in**, and visiting the CAT 2009 Registration link. You will need your User ID and password to login and make the scheduling change. After you login, choose “Reschedule an Appointment” (see screen shot below). You will be able to choose a new test location, date, and/or time. As you search for a new appointment, your current appointment will be maintained. The appointment information will not change until you choose the “Submit” button, see the confirmation screen, and click on “Finish.” The rescheduling process would then be complete and you would be sent a new Admit Card.



IMPORTANT CAVEATS

You will take your examination 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.

The Testing Process:

Arrival: You must arrive **two hours before** your scheduled appointment. This allows time for you to sign in and for staff to verify your identification and documentation. If you fail to arrive on time (two hours before your scheduled appointment, e.g., arrive by 8 a.m. for a 10 a.m. session) you **will not** be allowed to take the CAT.

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 a valid (non-expired) form of photo identification before you can test. Acceptable forms of photo identification include: driver's license; passport; PAN card; voter ID; college ID; employee identification card; or a notarized Affidavit with photo, signature, date of birth and residential address.
Note: If you do not present an appropriate photo identification mentioned above, you will not be allowed to test.
- 3** If you are a candidate belonging to the SC/ST category and paid the discount fee, please bring a valid document as proof of your SC/ST eligibility. Without proper documentation, you may not be permitted to take the test.
- 4 Your Voucher.**

Testing 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 testing regulations may result in your disqualification. 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/analog watches, calculators 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 and IIM 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 authorized 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, disruptive or offensive behavior 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 behavior that delay or interrupt 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.

**Now, fill-out the CAT registration proforma given below
as a ready reference before you begin your registration.**

Indian Institutes of Management CAT 2009 Registration Proforma

***All items marked with an asterisk (*) are required.**

General Information

First Name	*Surname Name	*Email Address
*Address (where you would like correspondence mailed)		
*City	*State, Province, or Union Territory	Pin Code
*Country		*Phone Number

Personal Information

*Gender (check one) ☐ Female ☐ Male	*Nationality (check one) ☐ Indian ☐ Other	*Date of Birth (DD/MM/YYYY)
*Category ☐ General ☐ Scheduled Caste (SC) ☐ Scheduled Tribe (ST) ☐ Non Creamy Other Backward Classes (NC-OBC)		
*Application to Programmes of the IIMs / Non-IIMs (Choose all that apply.)		
☐ IIM Ahmedabad PGP	☐ IIM Bangalore PGPPM	☐ IIM Indore PGP
☐ IIM Ahmedabad PGP ABM	☐ IIM Bangalore FPM	☐ IIM Indore Ex PGP
☐ IIM Ahmedabad FPM	☐ IIM Calcutta PGP PGDM	☐ IIM Indore FPM
☐ IIM Bangalore PGP	☐ IIM Calcutta PGP PGDCM	☐ IIM Kozhikode PGP
☐ IIM Bangalore PGSEM	☐ IIM Calcutta PGP FPM	☐ IIM Kozhikode FPM
		☐ IIM Lucknow PGP
		☐ IIM Lucknow PGP ABM
		☐ IIM Lucknow FPM
		☐ RGIIM Shillong PGP
		☐ Non-IIM Institutes

Work Experience

*Work Experience in Months (as of 31/08/2009):		
*Work Experience in Sectors (Choose all that apply.)		
☐ Not Applicable	☐ Automobiles/Auto-Ancillaries	☐ Engineering/Industrial
☐ Information Technology	☐ Pharmaceuticals/Health Care	☐ Retail
☐ Telecommunications	☐ Fast Moving Consumer Goods (FMCG)	☐ Others
☐ Banking/Financial Services	☐ Durables	

Education Information (Select all that apply.)

*Education Field	Additional Information that will be Needed
__ SSC or Equivalent	_____% of marks received in SSC or equivalent field SSC Board _____
__ HSC or Equivalent	Enter your percentage of marks received in SSC or equivalent field _____% HSC Board _____ HSC Discipline ☐ Arts/Humanities ☐ Commerce ☐ Science ☐ Any Other
__ Bachelor's Degree ☐ Incomplete ☐ Complete	_____% Percentage of marks obtained during the first 3 years of schooling _____% If complete, percentage of marks obtained during the final 2 years of schooling Type of University _____ State/ Province of University _____ Name of University _____ Discipline _____
__ Master's Degree	_____% 1st Year _____% 2nd Year _____% 3rd Year Discipline/Master's _____

Professional Course ☐ Inter ☐ Final	_____% of marks obtained during the Professional Course Inter Exam _____% of marks obtained during the Professional Course Final Exam Discipline/Professional Discipline _____
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Interview City

Choose all the IIMs that apply. When you are online, you will need to choose a city for each IIM as well.

*Interview Centre	City Choices					
☐ IIM Ahmedabad	Ahmedabad	Bangalore	Kolkata	New Delhi		
☐ IIM Bangalore	Bangalore	Kolkata	Mumbai	New Delhi		
☐ IIM Calcutta	Bangalore	Kolkata	Mumbai	New Delhi		
☐ IIM Indore	Bangalore	Hyderabad	Indore	Kolkata	Mumbai	New Delhi
☐ IIM Kozhikhode	Bangalore	Kolkata	Kozhikode	Mumbai	New Delhi	
☐ IIM Lucknow	Bangalore	Kolkata	Lucknow	Mumbai	New Delhi	
☐ RGIIM Shillong	Bangalore	Kolkata	Mumbai	New Delhi	Shillong	

Special Accommodations

If you are a differently abled (DA) candidate and request test support, you will be able to complete the application process online but not the scheduling process. A Prometric Contact Centre Representative will contact you to schedule your test.

*Are you a differently abled candidate (person with a disability)? ☐ No ☐ Yes. If you selected "yes," you are required to select your disability, the support you require and your preferred test city
Disability (These options only appear when you choose "yes" from the online drop-down menu) ☐ Low Vision/Blindness ☐ Hearing Impairment ☐ Locomotor Disability/Cerebral Palsy
Support required (These options only appear when you choose "yes" from the online drop-down menu) ☐ Magnifying screen ☐ Scribe/Reader ☐ Abacus ☐ Hearing Aid ☐ Wheelchair ☐ No special support
Preferred Test City (The list of test site cities appears when you choose "yes" from the online drop-down menu). A list of all test sites is available online at www.catiim.in . You may wish to print out the list for easy reference.

Declaration by Candidate

You will be required to read a declaration and certify that you satisfy all eligibility rules. At the end of the Declaration, you will need to choose either:	☐ I agree ☐ I disagree
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Voucher and Login Information

NOTE: You are required to complete all the fields on this screen.

*Voucher Number		
*User ID		*Password
*Reminder Question		*Answer

Scheduling Information

Test Site Location (A list of all test sites is available online at www.catiim.in)		Site Code
Address		
Appointment Date	Appointment Time ☐ 10 a.m. ☐ 3:30 p.m.	

Once you answer all the questions, you are ready to complete the online registration process at **www.catiim.in**.

To get answers not provided here:

For any further information, you can visit **www.catiim.in** or contact us at:

Phone: 1.800.103.9293 or Webmail us at: **<http://www.prometric.com/IIM-CAT/contactus>**