

General Instructions for Completion of the Application Form

To ensure a streamlined application process, please carefully adhere to the following instructions:

Step 1: Download and Complete the application form

- [Click here](#) to download application form
- Please note that all the columns of the application have to be compulsorily filled up. In case a column is not applicable, 'N/A' is to be written.
- Once you complete the form send by email to pgp_overseas_admissions@iimnagpur.ac.in. Use subject line: "Application for MBA 2024-26 Overseas Admissions"
- Submit a single form only, and exercise caution to prevent errors, as multiple submissions may result in the disqualification of your application.

Step 2: Pay the application Fee

- Candidates must pay the application fee of USD 100 through online mode to the given bank account
<https://www.iimnagpur.ac.in/wp-content/uploads/2023/12/Account-details-for-fee-payment.pdf>
- Candidates need to provide the transaction details in the specified section of the application form.
- Candidates must note application fee is non-refundable.

Step 3: Submission of Self-Attested Requisite Documents

- Compile all necessary documents into a single PDF file.
- Ensure that the PDF does not exceed 100 MB.
- The filename should be candidate's first name followed by subject applied for.
- Adhere strictly to the prescribed order during document upload:
 - a) Government ID proof
 - b) Class X marksheet and certificate
 - c) Class XII marksheet and certificate
 - d) Undergraduate marksheets (All marksheets arranged Semester wise/ year-wise)
 - e) Undergraduate Degree certificate
 - f) Copy of the latest GMAT score certificate (GMAT taken on or before 31st January 2020 is not valid)
 - g) Copy of all the pages in the passport(s)
- Provide clear, high-quality scans of each document, ensuring full page visibility.
- Certificates or supporting documents must have English-translated versions and be appropriately named to prevent any confusion.

Step 4: Send the application form and the required documents to the following email ID pgp_overseas_admissions@iimnagpur.ac.in. Use subject line: "Application for MBA 2024-26 Overseas Admissions"

Step 5: Admissions department will acknowledge your application within 3 working days. In the acknowledgement email, an application ID will be assigned to you.

Contact Information for Queries:

All communications regarding shortlist, PI schedule etc will be through email which was used for sending application. Hence check your email inbox including SPAM folder.

For any queries or clarification, please contact us at +91-**07122870323/24** **between 9 am and 6 pm** or via email at pgp_overseas_admissions@iimnagpur.ac.in from your registered email-ID only.