Application Form Filling Document

Presented below are the steps required to fill the application form for the MBA admission process 2026-28

Step 1:

Go to the following website:

https://erp.iitkgp.ac.in/IITKGPApplications/index?admiss_ch=02

Click on **REGISTER** if you are a new user and proceed to fill in the required details as given below:

Please note that the details entered here (Name, Email Id, Date of Birth) cannot be changed after Registration.

Once Registered please enter your email id in the User ID field and corresponding password used for registration to login to the application form portal.

Step 2:

Post login you will the following details to be filled:

After filling of all the mentioned details kindly click on save & continue. Post which the following documents will be requested for upload.

ID Proof

Birth Certificate – Please note that your 10th certificate can act as a substitute for your birth certificate

Category Certificate (if the candidate does not belong to general category)

Post uploading the following documents please click on **Save & Continue**, you will then be asked to proceed to the **Academics & Experience Details**

Step 3:

In the Academic & Experiences section please the following details:

Qualification and Experience Details (Files can be uploaded only after saving data. Only PDF format allowed. Results awaited candidates will need to upload their last semester marks cert

(Marks should be given either in percentage or in Cumulative Grade Point Average (CGPA) AS STATED IN THE DEGREE CERTIFICATE. If a candidate has obtained a CGPA of 6.5 out of 10, then CGPA Obtained should be 6.5 and Maximum CGPA should be 10. In this instance, the candidate should leave Marks Obtained(%) column vacant. On the other hand if a candidate has obtained 85 percentage, then the Marks Obtained(%) column should be 85, while the columns CGPA Obtained and Maximum CGPA should be left vacant)
Please combine proof of document for Maximum CGPA along with Mark Sheet/Grade Card and then upload

Academic Qualification :
##Program Duration Should be in Month only##

No	Standard	Name of degree/Exam	University/ Board/Council	Year of completion	Marks/ CGPA	Marks Obtained(%)	CGPA Obtained	Maximum CGPA	Branch/Specialisation/ Subjects	Program Duration (#Of Months)	
1	SELECT ∨				%MARKS ● CGPA ○						
2	SELECT ∨				%MARKS ● CGPA ○						
3	SELECT ∨				%MARKS ● CGPA ○						
4	SELECT ∨				%MARKS ● CGPA ○						
5	SELECT ∨				%MARKS ● CGPA ○						
6	SELECT ∨				%MARKS ● CGPA ○						

Professional Certification/Internship/Training :

No	Certification/ Internship/Training Name	Organisation/ University/Board/ Council	Project/Branch/ Specialisation/Course/ Subjects	Year of Completion(For Professional Qualification)/ Duration in Month(For Others)	Marks/CGPA/Division /Achievement(if any)	ADD REMOVE
1						

Details about CAT/ GMAT (if appeared) :

Examination Qualified : [Select ∨]

Experience : (Enter details in chronological order, i.e. Earliest to Latest. For present job, give mention the last day on the job or 5th February 2024 whichever is earlier as 'Period Served

No	Type	Organisation	Place	Period Served From	Period Served To	Monthly Compensation in Rs.	Designation	Nature of Work	Experience Certificate	R
1	INDUSTRY ∨									

References : References should be persons professionally acquainted with the applicant and can provide assessment about the academic qualifications, work experience and other aspects of the candidate's suitability to the proposed program.

No	Name	Designation	Name of the Organisation	Contact No.	E-mail
1					
2					

[Save & Continue]

Please note the following:

- Program Duration is not required for 10th and 12th certifications
- Please enter the relevant CGPA or percentage scored in the undergrad as per degree certificate. Please do not convert CGPA to percentage and make sure to enter as is.
- If a candidate does not have relevant references from their Work Experience both references can be from the candidates Academic Background
- Additionally for candidates belonging to education backgrounds different than what is provided in the drop-down selection, please drop a mail to:
  admissions@vgsom.iitkgp.ac.in
- The option to upload documents would only become available post filling of all details within the section and clicking on **Save & Continue**

Qualification and Experience Details (Files can be uploaded only after saving data. Only PDF format allowed. Results awaited candidates will need to upload their last semester marks certificate)

(Marks should be given either in percentage or in Cumulative Grade Point Average (CGPA) AS STATED IN THE DEGREE CERTIFICATE. If a candidate has obtained a CGPA of 6.5 out of 10, then CGPA Obtained field should be 6.5 and Maximum CGPA should be 10. In this instance, the candidate should leave Marks Obtained(%) column vacant. On the other hand if a candidate has obtained 85 percentage, then the Marks Obtained(%) column should be 85, while the columns CGPA Obtained and Maximum CGPA should be left vacant)

Please combine proof of document for Maximum CGPA along with Mark Sheet/Grade Card and then upload

Academic Qualification :

##Program Duration Should be in Month only##

No	Standard	Name of degree/Exam	University/Board/Council	Year of completion	Marks/CGPA	Marks Obtained(%)	CGPA Obtained	Maximum CGPA	Branch/Specialisation/Subjects	Program Duration (#Of Months)	Mark sheet /Grade card
1	CLASS10	AISSCE	▬	2014	%MARKS ○ / CGPA ●	▬	▬			NotRequired	Upload/Delete Download
2	CLASS12	AISSE	▬	2016	%MARKS ● / CGPA ○	▬				NotRequired	Upload/Delete Download
3	SELECT				%MARKS ● / CGPA ○						
4	BTECH/ BE	BTECH	▬	2020	%MARKS ○ / CGPA ●		▬			48	Upload/Delete Download
5	SELECT				%MARKS ● / CGPA ○						
6	SELECT				%MARKS ● / CGPA ○						

Professional Certification/Internship/Training :

No	Certification/Internship/Training Name	Organisation/University/Board/Council	Project/Branch/Specialisation/Course/Subjects	Year of Completion(For Professional Qualification)/Duration in Month(For Others)	Marks/CGPA/Division/Achievement(if any)	ADD REMOVE
1	Internship	▬	XXXX	▬		

Details about CAT/ GMAT (if appeared) :

Examination Qualified : CAT — Upload Certificate(PDF format) / Delete Download

Registration No.	▬
Year of Qualification	: 2023
Total Score	: 59.49
Total Percentile	: 94.91
Score in Quantitative Ability	: 4.95
Percentile in Quantitative Ability	: 52.95
Score in Data Interpretation & Logical Reasoning	: 22.62
Percentile in Data Interpretation & Logical Reasoning	: 97.11
Score in Verbal Ability & Reading Comprehension	: 31.91
Percentile in Verbal Ability & Reading Comprehension	: 96.91

Experience : (Enter details in chronological order, i.e. Earliest to Latest. For present job, give mention the last day on the job or 5th February 2024 whichever is earlier as 'Period Served To')

No	Type	Organisation	Place	Period Served From	Period Served To	Monthly Compensation in Rs.	Designation	Nature of Work	Experience Certificate	ADD REMOVE
1	INDUSTRY	▬		01-01-2020	23-04-2024	11111	XXXX	XXXX	Upload / Delete Download	

References : References should be persons professionally acquainted with the applicant and can provide assessment about the academic qualifications, work experience and other aspects of the candidate's suitability to the proposed program.

No	Name	Designation	Name of the Organisation	Contact No.	E-mail
1	XXXX	XXXX	XXXX	9999999999	XXX@gmail.com
2	XXXX	XXXX	XXXX	9999999999	XXX@gmail.com

Save & Continue

- Please upload the required documents
- For candidates currently working, please upload your offer letter as well as last 3 months payslips
- Digi locker versions of degrees is fine to upload into the portal, but if offered admission the candidates must provide physical copies

Please click on save and continue after uploading documents and proceed to **Photo and Signature Upload** section **Step 4:**

Please upload your signature and photo according to the specifications mentioned.

For reference, please find those specifications below:

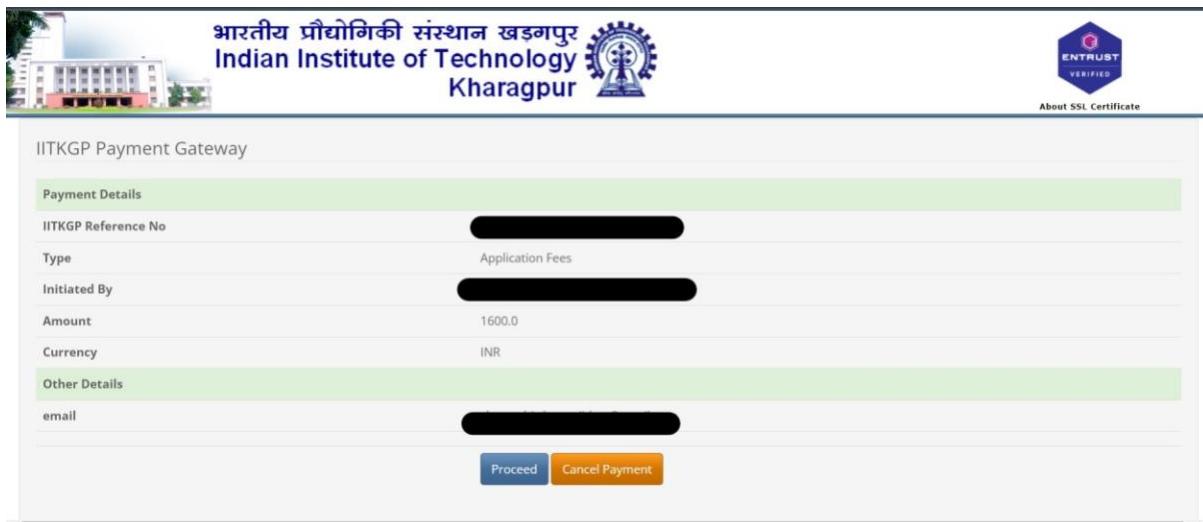|	Maximum Width	Minimum Width	Maximum Height	Minimum Height
Photo	150px	130px	200px	175px
Signature	300px	150px	100px	50px

Once Photo and Signature have been uploaded, please click on no changes and proceed to **payment** section.

Step 5:

In payment section please click on Pay Online to proceed to payment gateway.

Please note application form fees for General and NC-OBC candidates is Rs. 1600 and for SC/ST/PWD the cost is Rs. 800

After payment is done, if not reflected immediately, please wait for a period of 24 hours before contacting: admission.vgsom@gmail.com **Step 5:**

After Payment is done, please check a printout of the application form and check application status.