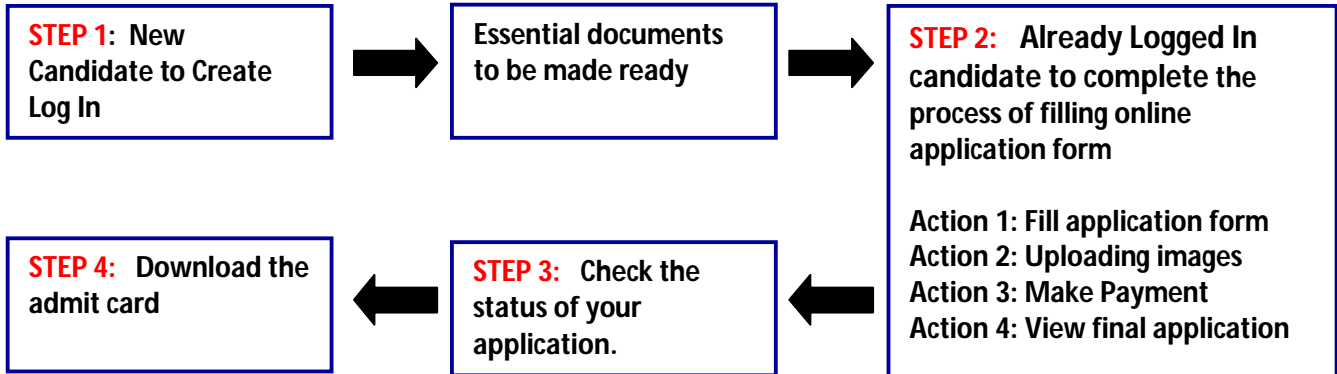


HOW TO FILL UGAT ONLINE APPLICATION FORM BY OPTION 1

GENERAL INSTRUCTIONS

- 1) Candidates are required to apply online through website: <https://apps.aima.in/ugat2016>
- 2) Entries in the application form shall be required to be filled only in English.

STEP BY STEP PROCESS TO FILL UGAT ONLINE APPLICATION FORM FOR OPTION 1



STEP 1 : New Candidate to Create Log In

OPTION FOR APPLYING ONLINE FOR UGAT-2016 (Select any one)

▶ Option 1: Click here to apply Online
[by uploading image of your Photograph & Signature in Online Application Form]

-- O R --

▶ Option 2: Click here to Apply Online
WITHOUT uploading image of your Photograph & Signature in Online Application Form
[Click here to To Reprint Application Form \(Option 2\)](#)

- New Candidate to visit the website **website** : <https://apps.aima.in/ugat2016> and click : **Option 1** and then **Fresh Candidate (Click here) to Create Log In**
- Fill the details to create Log In. You must have a valid email ID for applying online.
- Press the button "Submit". **Once the information filled here will not be changed.**
- The confirmation for the registration will also be sent on your email entered.
- **Note: Kindly note the Email-ID and Date of birth as filled by you will be used to login to the website to fill the online application form.**

Essential documents to be made ready

- Before starting to fill up the on-line application, keep ready with you the following details / documents / Information
 - a) Valid Email ID (the email should be valid for at least 1 year)
 - b) Personal details
 - c) Educational qualification details
 - d) Image of scanned photograph in jpg / jpeg format and size should not exceed 50 KB
 - e) Image of scanned signature in jpg / jpeg format and size should not exceed 50 KB
 - f) Demand Draft of requisite of Rs.500/- drawn in favour of "**All India Management Association**", payable at **New Delhi** in case making payment DD.
Or
Debit / Credit Card/Net Banking details in case making online payment.

STEP 2 : Already Logged In candidate log in to complete the process of filling online application form

- | | | |
|----------|---|----------------------------------|
| Action 1 | ⇒ | Fill application form |
| Action 2 | ⇒ | Uploading Photograph & Signature |
| Action 3 | ⇒ | Make Payment |
| Action 4 | ⇒ | View final application |

➤ Already Logged In Candidate to visit the website : <http://apps.aima.in/ugat2016> and login by first clicking [Option1](#) and then clicking [Already Logged In Candidate\(CLICK HERE\) to Complete Process](#)

➤ On clicking [Already Logged In Candidate \(CLICK HERE\) to Complete Process](#) page will appear which will have buttons indication 4 actions which are to be completed for submission of online application form:

- Action 1 : Fill Application
- Action 2 : Uploading image (Photograph and Signature)
- Action 3 : Make Payment
- Action 4 : Print Application

➤ **Action 1: Fill Application (Click on the button to fill application form)**

- ⇒ Fill the details on the online application form. Since your eligibility will be screened based on the information furnished by you, you are required to exercise sufficient care to correctly furnish the details of your Qualification, etc.
- ⇒ While filling the application form online, please save the information by clicking the button "SAVE".
- ⇒ In case you wish to edit any information you can do that by log in again using Email-ID and Date of birth and after editing the information, make sure to save the information by clicking the button "SAVE".

➤ **Action 2 : Uploading images**

- ⇒ **Upload Photograph** - Photograph must be a recent passport size colour picture. Make sure that the picture is in colour, taken against a light-coloured, preferably white background, and has no harsh shadows. If you wear glasses make sure that there are no reflections and your eyes can be clearly seen. Also, ensure that both ears are visible in the picture. Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face. **The image should only be in .jpg or .jpeg format. Size of file should not be more than 50 kb.**
- ⇒ **Upload Signature** - Sign on white paper with Black ink pen and scan it. Please scan the signature area only and not the entire page and ensure that the size of the scanned image is not more than 50 kb. Please note that this signature would appear on the Admit Card, and if it does not match the signature on the answer sheet at the time of the written test and at the time of Interview, the candidature will be cancelled. **The image should only be in .jpg or .jpeg format. Size of file should not be more than 50 kb**

➤ **Action 3 : Make Payment**

There are two options available for payment of application fee as given below:

1. Demand Draft
2. Debit / Credit Card/Net Banking

NOTE: Once the payment has been made through Debit/Credit Card/Net Banking or Demand Draft; you will not be allowed to change/modify any information.

1. Payment through Demand Draft: In case payment option selected is demand draft follow the procedure given below:

Make demand draft of Rs.500/- in favour of "All India Management Association", payable at New Delhi.

The details of the Demand Draft are to be filled in the online application form.

Candidates are advised to check the following details carefully before sending the demand draft

- DD should be made in favour of "All India Management Association", Payable at New Delhi of Rs.500/-
- Signature of the issuing authority on the demand draft.

Candidates applying through Demand Draft are required to send the printout of the Application Form, duly completed in all respect, along with Demand Draft on the following address so as to reach on or before last date

**Manager -UGAT
All India Management Association
Management House, 14, Institutional Area,
Lodhi Road, New Delhi - 110003**

The duly filled in form should reach the above address on or before last date. Incomplete forms or forms received late will not be accepted. The Institute does not take any responsibility for delay or loss of forms or correspondence in postal transit or by courier. Candidates are advised to keep the copy of printout and Demand Draft for future reference.

- 2. Payment through Debit/Credit Card/Net Banking:** In case payment option selected is Netbanking or Debit/Credit Card and photographs and signatures uploaded, candidates need not to send the printout of the Online Application Form, however they are advised to keep the copy of the application form for future references.

➤ **Action 4 : View Application**

Candidate can view the by clicking the button "Action 4: View Application" and can take print out of the same for their record.

***On correctly following the above steps,
you would have completed the application process.***

STEP 3: Check the status of your application.

STEP 4 : Download the Admit Card

On the basis of information given in the UGAT Application Form, Admit Card of provisionally eligible candidates will be available for download from website: <https://apps.aima.in/ugat2016> on or after 30 April 2016 (2PM onwards).

Download Admit Card – On the due date for Admit Card, download admit card from website link <https://apps.aima.in/ugat2016> containing the details of the centre/venue for the examination, etc., will be available.

Print Admit Card - Take a printout of the admit card. Candidates will not be allowed to enter the Written Test Venue without a valid Admit Card.

NOTE: The admit card for written test will NOT be sent by post or email. Candidates are advised to regularly check AIMA website for updates.