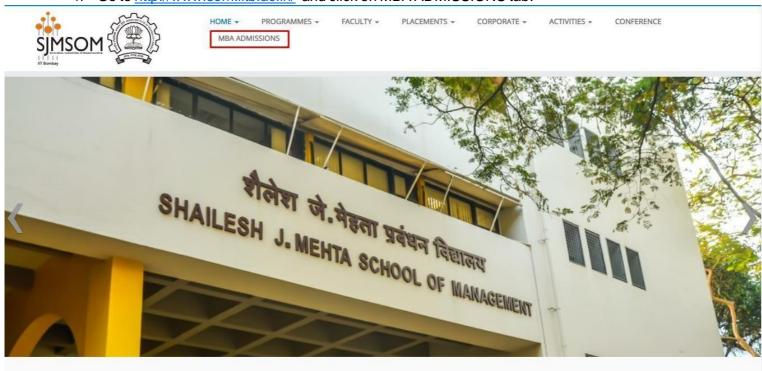
## Follow the below mentioned process for filling form:

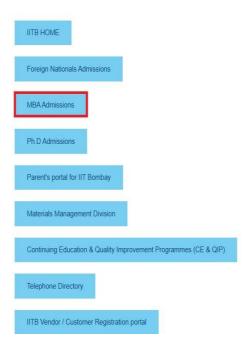
1. Go to <a href="http://www.som.iitb.ac.in/">http://www.som.iitb.ac.in/</a> and click on MBA ADMISSIONS tab.



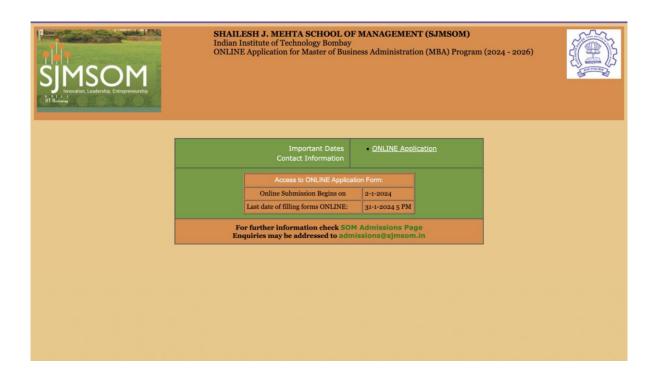
2. Then click on MBA Admissions tab -



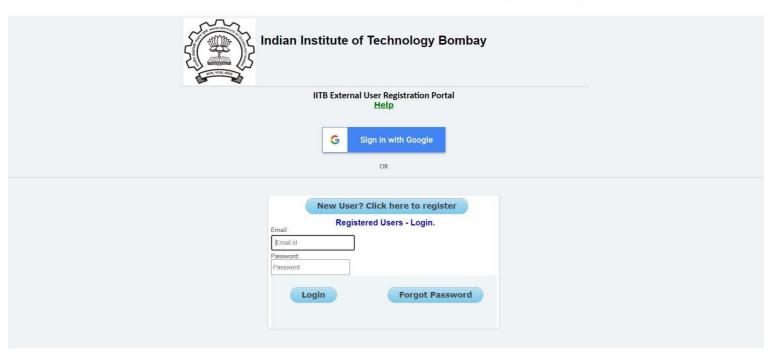
## IIT Bombay's portal for Administrative and Academic Activities



3. Click "ONLINE Application" on MBA ONLINE Application Homepage



4. Click on the button "New User? Click here to Register", in the registration page.



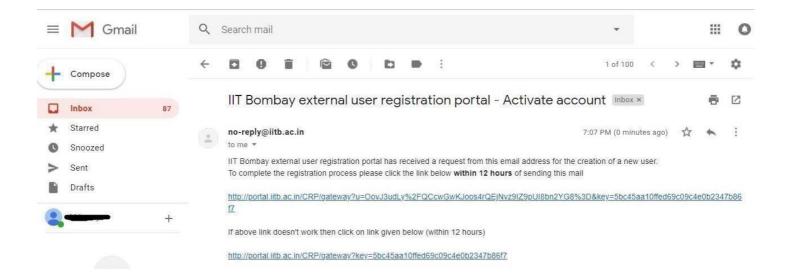
- If you use "Sign in with Google", you will be directed to the "Registration" page. Continue from Step 7 given below.
- Else if you use "New User? Click here to register" option, continue to follow from Step 5.

5. Enter the e-mail id (to be used for login) and click on "Register".



6. An email with the activation URL will been sent to the email specified by you. Kindly click on the activation URL within 12 hours and fill the details as directed.





7. Fill up all details and submit. The registration process will be completed ONLY after successful submission of personal details. Click **Register** once all the details are filled.





8. Login using the e-mail id used for registration to access the ONLINE application form.

Indian Institute	of Technology Bombay
IITB Extern	al User Registration Portal <u>Help</u>
G	Sign in with Google
	OR
New Use	r? Click here to register
Regi	stered Users - Login.
Email id	
Password:	
Password	
Login	Forgot Password

9. The candidates should fill up all the mandatory details in one go, otherwise the data will be lost as the session expires in 50 minutes.

MINISTER CHARGE CONTRACTOR CONTRACTOR

It is suggested that the candidates be fully prepared with all the relevant information/data before starting to fill the ONLINE Application form. Click on "Fill Form" to start filling online application form.

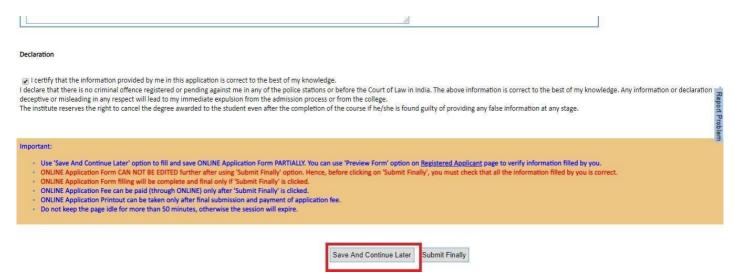
Home | Application Procedure | Instructions | Contact | Logout

Registered Applicant				
	Fill Form	Upload Documents	Pay Online	Preview Form
		Check Yo	our Status	
Important Notes:				
Form' to verify. You won filling another form if yo  You can take the print-or	't be able to u make mis ut of your o	edit your application edit your application one for enline application	cation after <u>fi</u> m. In such a n form only af	mit Finally' button. You can use 'Preview nal submission. You do not have the option of case, please contact us via email.  fter payment of application fees.
It is suggested that you	<u>pay atleast</u>	couple of days	before form s	ubmission deadline.
	lease wait f	or one 'working'	day for paym	n immediately after making ONLINE payment nent to be processed. If the problem still
No documents are require	red to be se	ent to the institu	te by the app	licants.
copies of certificates (for	r School box	ard examination	s/ University	pplication form, original and self-attested degree(s)/ work experience and internship/ nt documents on the day of WAT/PI.

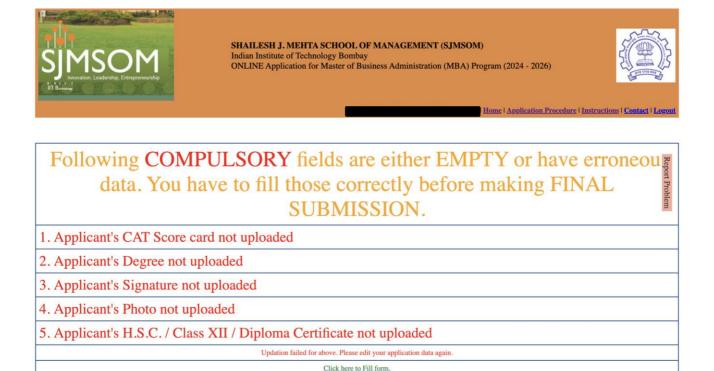


10. Either click on 'Save And Continue Later' button to modify the form later or 'Submit Finally' button once the application form is completely filled. Details for mandatory fields are to be entered within 50 minutes as the session will expire after 50 minutes of inactivity on application form page.

ONLINE Application Form cannot be edited further after using 'Submit Finally' option. Hence, **before** clicking on 'Submit Finally', you must check that all the information filled by you are correct.



11. Once you click on "Submit finally" button, dialogue box given below will appear on the screen mentioning any details missing in the form or documents to uploaded. If any data is missing in the application form, click on "Click here to Fill form" to go back to application form. Then you can click on "Go to Registered Applicant Page" to upload all the documents required in specific format mentioned there.



12. Upload documents using "Upload Documents" link. Upload appropriate files in the respective fields. You will be able to see the files uploaded on right hand side in the window named "Please view/verify currently uploaded documents" as shown below.





# Click on so to select a file.



Please view/verify currently uploaded documents

13. You can preview your application at every stage by clicking on Preview Form.

persists, you may e-mail us at admissions@som.iitb.ac.in



14. ONLINE Application will be processed only if 'Submit Finally' option is clicked at the end of application form. Online payment can be made by clicking on "Pay Online". After clicking on Pay Online, you will be redirected to payment window where you can choose desired payment mode and pay the fees "ONLINE". Once fees payment is completed, you will be redirected to Application page again. You can click on "Check your Status" tab to check your application status on "Registered Applicant page".

- Use 'Save And Continue Later' option to fill and save ONLINE Application Form PARTIALIY. You can use 'Preview Form' option on Registered Applicant page to verify information filled by you.

- ONLINE Application Fee can be paid (through ONLINE) only after 'Submit Finally' is clicked.

  ONLINE Application Printout can be taken only after final submission and payment of application fee.

  Do not keep the page idle for more than 50 minutes, otherwise the session will expire.

Save And Continue Later

Submit Finally



### Important Notes:

- Please check your online form thoroughly before clicking on 'Submit Finally' button. You can use 'Preview Form' to verify. You won't be able to edit your application after <u>final submission</u>. You do not have the option of filling another form if you make mistakes in one form. In such a case, please contact us via email.
- · You can take the print-out of your online application form only after payment of application fees.
- It is suggested that you pay atleast couple of days before form submission deadline.
- If you are unable to take print-out of your online application form immediately after making ONLINE payment due to some problem, please wait for one 'working' day for payment to be processed. If the problem still persists, you may e-mail us at <a href="mailto:admissions@som.iitb.ac.in">admissions@som.iitb.ac.in</a>



Payment Details		
User ID		
User Name	- Land Control of the	
Payment Description	SJMSOM_Application_Payment	
Amount Due	1600.00	
Mode of Payment	Choose from payment options ▼	
**	Proceed >>	