

Instruction Sheet - 2021

Two-Year Full-Time PGDM, PGDM(IB), PGDM(FM) & PGDM(BDA) Programmes

(Batch 2021-23)

Instructions for filling up online form and online payment

(Application Deadline: 23:59 hours on Monday, December 21, 2020)

- Please read the instructions carefully before filling up the form online.
- Please REGISTER using a PERSONAL Email ID.
- The registered Email ID should be maintained throughout the ADMISSION PROCESS.
- The Institute will not be responsible for NON-RECEIPT of email, if the candidate has mentioned an incorrect/inactive Email ID.
- **You can apply using CAT-2020 Registration No., XAT-2021 ID or GMAT ID (the GMAT examination should have been taken between 1st January, 2019 and 31st January, 2021).**
- You can apply either in Self Sponsored Category or Company Sponsored Category. Candidates applying under Company Sponsored Category need to download the format by [clicking here](#) and submit the Company Sponsored Certificate in the given format within the stipulated timeframe. **Change in category, once the form is filled up, is not allowed.**
- **Keep the following documents ready before filling up the application form-**
 1. Latest passport size photograph (**preferably of size less than 20 kb**).
 2. Academic Details (XIIth and Graduation). Please note that it is the responsibility of the candidate to provide accurate information with regard to academic credentials. For further information, please [click here](#)
 3. Work Experience details.
 4. Details of Credit / Debit Card (Visa/Master) or Net Banking through which payment is to be made.

Please follow the below steps for completing the application-

- **Step-1-** Register with your Name, Mobile Number and Email ID using your own secret password. All correspondence including confirmation of submission of the form will be made to this Email ID.
- **Step-2-** You will find system generated application form with a **distinct “Form No.”** which you should use for further correspondence. The form consists of two pages. On completion of the first page you may proceed by clicking “Save and Continue”. You may modify the form until you have not made the payment. **Once payment is made the information cannot be altered.**
- **Step-3-** Click “Pay Now” for payment else you may “Save and Exit” for payment at later stage.
- **Payment Options-** The payment can be made online using Debit/Credit Card (Visa/Master) and Net Banking.
- On successful online payment an Email will be sent to your registered Email ID confirming receipt of application form and payment. **Kindly make payments through Visa/Master Card preferably.**

- **Application Fee:**

No. of Programmes Applying for	Base price in Rs.	18% GST	All-inclusive Application Fee in Rs.
One programme	1,650	297	1,947
Two programmes	2,500	450	2,950
Three Programmes	3,300	594	3,894
Four Programmes	3,500	630	4,130

The above amounts are only applicable if you apply for multiple programmes at the same time in the same application form.

In case, you apply for the other one, two or three programmes at a later stage, the full application fee for one, two or three programmes as mentioned in the table will apply.

- **Important information about system-generated payment confirmation Email after completion of the payment process through Credit/Debit Card or Net-Banking-**
 1. Please **do not make another payment** unless TEAM-Admissions requests you to do so.
 2. Please check your account or notification about the deduction of the amount.
 3. Check the registered Email ID inbox/junk mail/spam mail for any email from admissions@fsm.ac.in
 4. **If no email has been received**, then, contact TEAM-Admissions at 011-41242415/011-26569996 for a telephonic confirmation of the receipt of payment and application process completion.
- **Please note that Form with incorrect/incomplete information will be rejected.**
- Please download Company Sponsored Certificate format from quick info.

For any queries, please call us on 011-41242415, 011-26569996 or send an email to admissions@fsm.ac.in mentioning your name and mobile no.