



# INDIAN INSTITUTE OF MANAGEMENT ROHTAK

## Application Form for Admission of Overseas Candidates

### Instructions

- i. This application is a key part of the admission process. Complete and accurate answers to the questions are, therefore, extremely important. Incomplete or false information will adversely affect your chances of selection. **Any admission granted on the basis of false information will be cancelled.**
- ii. Please send this form, and supplementary material (copies of GMAT score report, academic mark-sheets and Degree certificates, application fee, and any other supporting material), to Administrative Officer (Programme), **Indian Institute of Management, Rohtak, Haryana 124001, India**. We should receive your form on or before **December 31, 2012**. Please ensure that your telephone and fax numbers, and Email address, are provided.
- iii. In all matters relating to admission to the PGP, the decision of the Institute will be final and binding on the applicants.

### I. BASIC INFORMATION

1. Name

2. Address

City

State

Pin Code

Country

3. Telephone Office  Home

Fax No. Office  Home

4. Email address

5. Are you applying through GMAT or CAT-2012?

A. **If GMAT** Indicate below your GMAT Scores.

(The scores should not be older than two years as on 15.12.2012)

TEST DATE		VERBAL		QUANT		TOTAL		AWA	
Month	Year	Score	% Below	Score	% Below	Score	% Below	Score	% Below

Attach a photocopy of your GMAT Score report.

B. **If CAT** Indicate below your CAT Scores

Date of Test:				Registration Number:			
Quantitative		Logic & DI		Verbal		TOTAL	
Score	%	Score	%	Score	%	Score	%

C. **If appearing for CAT 2012**

CAT Registration No.											
----------------------	--	--	--	--	--	--	--	--	--	--	--

6. **TOEFL**

(Test of English, as a Foreign Language, if medium of instruction during study is not English)

Test Registration Number:	
Test Date:	
TWE Score:	
Total Score:	

Please give below your complete mailing address. (Use CAPITALS. Write only one character in a box. Leave one box blank between two words.)

7. **Mode of Payment of Application fee (in US\$):**

Please enclose Demand Draft or Banker's Cheque for **US\$ 100 or equivalent INR** at the exchange rate prevailing on the day of drawing the DD (non-refundable) drawn in favour of Indian Institute of Management Rohtak and payable at Rohtak. (Cash/Cheques or demand drafts in other currencies than these two will not be accepted.) Give the following details:

Name of the Issuing Bank and branch	Banker's Cheque/Demand Draft No.	Date of Demand Draft/Banker's Cheque

**II. PERSONAL DATA**

8. Sex 

Male	<input type="checkbox"/>
------	--------------------------

Female	<input type="checkbox"/>
--------	--------------------------

9. DOB 

<input type="text"/>	<input type="text"/>
----------------------	----------------------

 (DD) 

<input type="text"/>	<input type="text"/>
----------------------	----------------------

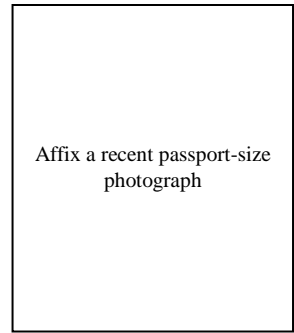
 (MM) 

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------

 (YYYY)

10. Category: (Tick the appropriate one)

NRI	<input type="checkbox"/>
PIO	<input type="checkbox"/>
FOREIGN ORIGIN	<input type="checkbox"/>



11. Nationality

12. Passport No.

13. Mention the other country's name, if you hold dual citizenship

14. Country of permanent residence

15. Permanent Address

.....

.....

.....

.....

.....

**III. WORK EXPERIENCE (EMPLOYMENT RECORD)**

**16.** (Mention only full time paid employment. Do not include training/project work/work done as an integral part of curricular requirements.)

Organization	Designation	Dates		Monthly Remuneration (US \$)	Reason for leaving
		From	To		

Total work experience (in months) as on December 31, 2012

Months	
--------	--

Please describe briefly your present job, responsibilities and achievements.

---



---



---



---



---

**IV. Chronological details of stay outside India:**

- 17.** Please provide details of your stay outside India in reverse chronological order starting from December 31, 2012 in the table given below. Kindly note that you will be required to submit proof of stay in the form of copies of passport pages or equivalent in case you are granted admission.

Starting Date	End Date	Country of Stay	Duration	Purpose

**V. ACADEMIC RECORD**

- a.** Provide complete information on examination marks/ grade points. Marks/ grade points stated here must tally with those in the original marksheets. Percentages should be computed by including all subjects/papers that you took in your exams.
- b.** Wherever you have received letter grades or grade points instead of marks, provide equivalent marks and attach a certificate from Registrar/Principal/Head of the Department explaining the method of conversion. Where such conversions are not possible, please draw the attention of Manager (Admissions), indicating the facts and the reasons.

**18. Pre-Bachelor’s Examination(s)**

Fill in only if these are Secondary or Higher Secondary School examinations.

Standard	Name of Board/ University, Country	Year of Passing	Maximum Marks/ Grade Points	Total Marks/ Grade Points Obtained	Overall % of Marks/ Letter Grade Obtained	Class/ Division (if awarded)
Secondary						
Higher Secondary						

**19. a. Bachelor's Degree examination**

Faculty (such as B.A., B.Com, B.Sc. and B.E.)

Academic discipline

Name of University/Institute

Name of Country

**b. Degree Completed** (If you have already completed the Bachelor's degree, please fill in these columns and attach copies of Mark-sheets and Degree /Provisional Degree Certificate):

Month & Year of Award of Degree	Max. Marks/ Grade Points	Marks/ Grade Points Obtained	Overall % of Marks/ Letter Grade Obtained	Class/Division (if awarded)

**c. Degree Not Completed\*** (If you have **not completed** the Bachelor's degree, please fill in these columns and attach copies of Mark-sheets and the required certificate from the Principal/HOD/Registrar/Director of your College/Institute):

Year	Dates		Max. Marks/ Grade Points	Marks/ Grade Points Obtained	Overall % of Marks/ Letter Grade Obtained
	From	To			
1 <sup>st</sup> year					
2 <sup>nd</sup> year					
3 <sup>rd</sup> year					
4 <sup>th</sup> year					
5 <sup>th</sup> year					
Expected month and year of graduation				Month:	Year

\* Please note that if you are selected, you will be allowed to join the programme provisionally only if you submit a certificate latest by 30 June 2013 from the Principal/HOD/Registrar/Director of your college/institute (issued on or before June 30, 2013) stating that you have appeared for the examinations (including practical) in all the subjects required for obtaining the bachelor's degree. Your admission will be confirmed when you submit the marksheet and a pass certificate of having passed the bachelor's degree referred to in the earlier certificate. The deadline for submission of marksheet and the pass certificate is 31 December 2013. Non-fulfilment of this requirement will automatically result in the cancellation of the provisional admission.

**d. Subjects studied**

--	--

**20. Master's Degree**

College/University/Institute attended

Name of Country

Name of degree (such as MA, M.Com. M.Sc. and M.Tech.)

Academic discipline

Year	Dates		Mention subjects taken in each year	Max. Marks/ Grade Points	Marks/ Grade Points Obtained	Overall % of Marks/ Letter Grade Obtained
	From	To				
Part I (1st yr)						
Part II (2nd yr)						
Part III (3rd yr)						
Give overall percentage of marks/ grade point average/letter grade obtained in Master's degree						

**21. Post-Graduate Professional Examination**

University/Institute registered with

Name of Country

Name of the course of study (such as CA, ICWA, and CS)

Level	Year		Mention subjects taken in each year	Max. Marks/ Grade Points	Marks/ Grade Points Obtained	Overall % of Marks/ Letter Grade Obtained
	From	To				
Inter						
Final						
Give overall percentage of marks/ grade point average/letter grade obtained						

**VI. STATEMENT OF PURPOSE**

**22.** Note: This form should be returned by the applicant with all other application material.

Name of applicant: \_\_\_\_\_

Applicant's Full Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**VII. REFERENCES:**

23. Three letters of reference in the formats given in pages (10)-(11), (12)-(13) and (14)- (15) should be sent to the Institute by the application deadline, if the application is to be considered. Please list below the name and complete contact information of each person to whom you have given a reference form. Each Referee should be well acquainted with your intellectual abilities, academic performance, and personal character.

<b>Name:</b>	
<b>Address:</b>	
	<b>PIN/ZIP CODE:</b>
<b>Phone:</b>	
<b>Land Line No:</b>	<b>Mobile:</b>
<b>E-mail ID:</b>	

<b>Name:</b>	
<b>Address:</b>	
	<b>PIN/ZIP CODE:</b>
<b>Phone:</b>	
<b>Land Line No:</b>	<b>Mobile:</b>
<b>E-mail ID:</b>	

<b>Name:</b>	
<b>Address:</b>	
	<b>PIN/ZIP CODE:</b>
<b>Phone:</b>	
<b>Land Line No:</b>	<b>Mobile:</b>
<b>E-mail ID:</b>	

**Guidelines for Referee for filling in/or writing the “Letter of Recommendation”: (to be handed over to the Referee along with the Letter of Recommendation)**

Please describe the particular talents, strengths, and weaknesses of the applicant. If you have worked with the applicant on any sort of special project, please give an evaluation of his or her performance. Please indicate any favourable or unfavourable indications of individual (or team) research potential and the ability of the applicant to do work independently. Please include any additional information that you believe is relevant.

**LETTER OF RECOMMENDATION**

Note: This form should be returned by the applicant with all other application material. The letter has to be sealed by the referee before it is handed over to the applicant.

**This section to be completed by the applicant**

Name of applicant: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

**This section to be completed by the referee**

Based on your experience, how does the applicant compare in the following areas with his peers?

	Truly Exceptional Top 2 percent	Excellent Top 10 percent	Very Good Top 25 Percent	Good Middle 50 percent	Below Average lower 25 percent	Unable to Judge
Initiative						
Flexibility						
Maturity compared to peers						
Oral Communication Skills						
Written Communication Skills						
Ability to work with Others						
Ability to accept constructive Feedback and learn from it						
Ability to understand others' view point						
Project Management skills						
Self Confidence						
Leadership						

How long have you known the applicant and in what capacity

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Title: \_\_\_\_\_ Affiliation: \_\_\_\_\_

Signature: \_\_\_\_\_

**Guidelines for Referee for filling in/or writing the “Letter of Recommendation”: (to be handed over to the Referee along with the Letter of Recommendation)**

Please describe the particular talents, strengths, and weaknesses of the applicant. If you have worked with the applicant on any sort of special project, please give an evaluation of his or her performance. Please indicate any favourable or unfavourable indications of individual (or team) research potential and the ability of the applicant to do work independently. Please include any additional information that you believe is relevant.

**LETTER OF RECOMMENDATION**

Note: This form should be returned by the applicant with all other application material. The letter has to be sealed by the referee before it is handed over to the applicant.

**This section to be completed by the applicant**

Name of applicant: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

**This section to be completed by the referee**

Based on your experience, how does the applicant compare in the following areas with his peers?

	Truly Exceptional Top 2 percent	Excellent Top 10 percent	Very Good Top 25 percent	Good Middle 50 percent	Below Average lower 25 percent	Unable to Judge
Initiative						
Flexibility						
Maturity compared to peers						
Oral Communication Skills						
Written Communication Skills						
Ability to work with Others						
Ability to accept constructive Feedback and learn from it						
Ability to understand others' view point						
Project Management skills						
Self Confidence						
Leadership						

How long have you known the applicant and in what capacity

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Title: \_\_\_\_\_ Affiliation: \_\_\_\_\_

Signature: \_\_\_\_\_

**Guidelines for Referee for filling in/or writing the “Letter of Recommendation”: (to be handed over to the Referee along with the Letter of Recommendation)**

Please describe the particular talents, strengths, and weaknesses of the applicant. If you have worked with the applicant on any sort of special project, please give an evaluation of his or her performance. Please indicate any favourable or unfavourable indications of individual (or team) research potential and the ability of the applicant to do work independently. Please include any additional information that you believe is relevant.

**LETTER OF RECOMMENDATION**

Note: This form should be returned by the applicant with all other application material. The letter has to be sealed by the referee before it is handed over to the applicant.

**This section to be completed by the applicant**

Name of applicant: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

**This section to be completed by the referee**

Based on your experience, how does the applicant compare in the following areas with his peers?

	Truly Exceptional Top 2 percent	Excellent Top 10 percent	Very Good Top 25 percent	Good Middle 50 percent	Below Average lower 25 percent	Unable to Judge
Initiative						
Flexibility						
Maturity compared to peers						
Oral Communication Skills						
Written Communication Skills						
Ability to work with Others						
Ability to accept constructive Feedback and learn from it						
Ability to understand others' view point						
Project Management skills						
Self Confidence						
Leadership						

How long have you known the applicant and in what capacity

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Title: \_\_\_\_\_ Affiliation: \_\_\_\_\_

Signature: \_\_\_\_\_