

## HOW TO FILL MAT ONLINE REGISTRATION FORM

### GENERAL INSTRUCTIONS

- 1) Candidates are required to apply online through website: <https://mat.aima.in/sep19>
- 2) Entries in the registration form shall be required to be filled only in English.
- 3) Following abbreviations used :

Management Aptitude Test	MAT
Management Institute	MI
Paper Based Test	PBT
Computer Based Test	CBT

### **STEP BY STEP PROCESS TO FILL MAT ONLINE REGISTRATION FORM**



### STEP 1: New Candidate to Create Log In

- New Candidate to visit the website: <https://mat.aima.in/sep19> and click on Register (New Log In) button
- Fill the details to create Log In. You must have a valid email ID and mobile number for applying online to receive the OTP for email ID and mobile number verification.
- Press the button “Submit”, an OTP will be send to your email id; enter the OTP in the space provided and click on button “Verify & Submit” to create your Login.
- The confirmation message for the New Login created will be sent on your email.

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 registration form.

### Essential documents to be made ready

Before starting to fill up the MAT registration form, keep ready with you the following details/documents/Information

- Valid Email ID (the email should remain valid for at least 1 year).
- Image of scanned photograph in jpg / jpeg format. File size should not exceed 100 KB and not less than 40 KB.
- Image of scanned signature in jpg / jpeg format. File size should not exceed 40 KB and not less than 10KB.
- Debit / Credit Card/Net Banking details.
- Personal details.
- Educational qualification details.

### STEP 2: Already Logged in Candidate have to log in to their account to complete the process of filling registration form

- Already logged in candidate to visit the website: <https://mat.aima.in/sep19> and login by clicking on “**Login (to complete registration form)**” button
- Enter email, password, date of birth and click on “Submit” button.

### **STEP 3: Fill Registration Form & Choices for Management Institutes(MI)**

- Fill the details on the online registration 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 personal details, your Qualification details, etc.
- Candidates opting for both PBT and CBT will have the benefit of selecting additional 2 MIs for sending their scores in addition to existing option of selecting 5 MIs i.e. they can select 7 MIs in total.

**NOTE: With an additional fee of INR 118/- per MI choice, candidate can select as many as MIs.**

- While filling the registration form, please save the information by clicking on the button “SAVE”.
- In case you wish to edit any information, log-in again using the same Email-ID and Date of Birth. After editing the information, ensure to save it by clicking the button “SAVE”.

### **STEP 4: Upload Photo and Signature**

**Upload Photograph** - Photograph must be a recent passport size color photo. Make sure that the colored photo is taken against a light colored, preferably white background, and has no harsh shadows. If you wear glasses, make sure that there are no reflections and your eyes are clearly seen. Also, ensure that both ears are visible in the photo. Caps, hats and dark glasses are not acceptable in the photograph. Religious headwear is allowed but it must not cover your face. The photo image file should only be in .jpg or .jpeg format. **Size of file should not be more than 150KB and not less than 40KB.**

**Upload Signature** - Sign on white paper with Black ink pen and scan it. Please scan the signature area only and not the entire page. 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 150KB and not less than 10KB.**

### **STEP 5: Make Payment**

Payment of registration fee can be made through Debit / Credit Card / Net Banking / Wallet or UPI.

### **STEP 6: View/Download Registration form**

Candidate can view the form after making payment and can take print out of the same for their record.

### **STEP 7: Update details if required**

Candidate can edit details except Name, DOB, Email and mobile number after downloading and reviewing the registration form.

### **STEP 8: MAT Admit Card for PBT and CBT**

- All provisionally registered candidates for September 2019 MAT have to download their Admit Card from AIMA website <https://mat.aima.in/sep19> as per the schedule given on the website.
- The admit card will NOT be sent by post or email.

**Candidates are advised to regularly check AIMA website for updates.**