

Package Contents, Information, and Instructions

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General Eligibility for MBA Program

Nepali and non-Nepali nationals with a Bachelor Degree or equivalent of at least three years duration in any discipline with a **minimum of 50 percent in aggregate** or **2.0 CGPA on a scale of 4** from universities recognized by Kathmandu University are eligible to apply for Kathmandu University's Two-Year MBA Program.

Note: An undergraduate student who has completed the qualifying educational level but is awaiting the final results may apply on a **provisional basis**, provided he/ she has already taken the last semester or final annual examination of the program and passed all previous year/ semester papers.

General Instructions

1. Applicants must complete the application form attaching three copies of their recent passport size photo.
2. Application forms are available from KUSOM reception on payment of Rs. 300 or can be downloaded from download section of KUSOM website www.kusom.edu.np.
3. Applicants should submit the application form along with an application fee of Rs. 700 (non-refundable) (Rs. 1000 for forms downloaded from KUSOM Website) paid in cash at Admission Office.
3. Applicants should prepare themselves to sit for Kathmandu University Management Admission Test (KUMAT). The details of the KUMAT are provided along with the application form. Applicants using downloaded application form may collect the details of the KUMAT and Sample Test Papers from the reception desk upon submission of completed forms and due payment for application processing.
5. Applicants must complete their application form correctly and fully. **Incomplete and/or incorrectly completed form may result in disqualification of the applicant whereby he/she will not be allowed to sit for the Admission Test.**
6. KUSOM is not liable for the disqualification of any applicant from the admission process resulting from wrongly completed or incomplete form and non-compliance of the instructions provided. Application fee paid by the applicant will not be refunded in such case.

Required for Submission

1. **Duly filled** up application form. Incomplete and incorrectly completed form will lead to disqualification of the applicant.
2. **Three** passport size photos (to be attached on the form at the respective places indicated).
3. **Attested photocopies** of transcripts (marksheets/gradesheets of all years/semesters if transcript is not available), certificates, and character certificate/s of all degrees (SLC onwards)
4. **Attested photocopy** of citizenship certificate.
5. **Attested copies** of all marksheets/gradesheets up to the last annual/semester exam taken/passed for candidates **applying on a provisional basis** (in addition to the above).
7. **Admission Test fee** of Rs. 700 (non-refundable) (Rs. 1000 for forms downloaded from KUSOM Website).
9. **Copy of certificate of equivalence of degree obtained** (only applicable for degrees of foreign universities) issued by Tribhuvan University or photocopy of the relevant page of the “Directory of Recognition and Equivalence of Educational Qualifications” published by TU clearly indicating the university and its program/degree recognized by TU.
10. **Documents submission checklist** duly completed and attached with the application form. Applicants are required to furnish correct information about the documents they have submitted, sign at the appropriate place on the checklist, and state reasons if they have not submitted the requisite documents in the "Remarks" column.

Note:

- Selected candidates should submit **original migration certificate** at the time of admission.
- Financial Aid Form will be available after admission.

Where and How to Submit the Application Form?

1. Get the application form and instructions from KUSOM reception or download from website.
2. Fill up the application form and compile the required documents carefully following the instructions above.
3. Arrange to make the required payment in cash at KUSOM Admission Office as mentioned in General Instructions.
4. Submit the form at KUSOM reception with required documents and bank voucher within the specified date and time.
5. The completed application form and other necessary documents maybe submitted at KUSOM reception from Sunday to Saturday from 10:00 AM to 4:00 PM.

All queries, concerns, and applications related issues may be forwarded to the following:

Correspondence Address:

Admission Office
Kathmandu University School of Management
P. O. Box 6250, Kathmandu, Nepal
☎: 5186091, 5186029, 5186249; Fax: 977-1-5186414
Email: info@kusom.edu.np, url: www.kusom.edu.np