

# **Information and Instructions**

## **General Eligibility for EMBA Program**

Nepali and non Nepali nationals with three years of work experience and Bachelor's Degree of at least two years duration in any discipline with 45 percent in aggregate or CGPA 2 on a scale of 4 or Master's Degree in any discipline with 45 percent in aggregate or CGPA 2 on a scale of 4.

## **OR**

Six years of work experience and a Bachelor's Degree or equivalent of at least two years duration in any discipline with minimum of 40 percent in aggregate or CGPA 2 on a scale of 4 from the universities recognized by Kathmandu University.

## **General Instructions**

1. Applicants must complete the online application form and submit it online.
2. Applicants should submit the application form along with an Admission Procedure Fee of Rs.1000 (non-refundable) via digital payment gateway for which the link can be seen in our website.
3. Applicants should prepare themselves to sit for KUMAT (Kathmandu University Management Admission Test). The details of KUMAT and Sample Test are provided after completion of application form and due payment for application processing.
4. Applicants who have completed the qualifying educational level but are 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.
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 KUMAT.**
6. Financial Aid Form is available separately from the School Reception Desk after admission.
7. KU SOM 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.
8. Applicants should submit completed evaluation form (two) during second phase of admission test.

## **Required for Submission**

1. Scanned copy of Passport size photo in image format.
2. Scanned copies of transcript format From SLC Onwards in PDF format.
3. Scanned copy of citizenship certificate in PDF format.
4. Migration certificate. (Can submit **LATER** during admission)
5. Scanned copies of all mark sheets/grade sheets up to the last annual/semester exam taken/passed for candidates applying on a provisional basis (in addition to the above) in PDF format.
6. Admission Procedure Fee Rs.1000 (non-refundable) Paid via Digital wallet mentioned in KU SOM Website.
7. **Copy of certificate of equivalence of degree obtained** (only applicable for degrees of foreign universities, **can submit later during admission**).

## **Where and How to Submit the Application Form?**

1. Visit KUSOM website ([www.kusom.edu.np](http://www.kusom.edu.np))
2. There is EMBA Admission open Banner, on that banner Click the “click here” button
3. At the bottom of the page you will find **KHALTI** and **eSewa**
4. If you are new user, sign up the **KHALTI** or **eSewa** or else you can login directly using user’s id and password ( If your are regular users of digital wallet payment gateway)
5. Instead of using KU SOM website, also you can go to EMBA Admission Banner via **KHALTI** or **eSewa** app from your mobile phone.
6. Fill the required information.
7. Pay Rs. 1000 via digital wallet ( using **KHALTI** or e-sewa).
8. You will be notified of successful payment with Unique Code which you have to save it.
9. You will be sent the link in office hour within 72 hrs.
10. You have to fill up the online form with required documents and submit online.

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

### **Correspondence Address:**

Admission Office  
Kathmandu University School of  
Management P. O. Box 6250,  
Kathmandu, Nepal  
Phone no: 5548891, 5006429 Fax: 977-1-  
5533814 Email: [info@kusom.edu.np](mailto:info@kusom.edu.np),  
[admission@kusom.edu.np](mailto:admission@kusom.edu.np)  
URL: [www.kusom.edu.np](http://www.kusom.edu.np)

### **KHALTI :**

Open Khalti App

Click bazar

Search KUSOM

Click KUSOM Logo and Pay Rs. 1000

### **e-sewa**

1. Open eSewa App

2. Click 'School Fee' and select 'College Fee Payment'

3. Search 'KUSOM' in top search bar

4. Select the KUSOM logo

5. Select New Application form and Pay Rs. 1000