

Information and Instructions

General Eligibility for BBA/BBIS Program

Nepali or non-Nepali national with 10+2 or intermediate or equivalent level study program of at least two-year duration in any discipline with minimum of **50 percent in aggregate or CGPA of 2.0 on the scale of 4.0 and minimum 'C' grade in each subject** from a university/board recognized by Kathmandu University. GCE Advanced Level student should have passed minimum three subjects in A Level and one general paper in AS Level with marks/grades requirements as mentioned above.

Note:** Applicants who have completed the 11th grade and are waiting to appear in the upcoming 12th grade examination may apply on provisional basis. **Applicants accepted provisionally must satisfy above eligibility criteria to continue their study.

Selection of the candidates is based on:

- Scores of Online Admission Test
- Personal Interview
- Scores of Academic Achievement.

General Instructions

1. Applicants must complete the application form uploading one copy of their recent passport size photo.
2. Applicants need to pay Rs. 1000 from digital payment gateway (Khalti or eSewa) which is shown in the website of KUSOM (www.kusom.edu.np)
3. After the payment, your payment will be under verification process. Then you will be sent the link in your email within 72 hours.

4. Applicants should prepare themselves to sit for an Online Admission Test. Sample Question and Guidelines of exam will be sent to you later in your email.
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 Online 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.

Required for Submission

1. One passport size photo (to be attached on the online form at the respective places indicated).
2. Scanned copies of transcripts (mark sheets / grade sheets of all years if transcript is not available), certificates, and character certificate/s of all degrees (SLC onwards)
3. Scanned copy of citizenship certificate.

Where and How to Submit the Application Form?

1. Visit KUSOM website (www.kusom.edu.np)
2. There is BBA/BBIS 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 BBA/BBIS 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 within 72 hours.
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: 5186091,5186029,

Email: info@kusom.edu.np, admission@kusom.edu.np

URL: www.kusom.edu.np

