HOW TO FILL MAT ONLINE REGISTRATION FORM
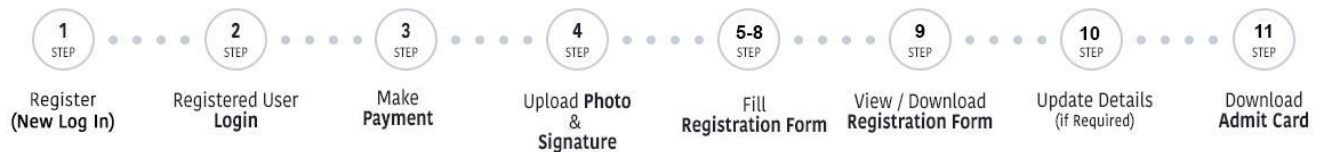
GENERAL INSTRUCTIONS

1. Candidates are required to apply online through website: https://mat.aima.in
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
Remote Proctored Internet Based Test	IBT
Paper Based Test	PBT
Computer Based Test	CBT

For detailed IBT guidelines please click here

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 and click on Register 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, Date of birth and Password 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 less than 10 KB and more than 50KB
✓ Image of scanned signature in jpg / jpeg format. File size should not less than 5KB and more than 20KB
✓ Debit /Credit Card/Net Banking/Paytm Wallet details
✓ Personal details
✓ Educational qualification details

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

✓ Already logged in candidate to visit the website: https://mat.aima.in and login by clicking on "Login" button

✓ Enter registered email, password, date of birth and click on "Submit" button.

<u>**STEP 3: Make Payment**</u>

✓ Select exam mode, test city choices, payment mode and process the payment by clicking on "**Save & Next**" button
  NOTE: Payment of registration fee can be made through Debit / Credit Card / Net Banking / Wallet or UPI.

<u>**STEP 4: Upload Photo and Signature**</u>

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 less than 10KB and more than 50KB.

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 less than 5KB and more than 20KB.

<u>**STEP 5 - 8: Fill Personal Particulars, Qualification & Experiences and Choices for Management Institutes (MI)**</u>

✓ 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 Double IBT 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.
✓ 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, Date of Birth and Password. After editing the information, ensure to save it by clicking the button "SAVE".

<u>**STEP 9: View/Download Registration form**</u>

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

<u>Additional Options</u>

A successful registered candidate can perform below actions:

Update details if required : Candidate can edit details except Name, DOB, Email and mobile number after downloading and reviewing the registration form by using Step 3-7.

Upgrade Exam : Candidate can upgrade their already opted exam mode to available options among Double IBT/PBT+IBT/CBT+IBT with an additional fee of INR 1100/-

Additional MI Choices : Candidate can select as many as MIs with an additional fee of INR 118/- per MI choice

<u>MAT Admit Card for IBT/PBT/CBT</u>

✓ All provisionally registered candidates for MAT have to download their Admit Card from AIMA website https://mat.aima.in 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.