



### **STEP 3: Make Payment**

- ✓ 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.**

### **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 less than 20KB and more than 150KB.**

**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 20KB and more than 150KB.**

### **STEP 5 - 8: Fill Personal Particulars, Qualification & Experiences and 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.
- ✓ 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”.

### **STEP 9: View/Download Registration form**

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

### **Additional Options**

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.

**Update Exam Mode & Test City Choices :** Candidate can update their selected exam mode & test city choices from available options.

**Register for another Exam (PBT/CBT as per previously registered one)(only for candidates who have registered for either PBT or CBT in first go) :** Candidate can also register for another active exam as per availability shown in their panel.

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

### **MAT Admit Card for PBT and CBT**

- ✓ All provisionally registered candidates for Feb 2020 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.**