

Instruction Sheet - 2023

Two-Year Full-Time PGDM, PGDM(IB), PGDM(FM) & PGDM(BDA) Programmes

(Batch 2023-25)

Instructions for filling up online form and online payment

- Please register using a personal **Email ID** and **Mobile Number**.
- Email ID submitted at the time of registration will be used for all correspondences until enrolment is completed. Change in Email ID will NOT be permitted under any circumstances.
- The Institute will not be responsible for NON-RECEIPT of email, if the candidate has mentioned an incorrect/inactive Email ID.
- **You can apply using CAT-2022 Registration No., XAT-2023 ID or GMAT ID (the GMAT examination should have been taken between 1st January, 2021 and 31st January, 2023).**
- You can apply in either Self Sponsored Category or Company Sponsored Category. Candidates applying under Company Sponsored Category need to download the format by [clicking here](#) and submit the Company Sponsored Certificate in the given format within the stipulated timeframe. **Change in category, once the form is filled up, is not allowed.**
- **Keep the following documents ready before filling up the application form-** 1. Latest passport size photograph (**preferably of size less than 5 MB**).
 2. Academic Details (XIIth and Graduation). Please note that it is the responsibility of the candidate to provide accurate information with regard to academic credentials.
 3. Work Experience details.
 4. Details of Credit / Debit Card (Visa/Master) or Net Banking through which payment is to be made.

Please follow the below steps for completing the application-

- **Step-1** Register with your Name, Mobile Number and Email ID.
- **Step-2** Verify your email to get user id and password.
- **Step-3** Fill the application form and after completion of all the necessary details Click on the “Make Payment” to process the payment else you may “Save and Exit” for payment at later stage. You may modify the form until you have not made the payment. **Once payment is made the information cannot be altered.**
- **Payment Options-** The payment can be made online using Debit/Credit Card (Visa/Master) and Net Banking. On successful online payment you will be able to download the payment receipt and the application form directly from your dashboard.
- **Step-4** Upload your passport size of photo, signature and all the necessary documents.

- **Application Fee:**

No. of Programmes Applying for	Base price in Rs.	18% GST	All-inclusive Application Fee in Rs.
One Programme	1,500	270	1,770
Two Programmes	2,000	360	2,360
Three Programmes	2,250	405	2,655
Four Programmes	2,500	450	2,950

The above amounts are only applicable if you apply for multiple programmes at the same time in the same application form.

In case, you apply for the other one, two or three programmes at a later stage, the full application fee for one, two or three programmes as mentioned in the table will apply.

- **Important information about system-generated payment confirmation Email after completion of the payment process through Credit/Debit Card or Net-Banking-**
 1. Please **do not make another payment** unless TEAM-Admissions requests you to do so.
 2. Please check your account or notification about the deduction of the amount.
 3. Check the registered Email ID inbox/junk mail/spam mail for any email from admissions@fsm.ac.in
 4. **If no email has been received**, then, contact TEAM-Admissions at 011-41242415/011-46485535 for a telephonic confirmation of the receipt of payment and application process completion.
- **Please note that Form with incorrect/incomplete information will be rejected.** □
Please download Company Sponsored Certificate format from quick info.

For any queries, please call us on 011-41242415, 011-46485535 or send an email to admissions@fsm.ac.in mentioning your name and mobile no.