

## **HOW TO FILL MAT ONLINE REGISTRATION FORM**

### **GENERAL INSTRUCTIONS**

1. Candidates are required to apply online through website: <https://mat.aima.in> by clicking on the Register/Login Tab.
2. Entries in the registration form shall be required to be filled only in English.
3. Following abbreviations used:

Management Aptitude Test	<b>MAT</b>
Management Institute	<b>MI</b>
Remote Proctored Internet Based Test	<b>IBT</b>
Paper Based Test	<b>PBT</b>
Computer Based Test	<b>CBT</b>

### **Essential documents to be made ready**

- Before starting to fill up the MAT registration form, keep ready with 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

## New Candidate to Create Log In

- New Candidate to visit the website: <https://mat.aima.in> and click on Register button to register yourself for MAT.
- 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 “Register” button, a verification link will be send to your email id; click the
- “Verify” tab to verify yourself. This tab shall take you to your dashboard for MAT.
- The confirmation message along with account details for your reference will be sent on your email after verification.

In case of existing Candidate: The candidate can log in to their account to complete the registration process. Already logged in candidate may visit <https://mat.aima.in> and login by clicking on the “Login” button. Alternatively, you may click on the “Login” tab in the account details e-mail you have received to visit the dashboard as and when required.



*Note: Kindly note the Email-ID and Password entered by you while creating the account will be used in this login tab to open the dashboard.*

## STEPS TO FILL APPLICATION FORM



### STEP 1: Test Mode Details

You shall be given an option of selecting at least one and maximum of two test modes in Step 1 of the application form.

### STEP 2: 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 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.**

Photograph must be a recent passport size color photo. Make sure that the colored photo is taken against a light colored, preferably white background.

### STEP 3: Choose Management Institutes (MI)

- Candidates opting for Double test modes 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. Candidate needs to pay **INR 118/- (Including 18%GST)** on selecting extra MI.

### STEP 4: Make Payment

- After selecting MI choices, you shall be directed to the payment page.

**NOTE: Payment of registration fee can be made through Debit / Credit Card / Net Banking / Wallet.**

### **STEP 5: Fill Personal Particulars, Qualification & Experiences**

- 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.

### **STEP 6: View/Download Registration form**

Candidate can preview the form before submitting the application form 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.

**Upgrade Exam:** Candidate can upgrade their already opted exam mode to available options among Double IBT, IBT + CBT, PBT+IBT, CBT + PBT, CBT + CBT with an additional fee of **INR 1200/-**

**Additional MI Choices:** Candidate can select as many as MIs with an additional fee of **INR 118/- (Including 18%GST) per MI choice.**

### **MAT Admit Card for IBT/PBT/CBT**

- All provisionally registered candidates for MAT have to download their Admit Card from their applicant dashboards for MAT 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.**