# IIM KOZHIKODE POST GRADUATE PROGRAMME IN BUSINESS LEADERSHIP (PGP-BL)

## INSTRUCTIONS FOR FILLING THE APPLICATION FORM

- Candidates are advised to go through the programme details, eligibility criteria and instructions to fill the application form before registering online.

- Make sure you have the following with you in soft copy before proceeding to complete the application process (Max Upload Limit 2 MB. Allowed formats JPEG, JPG, PNG and PDF for documents)
  - Scanned copy of colour passport size photo not older than six months
  - Digital signature
  - Govt. ID card
  - Competitive Exam Scorecard (GMAT/GRE/CAT)
  - Class 10th, 12th and UG/PG/CA Exam Certificate

- 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.

- Applicants can use Query Management System to get a quick response.
  - Register and verify your email ID
  - Click on [Queries] in your dashboard
  - Select query category and submit your query

- You need to give name and contact information of two Referees who will have to fill a Recommendation form. A referee could be your mentor/supervisor from the last company you have worked for or someone from industry who is familiar with your professional achievements or a Professor or Teacher from a recent degree programme you have completed, who knows you well. You will be solely responsible to ensure that the person you have mentioned provides the referral. Once you submit the Application form, automated emails containing the link to the Recommendation form will be sent to both the referees you have given in the form. Please provide their personal email IDs to ensure the email sent from IIMK is not blocked.

- **Note:** Please add pgpbladmission@iimk.edu.in to the address book of your registered email account and mark it as 'not spam' for receiving future mails from this address in your Inbox. This will prevent the security setting of your email service provider from reading the automated system generated mail as "spam" and blocking it. Referees will also receive automated emails. Kindly ensure that they do the same for their email accounts sent to us. In case you are using your company's email account kindly talk to your systems administrator regarding the security setting of your company's email server. Also set pgpbladmission@iimk.edu.in as "safe/not spam". Kindly be aware that you will be solely responsible for ensuring that the application form duly completed in all respect (including referrals) reaches us by the due date. Application which is incomplete in any way will not be evaluated.