



## INSTRUCTIONS TO UPLOAD THE DOCUMENTS ON APPLICATION PORTAL

### PHOTOGRAPH

- Candidates are required to upload their recent colour photograph (**Passport Size**) not older than 6 months.
- The photograph image format should be JPEG with minimum 100 KB file size.
- Scanned photographs are not accepted.

### IDENTITY PROOF, ACADEMIC & WORK EXPERIENCE PROOF

- It is mandatory scan and uploads the original document in colour.
- Document scanned in Black & White or Scanned copies of the attested document/Xerox copies will not be accepted.
- All the files should be scanned in PDF format & the content should be legible. No other format is supported.
- File name should not contain any special characters (., ;, ', ").
- File size must be less than 1.5 MB for each of the document uploading.
- To upload any document other than the documents listed above, please select 'Other Document' option and upload the document. Name of the document uploaded is required to mention in the remarks column.
- CANDIDATES WILL NOT BE ABLE TO EDIT OR UPLOAD NEW DOCUMENTS AFTER UPLOADING THE DOCUMENTS AND SUBMITTING ONLINE.
- All candidates applying to the EPGC programme are required to upload an undertaking duly signed to confirm the authenticity of the academic & work experience proofs uploaded. This is mandatory.

### LIST OF DOCUMENTS TO UPLOAD ON THE APPLICATION PORTAL

1. Original photo identity proof such as Passport/Driving License/PAN Card/AADHAR/VOTER ID CARD.
2. 10th /SSLC Certificate / Mark Sheet.
3. Pre-Degree/Plus-Two/HSC/VHSC Mark Sheet/Certificate.
4. Original Degree Certificate or Provisional Certificate. (If the original degree certificate is not collected from the university, provisional certificate along with an undertaking to produce the original certificate is required).
5. a) Consolidated Marksheet/Transcript of Graduation, if available.  
or  
b) Single PDF file containing all the semesters/Year marksheets for Graduation: please select the relevant option to upload the mark sheet.
6. Original experience certificates for all the employment details submitted in the application form.
7. Mandatory Undertaking Format

Please ensure that you are uploading the correct file against the respective mandatory document. For any further clarification/technical issues, please write to [epgpadmission@iimk.edu.in](mailto:epgpadmission@iimk.edu.in).

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