

## **Information and Instructions**

### **Contents**

1. Application Form	1 copy
2. Documents Submission Checklist	1 copy
3. Information Bulletin for Admission Test and Sample Test Questions	1 copy
4. MPhil Brochure	1 copy

### **General Eligibility for MPhil Program**

Nepali and non-Nepali nationals with:

- A Master's degree in management- related disciplines (including business management, general management, development management and other functional, sectoral or policy management fields); master's degree in engineering, physics, mathematics, statistics or economics-related disciplines; or master's degree in selected social sciences disciplines from the universities recognized by Kathmandu University;\*
- Minimum CGPA of 3.25 on a scale of 4.0 or 60 percent in the Master degree;
- Strong quantitative background in graduate and undergraduate level; research aptitude and commitment.

\*Selected candidates from non-management backgrounds may require to take some pre-requisite graduate level courses as specified by the School prior to or concurrent with the prescribed MPhil courses.

### **General Instructions**

1. Applicants must complete the application form attaching three copies of their recent passport size photo.
2. Application forms are available from KUSOM reception on payment of Rs. 300 or can be downloaded from KUSOM website [www.kusom.edu.np](http://www.kusom.edu.np)
3. Applicants should submit the application form along with an application fee of Rs. 700 (non-refundable) (Rs. 1000 for forms downloaded from KUSOM Website).
4. Applicants should prepare themselves to sit for an Admission Test. The details of the KUSOM Admission Test are provided along with the application form. Applicants using downloaded application form may collect the details of the Admission Test and Sample Test Papers from the reception desk upon submission of completed forms and due payment for application processing.
5. Applicants must complete their application form correctly and fully. Incomplete and/or incorrectly completed form may result in disqualification of the applicant whereby he/she will not be allowed to sit for the Admission Test.
6. KUSOM is not liable for the disqualification of any applicant from the admission process resulting from wrongly completed or incomplete form and non-compliance of the instructions provided.

### **Required for Submission**

1. Duly filled up application form. Incomplete and incorrectly completed form will lead to disqualification of the applicant.
2. Three passport size photos (to be attached on the form at the respective places indicated).
3. Attested photocopies of transcripts (marksheets/gradesheets of all years/semesters if transcript is not available), certificates, and character certificate/s of all degrees (SLC onwards)

4. Attested photocopy of citizenship certificate.
5. Attested copy of migration certificate.
6. Experience letter from organization if applicable.
7. Application fee of Rs. 700 (non-refundable) (Rs. 1000 for forms downloaded from KUSOM Website).
8. Copy of published research article if applicable.
9. Copy of certificate of equivalence of degree obtained (only applicable for degrees of foreign universities) issued by Tribhuvan University (TU) or photocopy of the relevant page of the “Directory of Recognition and Equivalence of Educational Qualifications” published by TU clearly indicating the university and its program/degree recognized by TU.
10. Documents submission checklist duly completed and attached with the application form. Applicants are required to furnish correct information about the documents they have submitted, sign at the appropriate place on the checklist and state reasons if they have not submitted the requisite documents in the "Remarks" column.

### **Where and How to Submit the Application Form?**

1. Get the application form and instructions from KUSOM reception or download from website.
2. Fill up the application form and compile the required documents carefully following the instructions above.
3. Arrange to make the required payment.
4. Submit the completed form at KUSOM reception with required documents and admission test fee within the specified date and time.
5. The completed application form and other necessary documents maybe submitted at KUSOM reception from Sunday to Saturday from 10:00 AM to 4:30 PM.

All queries, concerns, applications related issues may be forwarded to the following:

#### **Correspondence Address:**

Admission Office

Kathmandu University School of Management

P. O. Box 6250, Kathmandu, Nepal

☎: 5186091, 5186099; 5186029, 5186249, Fax: 977-1-5186414

Email: [info@kusom.edu.np](mailto:info@kusom.edu.np), url: [www.kusom.edu.np](http://www.kusom.edu.np)