

# Package Contents and Instructions

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## General Eligibility for Management Undergraduate Programs -BBA(Honors), BBA (Emphasis),BBA, BBIS

Nepali and non-Nepali nationals with a 10+2 or Intermediate Degree or equivalent of at least two years duration in any discipline with a **minimum of 50 percent in aggregate** or **CGPA of 2 on the scale of 4.0** from universities/boards recognized by Kathmandu University are eligible to apply for Kathmandu University's Four-Year Management Undergraduate Program.

**Note:** Applicants who have completed the qualifying educational level but are awaiting the final results may apply on a **provisional basis**, provided he/she has already taken the final annual examination of the program and passed all papers of the first year with **minimum of 50 percent in aggregate** or **CGPA of 2 on the scale of 4.**

## 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 completed application form along with an application fee of Rs.500 (non-refundable) or Rs.800 for application form downloaded from KUSOM Website (non-refundable). Applicants are required to pay application fee in cash to admission office.
4. Applicants should prepare themselves to sit for Kathmandu University Undergraduate Management Admission Test (KUUMAT).The details of the KUUMAT are provided along with the application form. Applicants using downloaded application form may collect the details of the KUUMAT and Sample Test Papers from the reception desk upon submission of completed application forms and due payment for application processing.
5. Applicants must complete their application form correctly and fully. **Incomplete and/or incorrectly completed application 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.

### **Requirements for Submission**

1. **Duly filled** up application form. Incomplete and incorrectly completed application form will lead to disqualification of the applicant.
2. **Three** passport size photos (to be attached on the application form and ID card)
3. **Attested photocopies** of transcripts (mark sheets/grade sheets of all years if transcript is not available), certificates, and character certificate/s as mentioned in document submission check list.
4. **Attested photocopy** of citizenship certificate or other identification document.
5. **Attested copies** of all mark sheets/grade sheets up to the last annual exam taken/passed for candidates **applying on a provisional basis** (in addition to the above).
6. **Copy of certificate of equivalence of degree obtained** (only applicable for degrees of foreign universities) issued by Tribhuvan University 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.
7. **Documents submission checklist** duly completed and attached with the application form. Applicants are required to furnish correct information in application form 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 admission office or download from website ([www.kusom.edu.np](http://www.kusom.edu.np)).
2. Fill up the application form and compile the required documents carefully following the instructions as mentioned above.
3. Arrange to make the required payment (in cash) to KUSOM admission office.
4. Submit the completed application format KUSOM admission office with required documents.
5. The completed application form and other necessary documents can be submitted at KUSOM admission office from Sunday to Saturday from 10:00 AM to 4:30 PM.

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

#### **Correspondence Address:**

Kathmandu University School of Management

Pinche Tole, Sasatancha, Balkumari, Lalitpur,

P. O. Box 6250, Kathmandu, Nepal

☎: 977-1-5186029, 5186091, 5186099, 5186249

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