

MBA/IDMPM AT SCHOOL OF MANAGEMENT STUDIES

ALLOTMENT / ADMISSION SCHEDULE & INSTRUCTIONS

Date	Day	Particulars
20/06/2026	Saturday	First Allotment for MBA (F.T/Evening regular) & IDMPM of School of Management Studies and commencement of online fee payment.
23/06/2026	Tuesday	Last date for fee payment of MBA (F.T/Evening regular) & IDMPM First allotment
27/06/2026	Saturday	Second Allotment for MBA (F.T/Evening regular) & IDMPM of School of Management Studies and commencement of online fee payment.
30/06/2026	Tuesday	Last date for fee payment of MBA (F.T/Evening regular) & IDMPM Second allotment

Remaining vacancies, if any, will be filled through real time admission. The schedule will be published later.

Details of allotments if any based on the registered options / default options (if no options were registered), of candidates who are included in the rank list for admission to MBA (F.T/Evening regular) & IDMPM at School of Management Studies of this University, will be available in the respective **candidate profile page**. Candidates who get allotment should upload the relevant Certificates and make the payment of applicable fees (fee details available in download tab of <https://admissions.cusat.ac.in/>) before the stipulated date for payment by the way of online payment.

During the period of online allotments candidates need not come to the University. Also, candidates are directed to check status of the allotment in the candidate profile/ latest updates in <https://admissions.cusat.ac.in/> on a daily basis till the allotment process is completed.

- * Once a candidate receives an allotment, lower options, if any, of the candidate will be automatically cancelled; however, if the candidate has any higher option left, it will be retained for considering in subsequent allotments.
- * The allotment and lower option of candidates who do not pay the fee within the stipulated period will be cancelled without any intimation. If the candidate has any higher option left, it will be retained for considering in subsequent allotments.
- * If, candidates who have received allotments and have paid the fees are allotted to higher options (or other programmes) and confirms it in the subsequent allotments; fee already paid by them will be adjusted against the new allotment.

Candidates need to pay the additional fees of PTA/Department Development Fund/Recognition fee (if applicable), Matriculation fee (if applicable) etc. directly at the department as per the instructions received from the department later.

(Admission will be provisional and is subject to physical verification of originals of all certificates/documents by School of Management Studies)

Certificates to be uploaded before fee payment

I. Upon receiving allotment, applicants shall upload the following documents

1. **S.S.L.C / 10th Standard Certificate & Mark List.**
2. **Certificate of the Qualifying examination (12th Standard).**
3. **Degree Certificate / Provisional Degree Certificate of the qualifying examination**
4. **Mark List / Consolidated Mark List of the qualifying examination**
5. **Self-Declaration stating “Nationality”** – All candidates receiving allotments to Academic Programmes of CUSAT in seats other than those specifically marked/set aside for **“International / Foreign National Candidates”** shall compulsorily submit a self-declaration stating their “Nationality” **(for format please see Annexure II).**
6. **Transfer Certificate** from the Institution/Department last attended.
7. **Conduct Certificate** from the Institution/Department last attended.

(If the candidate has not received any of the Certificates mentioned above, such candidates shall submit a declaration with signature affixed, stating that “..... Certificate will be submitted later, but before the commencement of classes/ before the first semester examination. I am aware of the fact that, the University reserves the right to cancel my candidature / remove me from the rolls if I fail to produce the Certificate before the commencement of classes/before the first semester examination.”

II. Certificates to be furnished as Proof for availing communal/special reservation

1. **Kerala Scheduled Caste (KSC)/Kerala Scheduled Tribe (KST) Candidates** should produce a valid & original Community Certificate issued by the Tahasildar.
2. **SEBC candidates** i.e. Ezhava /Thiyya/Billava (ETB), Muslim(MSM), Latin Catholic or Anglo-Indian(LCC), Other Backward Christian (OBX), Other Backward Hindus (OBH), Dheevera (DHV), Kudumbi (KMB), Pot Making Communities (PMC) and Viswakarma (VSK) etc. should a valid & original Community Certificate and Non-Creamy Layer certificate issued by the Village Officer. If the community/category is clearly specified in the Non-creamy layer certificate, no separate community certificate is required.
3. **OBH candidates eligible for fee concession as applicable to OEC candidates** should also produce a valid & original income certificate issued by competent authority to prove their eligibility.
4. Applicants belonging to **“General”** category and have claimed reservation under **“Economically Weaker Section - EWS”** should furnish a valid & original Certificate issued by the competent authority for the purpose of claiming EWS reservation.

III. Non-resident Indian (NRI) Seats (Applicable to all Programmes for which NRI seats are available):

1. *NRI status is not compulsory but, at the time of admission candidates who select NRI seats should submit the ‘Declaration’ given in **Annexure I**.*
2. *For NRI seats candidates should have applied for the same at the time of application registration itself.*

IV. Other certificates (if applicable): Relevant certificates such as Sponsorship Certificates issued by Competent Authority for substantiating claim for any other reservation seats mentioned under supernumerary seats if the candidate is allotted to seats under that category should be produced at the time of verification.

V. Keralite Status: Proofs accepted for Keralite Status: Candidates claiming the Keralite status should submit the originals of any one of the following certificates:

1. The certificate of Birth / Residence of the candidate or his/her father or mother from the Village Officer / Tahsildar or from a competent authority of local body.
2. The 'Certificate showing school studies in Kerala from Standards VIII to XII' from the Head of School where the candidate completed his / her study in Standard XII.
3. Relevant page of the SSLC of the candidate's father / mother showing the place of birth in Kerala with corroborative evidence showing the relationship between the candidate and the parent.
4. Relevant page of the passport of the candidate or either of parents issued by the Government of India showing place of birth in Kerala with corroborative evidence showing the relationship between the parent and candidate.
5. Birth certificate of candidate or his / her, father / mother showing the place of birth in Kerala with corroborative evidence showing the relationship between the candidate and father / mother whose birth certificate is being produced.
6. For claiming Keralite - AIS (All India Service), certificate from competent authority should be submitted.

Please note that it is mandatory to upload copy of the S.S.L.C / 10th Standard Certificate & Mark List and Degree Certificate / Provisional Degree Certificate of the qualifying examination at the time of allotment.

Verification of original documents

Upon receiving allotment, applicants should invariably produce the originals of **all** the above documents at the time of verification. Admission will be provisional and is subject to physical verification of originals of all certificates/documents by Concerned Department / School / Officials concerned before the commencement of classes / or before a specified date. The concerned departments will communicate regarding the document verification process to the candidate.

HOW TO MAKE ONLINE FEE PAYMENT

For making online payment of fees the candidates who got allotment should follow the instructions given below:

1. Login to your home/login page using your Username (email id) and Password in the Admission Portal <https://admissions.cusat.ac.in/>
2. The details of the allotments received will be displayed with a button to confirm allotment.
3. Upon clicking the 'confirm/ pay' button, you will be directed to the page for uploading the certificates. After uploading relevant documents, you will be directed to payment page.. click on the 'PAY' button. You can make payment through Credit card or Debit Card /through Net Banking/UPI.
Note: It may be noted that payment through some Debit Cards has a monetary ceiling and, in such cases, opt for other payment options.
4. Refer admission website <https://admissions.cusat.ac.in/> for the fee structure.
5. **Candidates are advised to confirm the payment status as successful after the payment in their profile. After successful payment, the allotment status will show as "Provisionally Admitted" to the programme allotted. In case if there are any issues contact or inform our help desk before the last date of payment.**

Candidates need to pay the additional fees of PTA/Department Development Fund (if applicable), CUSAT Alumni fee (if applicable), Matriculation fee (if applicable) etc directly, later at the Department/School as per the instructions received from the concerned Department/School.

Note:

- ❖ If a candidate fails to submit the required certificates before the stipulated time, his claim for admission to the programme under the category claimed by him will be forfeited. The sole responsibility for such incidents will rest with the candidate only.
- ❖ The documents will be verified by the department concerned at a later stage. Any discrepancies in the reservation claim and document produced to substantiate the claim may lead to disqualification. Similarly, failure to produce relevant documents to substantiate the communal reservation / Special reservation will disqualify your claim for admission in the respective reservation category. The candidate alone will be responsible for such incidents.
- ❖ Candidates are directed to check the status of the allotment on a daily basis till the allotment process is completed.
- ❖ Regarding the commencement of classes please contact the concerned Departments. Phone numbers of Departments/School are available in the Prospectus 2026.

Annexures

- 1. Annexure I – Declaration for NRI Candidates**
- 2. Annexure II – Declaration to be submitted by Candidate stating Nationality**

Annexure I – Declaration for NRI Candidates

DECLARATION

I hereby declare that I am a Non Resident Indian and the applicant Shri/Smt/Kum
..... is my Son/Daughter/Ward/Dependent (*Strike out which is not applicable*) coming
under the definition of NRI candidate as per section 2(o) of Act XIX of 2006. My Passport No. is
..... and I am Employed / residing at
.....
..... (*Fill the details of Foreign Employment/ Place of residence*).

I hereby undertake to abide by the rules and regulations of Cochin University of Science And Technology in
connection with the admission of the above applicant under NRI.

Place :

Signature of the Declarant:

Date :

Name and Full Address:

with Contact number

Annexure II – Declaration to be submitted by Candidate stating Nationality

DECLARATION

I am a citizen of (name of Country) and my register number for CUSAT CAT 2026 is I am aware of the fact that, the University (CUSAT) reserves the right to cancel my candidature / remove me from the rolls, if, at a later stage it is found that I am not eligible to be allotted/admitted to the seat to which I am allotted/admitted to.

Place :

Signature of the Candidate:

Date :

Signature of the Parent / Guardian: