FREQUENTLY COMMITTED MISTAKES TO BE AVOIDED

1. Not going through the Step-by-Step Screenshots of the Online Registration Process properly before starting to fill the Online Application Form.

2. Not completing all the 3 Stages of the Online Registration Process.

   It is noticed that some candidates have stopped with just Stage 1 (filling up the Online Application Form).

   Some others have stopped after Stage 2 (payment of the fee online or offline).

   Stage 3 (updating the Online Application Form with payment details) must also be done for the Online Registration Process to be complete.

   N.B. If you do not get a SMS and email stating that your Online Registration Process is complete, it means that you have NOT done one or more of the above 3 Stages.

3. Unnecessarily filling up the Online Application Form (Stage 1) more than once.

   This could be either

   (i) due to carelessness in filling the Online Application Form, resulting in mistakes.
       [Before clicking on the ‘Submit’ button at the end of Stage 1, candidates are advised to re-check whether they have entered all the particulars correctly]
       or

   (ii) due to a mistaken impression that Stages 1 and 2 have to be done in only one go.
       [Candidates can either do Stages 1 and 2 in one go – which is the preferred method - or they can do Stage 1 alone first and do Stage 2 later.]
If they are doing Stage 2 separately, they must remember that their Stage 1 has been duly saved and it is not necessary to repeat Stage 1 again before making payment.

They can directly proceed to Stage 2 by clicking on the link provided in B.2 under B. Online Registration Process in the Common Entrance Test 2014 web page on IMU’s website.

4. Not noting down the system-generated Application Number (at the end of Stage 1) and the system-generated Payment reference number/Journal number starting with DU (at the end of Stage 2) in SB Collect.

5. Unnecessarily sending a printed copy of the Application Form to IMU.

This must be avoided as the entire CET 2014 process from ‘Application’ to ‘Publication of Results’ will be done online from this year onwards.

6. Not filling the Online Application Form because the Plus 2 or UG exam results have not been published.

Candidates are eligible to apply even if their Plus 2 or UG exam results have not been published. They can revisit the Online Application Form and update the results anytime before 30-06-2014.

REGISTRAR, IMU