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