

## ***INSTRUCIONS FOR FILLING-UP OF APPLICATION FORM***

Here are some specific instructions that will help you in filling-up the APPLICATION FORM for admission. The instructions are aimed at getting the correct and accurate information so that you do not face the hazard of rejection of your candidature when the information in the form is processed by the computer.

You need to fill two copies of the forms and each copy has a specific use in the University Office. Therefore, please fill up identical information on both the copies. Submit or Mail the filled-in forms along with one set of attested copies of certificates to the Coordinator of the PI to which you are willing to attach, so as to reach him before the last date for the receipt of application. Incomplete application(s) received after the last date will be considered for next admission cycle.

The instructions for filling-up of application form as follows:

<b>ITEM NO.</b>	<b>INSTRUCTIONS</b>
Photograph	Please note that you need to paste 3cmX4cm color photograph at the designated place. No other sizes will be acceptable. You need to provide another copy of photograph for your identity card.
ITEM 1	Please fill-in the Programme code for which you are applying. Do refer the Appendix 1 for codes.
ITEM 2	Please fill-in the complete name of the Programme,e.g,BACHELOR OF TECHNOLOGY,CIVIL(CONSTRUCTION MANAGEMENT)
ITEM 3	Please write PI Code after referring to the concerned PI.
ITEM 4	Please write name of the PI.
ITEM 5&6	If you are already registered in IGNOU, please write your Enrolment No. &Programme Code.
ITEM 7	Write your name (as you desire to be encrypted on Degree and if there is variation from the School Leaving Certificate Name,please give documentary proof of changed name) in CAPITAL letters only.
ITEM 8	Write your Father/Mother/Husband/Guardian's name in CAPITAL letters only.
ITEM 9	Please write your complete postal address in CAPITAL letters only with Postal Code.
ITEM 10	Please write your contact phone number(s) and email address, if any.
ITEM 11	Please write your Date of Birth as per School/College Certificate; also provide an attested copy of the certificate.
ITEM 12,13	Please write your Nationality and the Country of your residence.
ITEM14 TO 18	Please provide the relevant details as required by the item.
ITEM 19	Write your educational qualifications in the relevant columns (if any )
ITEM 20	Please provide details of your employer, if any
ITEM 21	Please write course option, if applicable. You may refer the Prospectus and the relevant programme structure.
ITEM 22	Please fill in the details of fee remittance to the Partner institute.

The University is not responsible for the postal delays. As such the candidates are advised to mail their forms well in time and without waiting for the last date to their respective PIs.

Attention is drawn to the sections regarding eligibility to the programme. Kindly submit relevant documents to establish your eligibility, i.e. attested copy of educational certificates.

### Check List:

Please check before sending the form to the Coordinator whether you have:

- 1) Affixed your Photograph and signed over it.
- 2) Attached the filled-in Student Identity Card with a identical photograph pasted in the place.
- 3) Enclosed the duly attested copies of the certificates in support of your educational qualification(s).
- 4) Attach Birth Certificate or documentary proof of Birth.
- 5) Attach experience certificate, if applicable.

Enrolment no.   
(For office use) **Form No.**



**INDIRA GANDHI NATIONAL OPEN UNIVERSITY**

MAIDAN GARHI, NEW DELHI-110068, INDIA

**APPLICATION FORM**

**(For International Students only)**

Affix your self-attested latest passport size color photograph (3cmx4cm)

**For all Programmes**

**To be filled in by the candidate in duplicate. Complete form with copies of certificates should be submitted to the Partner Institute of IGNOU on or before the due date.**

1. Programme Code

2. Name of the Programme applied for:

3. PI Code

4. Name of PI

5. EnrolmentNo., if already registered in IGNOU

6. Programme Code, if already registered in IGNOU

7. Name Mr. /Ms/Mrs. (as you desire to be encrypted on Degree. If there is a change from the School Leaving Certificate, enclose documentary evidence)

8. Father/Mother/Guardian/Husband's Name



20. Name and address of present employer (Strike out if not applicable)

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21. Course options: The applicants of MCA/BCA/PGDDM/CTE/DTS/PGDRD/CAFÉ/DCE/BPP/Management/BED/BA/B.COM./ B.SC. /AND PGCMMR needs to fill the electives. Please consider the International student hand book for elective courses and their details (**please note that you need not fill-in compulsory courses**)

MCA	CS-60		CIC		Please tick the applicable code
BCA	MTE-03		CIC		Please tick the applicable code
CTE/DTS/PGDRD/ PGDMM/ PGDMRR					Please write the elective course codes.
CAFÉ					Please write the elective course codes.
DCE					Please write the elective course codes.
BPP					Please write the elective course codes.
MP					Please write the elective course codes.
B.ED.					Please write the elective course codes.
BA					Select 16 credit Electives from Group 1 or 2 only
B.COM.					Select 8 credit Electives from Group 1 or 2 or 8 credits of CIC-02 and CIC-05 only.
B.SC					Please write the elective course codes.

22. Details of Fee Remittances:

Mode of Payment:

Cash/Cheque/Money Transfer/Draft

(Strike out which is not applicable)

Date of Payment:

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Amount (In USD)

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Receipt/DD/Cheque No.

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Name of Place of the Bank

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**Declaration by the Applicant**

I hereby declare that I have read and understood the conditions of eligibility for the Programme for which I seek admission. I fulfill the minimum eligibility criteria and I have provided necessary information in this regard. In the event of any information being found incorrect or misleading, my candidature shall be liable to cancellation by the University at any time and I shall not be entitle to refund of any fee paid by me to the University.

(Signature of the Applicant)

Date: \_\_\_\_\_

(For use by Partner Institute(PI)) Recommendation of the Coordinator	
Eligible for admission	<input type="checkbox"/>
Not eligible for admission	<input type="checkbox"/>
Signature of the Coordinator	

(For use by University Office)	
Eligible	<input type="checkbox"/>
Not Eligible	<input type="checkbox"/>
Signature of Director(International Division)	







11.4 Date of Issue of the Demand Draft

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11.5 Place of issuance of Demand Draft

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Date: \_\_\_\_\_

Signature of the student

Place:

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**NO OBJECTION CERTIFICATE**  
(For students seeking transfer from a PI)

The PI, \_\_\_\_\_, Code: \_\_\_\_\_, Country \_\_\_\_\_ has no objection in transferring Mr./Ms. \_\_\_\_\_, bearing Enrol no

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of Programme \_\_\_\_\_ from our PI to \_\_\_\_\_. He/she has cleared all the dues and the information provided above is correct as per our records.

Dated: \_\_\_\_\_

Signature and seal of PI

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(For Office purposes)

Received the application on \_\_\_\_\_, with requisite fee of USD \_\_\_\_\_/INR \_\_\_\_\_ vide No. \_\_\_\_\_, Dated \_\_\_\_\_, and found that the transfer case is valid/invalid.

The amount as remitted to F& AD on \_\_\_\_\_/The amount is returned to concerned student vide Courier on \_\_\_\_\_.

AR (ID)

Data entry made on \_\_\_\_\_.

Signature of DEO

- |   |  |
|---|--|
| <ol style="list-style-type: none"> <li>1) The relevant data pertaining to student sought Transfer from concerned Regional Centre on dated _____.</li> <li>2) The concerned data is received from RC on _____.</li> <li>3) The concerned data is sent to PI on _____.</li> <li>4) The concerned data is dispatched to Regional Centre on _____.</li> <li>5) The intimation to PI, Student and SRED is forwarded on _____.</li> </ol> | <p>Signature of concerned officer</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> |
|---|--|





**INDIRA GANDHI NATIONAL OPEN UNIVERSITY**

**STUDENT EVALUATION DIVISION**

**APPLICATION FORM FOR ISSUE OF OFFICIAL TRANSCRIPT**

1. Name: \_\_\_\_\_
2. Programme: \_\_\_\_\_ Enrolment No.: \_\_\_\_\_
3. Address:.....  
.....  
..... Pin \_\_\_\_\_
4. Purpose for which:.....  
Transcript is required.....
5. Fee details:-  
Fee for official transcript:-  
US\$50 per transcript, if required to be sent to the institute outside India by the University.(The requisite fee is required to be paid through demand draft drawn in favour of IGNOU & payable at New Delhi)  
No. of transcript(s):.....X US\$50/- =Total USD \$ .....
6. Whether the transcripts to be mailed by the University: Yes/No(Please tick)
7. Name&Address of the University/Institute/Employer(In Capital Letters)to whom transcript is required to be sent(attached a separate list, if required)  
.....  
.....  
.....  
Date:.....

(Signature of the student)

The filled in form with the requisite fee is to be sent to:-

The Director,  
International Division,  
IGNOU,  
Maidan Garhi,  
New Delhi-110068

***Note: The students are required to enclose same number of legible photocopies of both sides of the statement of marks/grade card issued to them, as the number of transcripts required.***



\*The Total Marks may be converted into Overall Letter Grade as per following table:-

<b>Percentage</b>	<b>Equivalent Grade</b>
<b>80% and above</b>	<b>A</b>
<b>60%-79.9%</b>	<b>B</b>
<b>50%-59.9%</b>	<b>C</b>
<b>40%-49.9%</b>	<b>D</b>
<b>Below 40%</b>	<b>E</b>

*Note: The copies of this award list are to be prepared. First copy may be sent to the International Division and Second copy must be preserved at the PI.*





**INDIRA GANDHI NATIONAL OPEN UNIVERSITY**  
(To be submitted to the Director International Division)

**APPLICATION FORM FOR ISSUE OF MIGRATION CERTIFICATE**

(To be filled by the Applicant. Before filling the form see instruction on reverse)

1. Name \_\_\_\_\_
2. Father's Name \_\_\_\_\_
3. Address \_\_\_\_\_
4. Particulars of last examination \_\_\_\_\_

Examination Passed Programme	Year of Passing	Enrolment No.	Marks Obtained	Grades Obtained

5. Name of the PI to which the candidate attached  
\_\_\_\_\_
6. Name of the University to which the candidate wants to migrate  
\_\_\_\_\_

Draft Details

Amount US \$ \_\_\_\_\_ D.D. No. \_\_\_\_\_ Date \_\_\_\_\_

Bank Name \_\_\_\_\_ Place of Issue \_\_\_\_\_

1. I hereby declare that the information provided is correct to the best of my knowledge and I have paid the entire fee due to the University.
2. I have not taken any migration certificate from the University before this.
3. I further certify that I have not enrolled with any other University /Institution after passing out from IGNOU up to this date.
4. In the event of any of the above information being found incorrect, the Certificate shall be liable for cancellation by the University.

Signature of the Applicant

(To be filled by the International Division/SRE Division)

1. The information furnished by Shri/Smt./Km. \_\_\_\_\_ is correct as per Grade Card.
2. She/he may be issued the Migration Certificate applied for \_\_\_\_\_

Date \_\_\_\_\_ Dealing Assistant \_\_\_\_\_ Section Officer \_\_\_\_\_





Mail this Credit Transfer form along with  
**Demand Draft** to:  
The Director, International Division  
IGNOU, Block 15, Maidan Garhi  
New Delhi-110068

Signature of the Student \_\_\_\_\_

Date \_\_\_\_\_

Project Proposal No. \_\_\_\_\_  
(To be assigned by the school)



MBA

School of Management Studies  
INDIRA GANDHI NATIONAL OPEN UNIVERSITY  
Maidan Garhi, New Delhi-110068

**PROFORMA FOR APPROVAL OF PROJECT PROPOSAL(MS-100)**

Enrolment No. \_\_\_\_\_ Student centre \_\_\_\_\_

PI \_\_\_\_\_

Name and Address of the Student: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Title of the Project: \_\_\_\_\_  
\_\_\_\_\_

Subject Area: HRM&OB/Accounting&Finance/Operations Mgt. &  
Information System/Marketing /Corporate Mgt./Any  
Other Specify)

Name and Address of the Supervisor: \_\_\_\_\_  
\_\_\_\_\_

Is the Supervisor and Academic Counselor: Yes \_\_\_\_\_ No \_\_\_\_\_  
Of Management Programme of IGNOU

If Yes Name and Code of Study: \_\_\_\_\_  
Centre and the course he/she is \_\_\_\_\_  
Counseling for and since when \_\_\_\_\_

No. of the Students currently working: \_\_\_\_\_  
Under the supervisor for MS-100

Signature of Student: \_\_\_\_\_ Signature of Supervisor: \_\_\_\_\_  
Date: \_\_\_\_\_ Date: \_\_\_\_\_

Please do not forget to enclose the synopsis of the project and the Bio-data of the Supervisor. In case the complete and signed Bio-Data of the Supervisor (Even if the proposed supervisor is an academic counselor of IGNOU's Management Programme) is not enclosed, the proposal will not be entertained.

SYNOPSIS	SUPERVISOR
APPROVED	APPROVED
NOT APPROVED	NOT APPROVED

For Office use only

(SIGNATURE OF MANAGEMENT FACULTY)

Comments/Suggestions for reformulation of the Project Date:.....

(Please use the photocopy of this proforma)



**Acknowledgment for the receiving of Degree from IGNOU**

Received degree no. \_\_\_\_\_ of \_\_\_\_\_ programme for \_\_\_\_\_ (name).

Enrolment No. \_\_\_\_\_ for \_\_\_\_\_ (examination) on \_\_\_\_\_ (date) from PI code \_\_\_\_\_.

Name of Partner Institute \_\_\_\_\_.

Signature of the student  
(As signed on application form)

Date:

Place:

Issued by PI \_\_\_\_\_

Signature of Coordinator  
Seal

## **EXPERIENCE CERTIFICATE**

**(BTCM/BTWRE/PGJMC/B.SC. (N)/CIG/CTE/PDDHE/PGDHHM/CCEANM/DNA)**

This is to certify that Mr. /Ms. /Mrs. \_\_\_\_\_ is employed with this school/Institution/Organisation/Office/Hospital as \_\_\_\_\_ since \_\_\_\_\_.

Place: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

(In block letters)

Designation: \_\_\_\_\_

Name of the School/Institution \_\_\_\_\_

Organisation/Office/Hospital \_\_\_\_\_

(Seal/Stamp) \_\_\_\_\_

(Self employed professional may certify on their own behalf,

But they should attach copies of their Registration Certificates.)

## **CATEGORY CERTIFICATE**

**(SC/ST Candidates)**

This is to certify that Mr./Ms./Mrs. \_\_\_\_\_ son/daughter/wife of Shri \_\_\_\_\_ of Village \_\_\_\_\_ Town \_\_\_\_\_ District \_\_\_\_\_ State/U.T. \_\_\_\_\_ belongs to \_\_\_\_\_ caste which is recognized as Scheduled Caste/Scheduled Tribe under the Constitution (Scheduled Caste Part C State) Order 1951 read with the SC/ST list (Modification Order, 1956)

Mr./Ms./Mrs. \_\_\_\_\_ and his/her family reside in Village/Town \_\_\_\_\_ District \_\_\_\_\_ State/U.T. \_\_\_\_\_.

(Signature of Tehsildar/Commissioner/District Magistrate)

Place: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Seal/Stamp

*Certificate of Originality*

*This is to certify that “*-----

-----” *the project titled is an original work of the student and is being submitted in partial fulfillment for the award of the Master’s Degree in Business Administration of Indira Gandhi National Open University. This report has not been submitted earlier either to this University or to any other University/Institution for the fulfillment of the requirement of a course of study.*

Signature of Supervisor

Signature of Student

Place

Place

Date

Date

### **INSTRUCTIONS**

1. This card should be produced on demand at the Partner Institute and Examination Centre or any other Establishment of IGNOU to use its facilities.
2. The facilities would be available only relating to the course or courses for which the student is actually registered.
3. Duplicate Identity card will be issued by the Partner Institution, on payment of US \$20 by way of Demand Draft only in favour of IGNOU payable at New Delhi.
4. Loss of Identity Card is to be reported immediately to the Partner Institution.
5. Identity Card is to be submitted to the issuing authority after completion of the said programme.

### **INTERNATIONAL DIVISION**

**INDIRA GANDHI NATIONAL OPEN  
UNIVERSITY**



**NEW DELHI,INDIA**

**STUDENT CARD**

**(FOR USE OF IGNOU FACILITIES ONLY)**

(To be filled by the Candidate)

PI Code.....

Enrolment No.....

Name of the Programme .....

Name.....

Father's/Husband's/Mother's Name .....

.....

Address (in Capital Letters) .....

.....

.....

.....

Phone No.....

Passport No.....

Date of Expiry.....

Full Signature of the Candidate.....

**PASTE**

45mmx35mm

Latest photograph with  
front face and light  
background to be pasted  
which will be attested by  
University Officers

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ATTESTED BY  
DIRECTOR \_\_\_\_\_  
INTERNATIONAL DIVISION  
IGNOU