



# MADRAS SCHOOL OF ECONOMICS

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## **INSTRUCTIONS TO FILL UP THE APPLICATION FORM**

Please read the following instructions carefully before you start filling up the form.

1. **Apply** - Candidates can apply through online form or download the offline application form from [www.mse.ac.in/pgdm](http://www.mse.ac.in/pgdm),
2. **Offline Application form**: Candidates can download the offline application form from mse website and filled scanned copy with transcripts and fee receipts (scanned copy of transcripts of undergraduate degree, 10th, 12th class mark sheets) and standardized test scores along with a copy of the latest resume should be emailed to [pgdmission@mse.ac.in](mailto:pgdmission@mse.ac.in)
3. **Online Application form**–If candidate applying through online form, before have to pay application fee Rs.1500 through payment link and proceed for filling the applicationform.
  - a. Submit the application form once you have filled in all the sections.
  - b. The final application form will be displayed as a PDF with a unique application ID on top.
  - c. Download, print and sign the application form.
  - d. Email the application form along with ALL supporting documents with payment transaction copy to [pgdmission@mse.ac.in](mailto:pgdmission@mse.ac.in)
4. **Payment** –

Amount – Rs. 1500 per application

NEFT details –

Beneficiary Name: MADRAS SCHOOL OF ECONOMICS

Bank Name & Branch: Indian Overseas Bank, Gandhi Nagar, Chennai.

Bank Account Number: 163501000002345

IFSC Code: IOBA0001635

MICR Code: 600020120

## **5. Please fill the information**

Personal info

Contact details

Education Details

Qualifying Exam Details( if you are not taken any qualified exam, upload the scanned copy of undertaking form)

Transaction ID - Enter the payment transaction ID in this field

## **6. Document Details**

- a. Please upload all supporting documents in academic section.
- b. Documents can be in pdf formats.
- c. Please note, each file should be **less than 200KB each in size.**

## **7. Photo**

- a. Upload a clear profile picture against a blank background under the upload photo tab– size limit 40KB

Files can be in jpg/ gif formats

**Email the application form along with ALL supporting documents with application fee transaction copy to [pgdmission@mse.ac.in](mailto:pgdmission@mse.ac.in)**

**Please note that the application process is NOT complete without sending the confirmation email for verification.**

## **DOCUMENTS TO BE KEPT READY FOR APPLICATION**

1. All mark sheets 200KB max each.
2. Mark sheet of qualifying examinations (CAT, MAT, etc.), 200KB max.
3. Resume, ( send through email)
4. Profile picture, 40KB max.
5. Copy of application fee payment transaction receipt
6. Any other relevant input into your application.