IIM Calcutta

MBAEx Application Form 2025-2026
Instructions & Guidelines for Applicants – Round 1

Table of Contents

General Guidelines

The admission process to the MBAEx programme of IIM Calcutta will be a three-round process with the following dates:

Application Stages	Dates - First Round	Dates - Second Round	Dates - Third Round
Dates for filling in the applications	July 8, 2024 - August 20, 2024	August 21, 2024 - October 15, 2024	October 16, 2024 - November 26, 2024
Submission of duly completed application form	August 20, 2024	October 15, 2024	November 26, 2024
Interview of short-listed candidates	August 31 - September 1, 2024: Mumbai September 7-8, 2024: Bangalore/ Kolkata/ New Delhi/ Zoom	November 9-10, 2024: Bangalore/ Kolkata/ Mumbai /Zoom November 16-17: New Delhi	December 14-15, 2024: Bangalore / Kolkata/ Mumbai/ New Delhi/ Zoom

Please note that a candidate can apply only once in one academic year.

Your application will be reviewed by Admissions Committee along with all the required documents submitted in the online application. As it often takes considerable time to gather references and transcripts, we strongly encourage you to apply as early as possible.

Online application form is available at: https://www.iimcal.ac.in/pgpex-application-form-register

Complete admission schedule is available at:
https://www.iimcal.ac.in/programs/pgpex/admissions/admissionschedule

Kindly go through the FAQ section also before filling the form:
https://www.iimcal.ac.in/programs/pgpex/mba-forexecutives-programme-faqs

For any further clarification, you may contact MBAEx Office at the following email addresses: **pgpex@iimcal.ac.in/pgpexadm@iimcal.ac.in**

Application Deadline Round 1
20th August, 2024

Step 1
Section 1 – Personal Information

- Name – Please mention your full name separated by spaces. E.g. Rajesh Kumar.
- Upload Photo – Upload latest passport-size photo in the link provided. Size of the photograph shall not exceed 500 KB.

Step 1
Section 2 – Contact Information
Permanent Address - Residential

- Please provide your permanent address of residence. All fields are mandatory except Fax.

Present Business Address

- Please provide the address of your current office (or the last office address if you have resigned). If you are working overseas, please provide your overseas office address.

Preferred Communication Address

- This address is for correspondence purposes. This could be the same as "Permanent Address" or "Present Business Address". If it is different, please fill in the details in the appropriate boxes.

Step 2
Section 3 – Preferences

- This is your accommodation preference. You need to select whether single or family accommodation is required by you. Please note that the institute's decision with regard to allotment of hostels is final.

Step 3
Section 5 – Test Scores

- GMAT usually gives you an option of sending your scores automatically up to 5 colleges. If you have not already sent your scores to IIMC at the time of appearing for GMAT or before filling this form, you will need to do so now. GMAT programme code for MBAEx is **9CP-HT-99**. **The score must be sent to IIM Calcutta through Pearson VUE within the application deadline (20th August, 2024).**
- However, unofficial GMAT score may be submitted along with the application form (within the last date of application) in case the official GMAT score is not received within the deadline.
- Please fill your GMAT score details in the given boxes and upload your scorecard (pdf) in the link provided.

Step 4
Section 6 - Academic Qualifications

- Please fill your academic qualification details in chronological order starting with your highest qualification. For example, if your highest qualification is B. Tech (Mechanical Engineering), fill the qualification details in the following order:

  1. B. Tech (Mechanical Engineering)
  2. 12th Board examination
  3. 10th Board examination

- Please mention the institute name and the exam degree as provided in the examination pass certificates. Also, mention the stream/ specialization alongside your degree. For example, M. Tech (Civil), B. Tech (Arch) etc.
- In the percentage/ CGPA space, you can fill percentage or CGPA obtained for the corresponding examination. There is no need to convert CGPA to percentage.
- Scanned copy of transcript for each examination has to be uploaded.
- Please note that two-years degree programme is not accepted. The duration of the degree program should be of three years or more. This is applicable only for Bachelor's degree programmes. Master's degree programme of two-year duration will be accepted.

Step 5
Section 7 - Work Experience

- Please provide the total work experience in months as on 31-Mar 2025. For example, if your work experience is 7.2 years, enter 86 in "Aggregate full time work-experience" space.
- Mention your managerial and international experience in the same format described above.
- Please note that at the time of submission and interview you have to furnish work experience certificates in support of your total work experience mentioned in the application form. Self-employed candidates (entrepreneurs) should provide the registration details of their organization along with 3 years IT Returns.
- Under current job description section, please provide the exact nature of your work and major responsibilities *only* for your current job.
- The total work experience at the bottom is calculated automatically. Please ensure that the total work experience you have entered in **Step 5** matched the auto-calculated work experience.

Step 6
Section 8 - Career Summary

- List your experiences in chronological order with your latest position as first.
- Complete Address Including Contact Number – This address should be your current work location address.
- Starting Date and Ending date should match with dates on your joining/appointment letter and relieving/service letter.
- Last Drawn Salary – Mention amount along with currency code. E.g. 80,000 INR.

- Uploading Supporting Document – Create a single PDF file for each organization not exceeding size limit of 5 MB. Your file should contain all relevant documents (self-attested) including:
    a) Appointment/joining letter (applicable for all organizations served)
    b) Release/service letter (applicable for previous organizations)
    c) Latest salary slip (applicable for current organization)
    d) Any other relevant document.
- Click "Add More" & "Remove" buttons to add/delete additional organizations.

Step 7
Section 9 - Activities and Interests
- List your activities and interests in order of importance – most important being the first. Highlight your achievements and level of involvement.

- List at least one activity.

Section 10 - Statement of Purpose
- You may use this essay to highlight who you are, your career path so far, your professional interests and your future goals.
- Statement of purpose should be between **300 to 500** words.

Step 8
Section 11- Optional Essay
- You may use this optional essay to highlight anything else in support of your application. This can also be used to address anything unusual in your profile like poor academic performance in a specific semester/class or any gap in your work experience.
- This optional essay should be **within 300 words**.

Step 9
Section 12 - References
- In this section, mention the name and complete address of **two** individuals who will provide the recommendation. Each should be well acquainted with your intellectual abilities, academic performance, and personal character. Letters of recommendation should be by someone from the industry who is familiar with your professional achievements.
- The email address can be the official or in case of compliance issues, the personal email of the recommender.
- Your recommendations shall be completed by your referees before **20th August, 2024.** Please note that once you press the "save & continue" button, you will not be allowed to change the recommender information any further and the recommendation form will be forwarded to the given email address. So please check very carefully before saving the recommender information.
- If the applicant wants to change the recommender due to some unavoidable circumstances, then kindly contact the admin at the email IDs: **pgpex@iimcal.ac.in / pgpexadm@iimcal.ac.in**. The details may be updated based on the merit of the situation.
- Please save a copy of the filled in application form for future references. The application form cannot be retrieved once the link gets deactivated after the submission deadline.