



Kathmandu University
School of Science and School of Engineering
Undergraduate Admission 2020/2021
Admission and KUCAT-CBT Committee 2020

Procedure of Application and Admission 2020

October 2020

KATHMANDU UNIVERSITY
School of Science and School of Engineering

Undergraduate Programs
Call for Application for Admission

Procedure of Application and Admission 2020

Kathmandu University calls for application for admission in Undergraduate Programs in School of Science and School of Engineering for the academic year **2020/2021**.

This document introduces the applicant about the details of application procedure for the KUCAT-CBT 2020 and the admission thereafter.

1. Before Applying

- 1.1 Application for the admission and KUCAT-CBT 2020 is to be done through the online portal. Online form will be available only from 15 October 2020, 10:00 AM to 03 November 2020, 12:00 midnight.
- 1.2 Before, starting to fill the application form, obtain information about the intended program and subject area and decide on the program and subject area for application and accordingly make decision on KUCAT-CBT test group. (For information on offered programs, intake capacity, eligibility criteria and test groups, read '**Admission Call 2020**').
- 1.3 Be sure and clear about the admission requirements, required qualifications, criteria and procedures for the program you plan to apply for.
- 1.4 Fee structure and financial requirements for each program are also available in the admission document '**Admission Call 2020**'.
- 1.5 To know more about the programs and subject area, refer KU website at <https://ku.edu.np> or visit KU Main Campus at Dhulikhel and contact respective departments.
- 1.6 **Note the deadlines** for online application and other activities.

2. Filling ONLINE Application Form

- 2.1 Fill the online application form available at <http://apply.ku.edu.np/cbt>. A valid email **ID** is required for online application.
- 2.2 Candidates first need to register with the name, email and password.
- 2.2 Confirmation link and confirmation code will be sent to the applicant by email. Be sure to click on the confirmation link and enter the confirmation code for online application.
- 2.3 Use the login credentials provided to log into the online application system. Follow the following step for online application:
 - a. Fill up the personal and academic information.

- b. Select KUCAT-CBT test group. Only one out of PCM and PCB shall be chosen.
 - c. Select the program and subject area of choice. ONLY ONE subject area shall be chosen.
 - d. Fill any other sections required.
 - e. Upload your recent passport size photograph. Requirements for a valid photograph are explained in appendix A1.
 - f. Submit details of your personal identification document and upload the scanned copy of the document. Personal identification document must have candidate's photo. You must be able to produce the original of the same identification document during entrance test and admission, if admission is offered. Only following are considered as valid identification document:
 - Citizenship Certificate
 - Passport
 - Admit card of final examination of 11 or 12 (or equivalent).
 - Driving license
 - g. Upload required documents. Requirements for the document format are explained in appendix A2.
 - h. Information filled in earlier sections be saved and edited later. However, once the candidate uploads the documents, the payment evidence and submits the form, he/she will not be able to make any changes. Forms will be submitted once information is filled and **declaration is checked**.
 - i. In case of confusion or inability to complete online form, e-mail your queries to admission@ku.edu.np . Note that it may take several hours and even days to get reply due to huge amount of queries we receive.
 - j. Be sure to submit the completed online application form before the deadline.
- 2.4 Pay the required application processing fee (**non-refundable**) of **NRs.1,500/-** (Nepalese Rupees,. One Thousand and Five Hundreds Only) within the specified time. Application processing fee can be paid through following means:
- a. **At the bank:**
 - Bank Name: Nepal Investment Bank Limited (NIBL)
 - Account Name: Kathmandu University
 - Account Number: 00501030250009
 - b. **Khalti Digital Wallet**
 - c. **eSewa**
- Details about each payment method are explained in appendix A3.
- 2.5 Submit the evidence of the payment in the application portal.
- 2.6 Download and print your admit card after it becomes available in your account. For this, you should login again to the application portal with your login credentials. Admit cards must be printed in **COLOR**. Candidates must present the color printed admit card along with the original personal identification document while appearing in the entrance exams (CBT).

3. After Application

- 3.1 Wait for your test schedule to be available. Test schedule will be made available through the notice published in University website and the application portal
- 3.2 Appear in the entrance test (KUCAT CBT 2020) in your scheduled date and time. Note that you must appear at the test in your scheduled date and time. There will be no rescheduling of the test date or time.

4. Entrance Test

- 4.1 KUCAT-CBT 2020 is conducted only in KU Main Campus Dhulikhel. It is NOT AVAILABLE ONLINE on the internet. Also, note the following for appearing in the test:
 - a. Be sure to arrive well ahead of time at KU Main Campus Dhulikhel.
 - b. Follow the published instruction and obtain information about your examination room.
 - c. Arrive at least 15 minutes before the commencement of the examination at the examination room.
 - d. **Do not forget** to bring your admit card and **original** personal identification (the one that was uploaded during application).
 - e. **Any sort of calculators will not be allowed.** If necessary, the candidate will have to use calculator available on the desktop of the computer.
 - f. Mobile phone, wireless devices, or any other portable electronic devices are **strictly prohibited**.
 - g. Note any other rules mentioned in the KUCAT-CBT admission card and comply with the rules.
 - h. Failing to comply with the examination rules and attempt of use of any unfair means in the examination will result in disqualification from the admission process.
- 4.2 Note the score of KUCAT-CBT after the completion of the test and verify the score.
- 4.3 Wait for the result of KUCAT-CBT 2020 and subsequent admission notices to be published in KU website <http://www.ku.edu.np> for further process regarding admission.
- 4.4 For more detailed information on KUCAT-CBT 2020, read the document '**Information on KUCAT-CBT 2020**'

5. Admission Offer and Admission

- 5.1 Admission offer list will be published on merit basis.
- 5.2 Admission will be offered to other students on merit basis through second and third merit lists if the seat remains unfilled from the first merit list.
- 5.3 If seats remain unfilled even after the subsequent merit lists, admission committee may decide to fill the seats through EOI (expression of interest).
- 5.4 Other details of admission process and schedules will be as decided by the committee.

6. Schedule and Some Important Deadlines

6.1 Some important schedules and deadlines are listed below:

Activity	Period / Deadline	Remarks
Publication of the application Notice	10 October 2020	National Newspapers / KU Website
Registration and Submission of Application Form	15 October 2020 - 03 November 2020	Online through application portal
Last Date of Submission of Application Processing Fee	05 November 2020	e-sewa / khalti /bank
Admit Card Available	01 November 2020 – 08 November 2020	Online Portal / Roll On Basis
KUCAT-CBT Tests	22 November 2020 – 01 December 2020	KU Main Campus
Publication of CBT score	04 December 2020	KU Website
Changing of applied program	04 December 2020 – 06 December 2020	Online through application portal
Publication of final merit list for admission purpose	09 December 2020	KU Website
Admission of student begins	10 December 2020 onwards	KU Website / Main Campus

- Schedule may be adjusted on requirements. There may be changes in activities, evaluation modes and dates. Any adjustment in schedule will be notified in KU website.

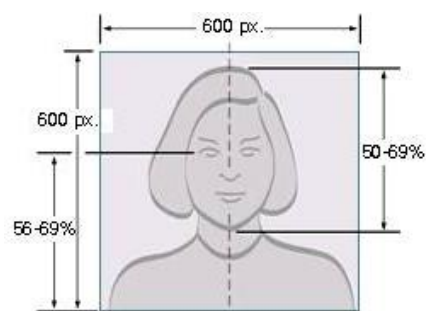
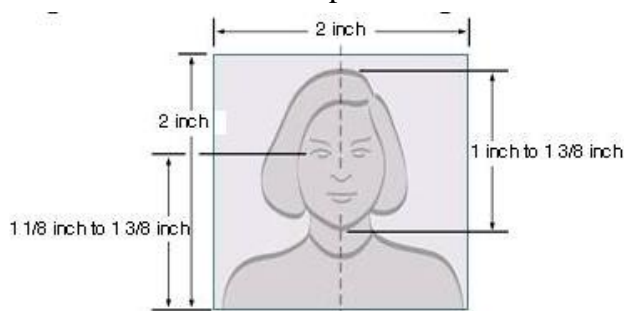
7. Provision for Foreign Nationals:

- Foreign nationals are eligible to apply and admission, provided they fulfill all minimum requirements.
- There is no reserved quota for foreign nationals.
- Please contact school administration for more information about admission for foreign nationals.

Appendix:

A1. Photo Requirements:

- Photo must be in color.
- Photo must be a recent photo of the candidate.
- Face must be clearly visible with plain background.
- At least 50-60 % of image must be covered with face.
- Size of the photo must not be larger than 500 KB.
- Please refer to the template below:



NOTE: The entrance and admission committee reserves the right to reject any candidate in case the photo submitted is very old and/or does not resemble to the candidate's present appearance.

A2. Format of Documents to be uploaded:

- The scanned document must be clear and readable.
- All portion of the document must be clearly visible.
- The size of each document must not be larger than 500 KB.
- Document must match with the details submitted during the filling of the admission form.
- The documents submitted with the application form must be produced in original during admission, if admission is offered.

NOTE: The entrance and admission committee reserves the right to reject any candidate in case the copy of document submitted and the original does not match. The candidate may also be rejected if a major discrepancy is identified between the details filled in the form and the documents submitted/original produced.

A3. Payment Methods:

Candidates can use following methods to pay the application processing fee.

A3.1 At Nepal Investment Bank

- **Visit any branch of Nepal Investment Bank and deposit Rs 1500 in the account of Kathmandu University.**

Bank Name: Nepal Investment Bank Limited (NIBL)

Account Name: Kathmandu University

Account Number: 00501030250009

- Applicant's name needs to be indicated in the voucher.
- Take a clear picture of the voucher and upload it in the application form.

A3.2 eSewa

- Open eSewa App and login (You can also use www.esewa.com.np)
- Click School Fee (icon)
- Select 'College Fee payment'
- Search '**KU Entrance Fee Payment**' in the search box
(You can also directly search '**KU Entrance Fee Payment**' in the search box of the eSewa platform)
- Pay the required amount and note the '**Transaction ID**'. (If you are using www.esewa.com.np, note the '**Reference code**').
- Upload your '**Transaction ID**' or '**Reference code**' in your application form.

A3.4 Khalti Digital Wallet

- Login to your Khalti account.
- Find '**KU Entrance Fee Payment**'.
- Pay required amount and note the '**Unique ID**'.
- Upload your '**Unique ID**' in your form.

A4. Important to know:

- **One candidate can have only one application and will be allowed to appear in KUCAT-CBT only once. If multiple applications are identified from the same applicant (using same or different identification document) or if the candidate appears in KUCAT-CBT exam more than once, his/her exams will be cancelled and he/she will be disqualified for the admission process.**
- **Application processing fee is non transferable/non refundable. Candidates are not entitled for a refund even in the case that students fail to appear in KUCAT CBT 2020 and or not offered the admission.**
- In order to get familiar with CBT procedure, take online practice test. Online practice test will be available at: <http://apply.ku.edu.np/opt>
OR
<http://cbtdemo.ku.edu.np>

Approved by School of Engineering and School of Science; 09 October 2020