



Kathmandu University  
School of Science and School of Engineering  
Undergraduate Admission 2019/2020  
Admission and KUCAT-CBT Committee 2019

**Overall Procedure of Application and Admission 2019**

**July 2019**

**KATHMANDU UNIVERSITY**  
School of Science and School of Engineering

**Undergraduate Programs**  
**Call for Application for Admission**

Kathmandu University calls for application for admission in Undergraduate Programs in School of Science and School of Engineering for the academic year **2019/2020**.

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

**Overall Procedure for Application for Admission and Appearing in KUCAT-CBT:**

1. Application for the admission and KUCAT-CBT is to be done through the online portal. Online Form will be available only from **10 July 2019, 10:00 AM to 21 July 2019, 12:00 midnight**.
2. Before, starting to fill the application form, obtain clear information about the intended program and subject area and then decide on the program and subject area for application and accordingly select KUCAT-CBT test group.
3. **Note the deadlines** for online application and other activities.
4. 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 department.
5. Fill the online application form available at <http://apply.ku.edu.np/cbt>. A valid email **ID** is required for online application. 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**. 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 as required.
  - e. In case of confusion or inability to complete online form, e-mail to [admission@ku.edu.np](mailto:admission@ku.edu.np) or call 011-415100 (and ask for CBT office) or visit KUCAT-CBT 2019 committee office at KU Main Campus, Dhulikhel.
  - f. Be sure to submit the completed online application form before the deadline.
6. Pay the required application processing fee (**non-refundable**) of **NRs.1,500/-** (NRs. One Thousand and Five Hundreds Only) within the specified time to the following KU account at any branch of the bank mentioned below. Please carefully note the date. Keep the voucher as payment record. The original bank voucher is needed to be submitted to the admission office during the collection of admission card.

Account Name: **Kathmandu University**

Bank Name: **Nepal Investment Bank Limited (NIBL)**

Account Number: **00501030250009**

7. Visit KUCAT-CBT office in KU Main Campus, Dhulikhel in person with **original** personal identification and **its copy**, 3 recent PP size photographs, and the bank deposit voucher. **Only the following are considered as a valid identification document:**
  - a. **Citizenship Card**
  - b. **Admit card of final examination of class 12**
  - c. **Driving licence**
  - d. **Passport**
8. Admission cards for the tests can be collected from the main campus, Dhulikhel from **16 July 2019 to 24 July 2019 (10:00 AM to 3:00 PM each day)**. (For avoiding near deadline rush, collect Admission Card at the earliest possible.)
9. Get the application verified, obtain date & time for KUCAT-CBT and collect the Admission Card for KUCAT-CBT.
10. Appear in KUCAT CBT on the date and time informed. Note that KUCAT-CBT 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 public 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 presented shown at the time of obtaining the Admit Card).
  - 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 that 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.
11. Note the score of KUCAT-CBT after the completion of the test and verify the score.
12. Verify your score in the final list of KUCAT-CBT score list published in the website.
13. If he/she wants to change the applied program, he/she will be able to do within the specified duration through the online application. Follow the detail schedule to find the specified date.
14. Wait for the result of KUCAT-CBT and subsequent admission notices to be published in KU Website <http://www.ku.edu.np> for further process regarding admission.
15. Students seeking admission in quota seats of BE in Geomatics Engineering need to submit authorized documents before admission. The date for submission will be notified later through a separate notice. Follow KU website for the subsequent notice. The details of document to be submitted can be obtained through inquiry to the Department of Geomatics Engineering.
16. Admission offer list will be published on merit basis.

17. 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.
18. If seats remain unfilled even after the subsequent merit lists, admission committee may decide to fill the seats through EOI (expression of interest).
19. Other details of admission process and schedules will be as decided by the admission committee of respective schools.
20. Some important schedules and deadlines are listed below:

Activity	Period / Deadline	Remarks
Publication of the application Notice	09 July 2019	National Newspapers / KU Website
Registration and Submission of Application Form	10 July 2019 - 21 July 2019	Online through application portal
Collection of admit card	16 July 2019 – 24 July 2019	KU Main Campus
KUCAT-CBT Tests	28 July 2019 – 08 August 2019	KU Main Campus
Publication of CBT score	11 August 2019	KU Website
Changing of applied program	11 August 2019 – 13 August 2019	Online through application portal
Publication of final merit list for admission purpose	15 August 2019	KU Website
Admission of students Begins	16 August 2019 onwards	KU Website / Main Campus

- **Schedule may be adjusted on requirements. Any adjustments in schedule will be notified in KU website.**

Note:

- **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.**

21. 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>.

*Approved by School of Engineering and School of Science; 08 July 2019*