APPLICATION GUIDELINES
(Please read the Application Guidelines carefully before filling up the Application form).

1. All the information must be typed in block letters. Fill up the form and print after completion. All mandatory fields must be filled.
2. Fill your names correctly as mentioned in your academic credentials.
3. Affix your recent MRP passport size photograph (35mm×45mm) in the box allocated. Press inside the box in the electronic copy of the application to upload the photo.
4. Nepalese applicants should fill up all the details of citizenship certificates besides the details of passport if you have any. International applicants can leave these fields blank.
5. International students should fill up all the details of passport within the validity period only.
6. Permanent Address means the address mentioned in the citizenship certificate or passport. Information provided in these fields should be in accordance with the respective testimonial.
7. Correspondence Address means the address where the applicant may be contacted. Please mention the correct address that can be easily accessible.
8. Mention the Post Office Box details in Postal Address.
9. Students are required to fulfill the information related to academic qualifications as per their testimonials. Degree equivalent to undergraduate degree should be filled in 4A.
10. If there is any extra degree, for e.g post graduate diploma, applicants should fill it in 4B. Any degree above High School other than that in 4A and equivalent to undergraduate or graduate degree should be considered as extra degree.
11. Experience is preferable but NOT mandatory for candidates. Information about the employer including current and the penultimate employer should be filled in 5A and 5B. Additional employment record if any can be presented with letter of experience.
12. In case of students currently in their final phase/semester of their undergraduate study need not mention experience. However, information on any training, internship or extra professional courses can be mentioned in CV.
13. Applicants can mention the title(s) of paper published or presented in seminars or conferences in (6).
14. An amount of non refundable NRs. 1000 must be deposited in bank with the following details.
   Kathmandu University
   Nepal Investment Bank
   Banepa Branch [Branch No. 005]
   Swift Code: NIBLNPKT
   A/C No 00501030250009.
15. The Receipt number, Bank and its branch where the money is deposited must be mentioned. In addition, the receipt must be sent along with other testimonials. Applications will be assumed complete only after the submission of complete set of required documents and receipt of application fee.
16. Applicants must clearly mention the category of applicant. All students, except those applying for ‘sponsored’ category, will be automatically considered for competition in fee waiver scheme. Those who want to apply only for scholarship should NOT tick the box for ‘paying’.
17. Applicants applying under the ‘sponsored’ category must include an official letter from the sponsor along with other documents.
18. Applicants with best merits as selected by the admission committee will be receiving the scholarship grant. The grant will be offered to the students with next higher merits in case the first selected candidates do not complete the admission process within the stipulated date.
19. In case of female candidates, the female candidate with highest merit other than those eligible for the scholarship will be offered admission under the reserved seat category for female.
20. Students with highest merit among the sponsored category will be offered admission.
21. For the seats under ‘sponsored’ category, applicants with highest merit among those who have opted ‘sponsored’ category will be offered admission.
22. In case of any deviation or distortion of information furnished by the applicant, the application or admission of the candidate is liable to cancellation at any stage of evaluation.
23. The application will not be considered complete without the signature of the declaring candidate in the hard copy. Full name in Block letters can be typed in the field for signature while sending electronic copy of the application.
24. Application should include all the testimonials as mentioned in the checklist (10) in order.
25. Recommendation letters must be sealed and signed by two academic referees on the envelope. As an alternative, academic referees can directly email the recommendation letters to meepe@ku.edu.np.
26. Both the electronic copies 10 (1) and hard copies 10(2) as mentioned in the application checklist must be delivered positively within the deadline. An acknowledgement will be emailed after receiving the documents in the department.
27. All the electronic copies of the documents in the checklist from 10(1) – 10(13) must be placed in order and emailed in a single file with pdf format to ‘meepe@ku.edu.np’.
28. Hard copies of 10(1) to 10(13) in the checklist must be delivered to the Departmental Office or posted to the following address. Mention ‘Application for MEEPE (2013-2015) ’ on the top of the Front Side of Envelope.

**MAILING ADDRESS**
PROGRAM COORDINATOR
MASTER OF ENGINEERING IN ELECTRICAL POWER ENGINEERING (MEEPE)
DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING
KATHMANDU UNIVERSITY
P.O.BOX 6250, DHULIKHEL, KAVRE
NEPAL

29. Further queries, if any, can be emailed to meepe@ku.edu.np.