Step A: Getting Ready

1. Go to http://apply.ku.edu.np/
2. Download and read "KUCAT-CBT information" guide carefully for information related to Kathmandu University Common Admission Test – Computer Based Test. Attention to key details such as Schedule/Deadlines, Eligibility Criteria, Test Method and Overall Procedure.

Step B: Account Registration

1. Click "**Fill Online Application**" or go to http://apply.ku.edu.np/cbt
2. Click "**Click Here to Register**" to register new account
3. Provide Details (This information is not changeable later so fill up with caution)
    a. Name
    b. Email (Candidate's own personal email address, do not use other's email)
    c. Password (**New password** for you account, not your existing email password)
    d. Nationality
    e. Photo ID (Choose one of the listed Photo ID Types and enter its ID Number, Original Photo ID will be required for application verification and Test day)
    f. Date of Birth
    g. Enter CAPTCHA exactly as shown in the picture
    h. Click "**Register**"
4. Check your email account for a confirmation mail from Kathmandu University (Wait for about a minute and check spam folder as well if nothing found in your inbox)
5. Note down your **confirmation code** and click on the **confirmation link**.
6. Re-enter your **email address** and received **confirmation code** to **activate** your account.
7. You will be logged into your application portal automatically

Step C: Logging into your Account

If you have just completed "**Step B**", you will be logged into your account automatically. But If you have accidentally logged out or have come back later you will need to login again.

1. Go to http://apply.ku.edu.np/cbt Login Page
2. Enter your **Email address** and **password** (not your email's password) to log into application portal.
3. If you have forgotten your password, click "**Forgot Password**" and provide your **email address** and the **confirmation code** received into your email during account registration (Step B).
4. A confirmation message will be shown on the page after a few seconds and a new password will be sent to your email address.
5. Use the new password and your email address to login into the application portal.

Step D: Fill Up Online Application Form

1. Click on "**Fill up Online Application Form**" in your dashboard after you login into application portal (**Step C**).
2. Navigate through **three sections** (Section 1: Personal Details, Section 2: Academic Details, Section 3: Exam and Program Selection) to enter your information.

    Section 1(1-10): Fill up your personal details here

    Section 2(11-14): Fill up your information about School/College

    a. General Information (Names, Addresses, Passed Year)
    b. **Examination Board Name** that you appeared (Choose any one from the list or enter your Board Name correctly if not listed)
    c. Marks/Grade/Percentage (Choose you board name exactly as selected above and fill up values for each subjects)
    d. The values for each subject should be entered exactly as indicated into your Transcript or equivalent document. Do not provide false information.
    e. In case you have already appeared in your final examinations and are awaiting result, leave the final year's subject fields & GPA empty and check on "**Provisional**" option to apply on provisional basis.

    Section 3(14-17): Exam Type and Program

    a. You are only allowed to apply for **provisional admission** if you have just appeared in final examinations and awaiting results. For other cases (results complete or earlier passed year) complete information must be provided.
    b. Choose your preferred entrance exam type, **PCM or PCB** (Refer to KUCAT-CBT Information Manual to know in detail about what exam types are eligible for which programs)

       KUCAT-PCM: With **Physics, Chemistry, Mathematics** (Biology & Computer not necessary) or with **Physics, Mathematics, Computer** (Biology & Chemistry not necessary)

       KUCAT-PCB: With **Physics, Chemistry, Biology** (Mathematics & Computer not necessary)

    c. Click "**Check Eligibility**" to check if you **meet the minimum qualification**. You **must check eligibility** to be able to choose program in next step.
    d. Choose your **preferred program** for admission. (Refer to KUCAT-CBT information Manual to know in detail about program changing procedures and dates)
    e. If you have been enrolled in KU with any program/course before click yes and indicate the name and your registration number.
3. Read the **Declaration** properly and confirm that you **agree** to the mentioned terms
4. Click "**Save Information**"

Step E: Submitting Application

You can save your form and submit the form anytime later but before the submission deadline. But You cannot change/edit your information once the application has been submitted.

To edit or submit your application, login into your application portal (Step C), Go-to "**Complete Online Application Form**", make required changes, check Eligibility, check preferred program choice then click "**Submit Application**"

Step F: Collecting Admit Card

1. Visit **Admit Card Distribution Office** during the indicated dates (**before the deadline, 10 AM to 3 PM**), **candidate in person**.
2. **Original Photo ID** (exactly the one used during account registration in **Step B**), its **copy** and **3** recent PP size **photographs** should be provided during **verification**.
3. **Bank deposit** voucher of indicated **application fee** (The deposit is **non-refundable** so do not pay application fee beforehand if you have query about your eligibility)