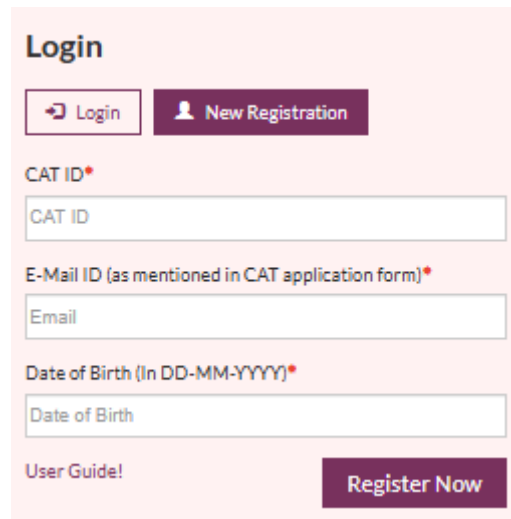


# **CAP 2026 Process: STAGE I & STAGE II**

## **USER GUIDE**

CAP application process starts with self-registration first by using the New Registration tab and then completing the application process.

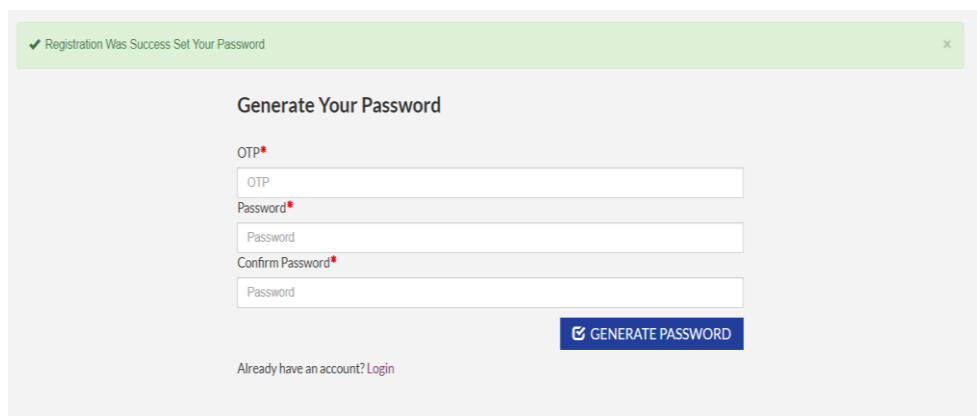
**STEP 1:** Open the link <http://cap2026.iimj.ac.in/>. Register yourself with your CAT ID, Email ID, and Date of Birth.



The image shows a web form titled "Login". It has two buttons at the top: "Login" (with a key icon) and "New Registration" (with a person icon). Below these are three input fields: "CAT ID\*" with a red asterisk, "E-Mail ID (as mentioned in CAT application form)\*" with a red asterisk, and "Date of Birth (In DD-MM-YYYY)\*" with a red asterisk. Each field has a placeholder text: "CAT ID", "Email", and "Date of Birth" respectively. At the bottom left is a link "User Guide!" and at the bottom right is a purple button labeled "Register Now".

After clicking on **Register Now** (you will see Generate Your Password Screen). You will receive OTP on your registered Mobile No. and Email address.

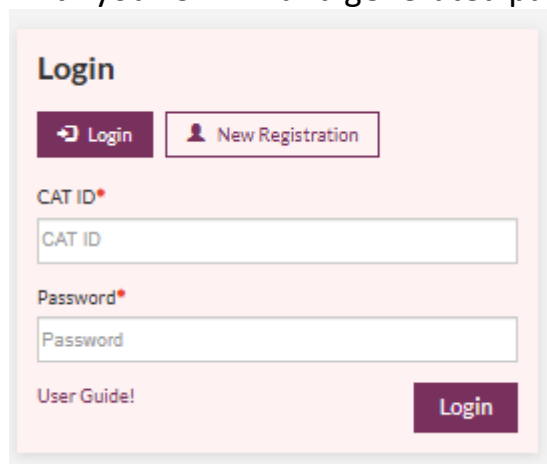
**STEP 2:** Now enter the received OTP and try to set a strong Password.



The image shows a web form titled "Generate Your Password". At the top, there is a green notification bar that says "✓ Registration Was Success Set Your Password" with a close button (X). Below the title are four input fields: "OTP\*" with a red asterisk, "Password\*" with a red asterisk, "Confirm Password\*" with a red asterisk, and a fourth field labeled "Password" (likely a typo for Confirm Password). Each field has a placeholder text: "OTP", "Password", "Confirm Password", and "Password" respectively. At the bottom right is a blue button labeled "GENERATE PASSWORD" with a key icon. At the bottom left is a link "Already have an account? Login".

After Generating your Password, you will be redirected to the Login Screen.

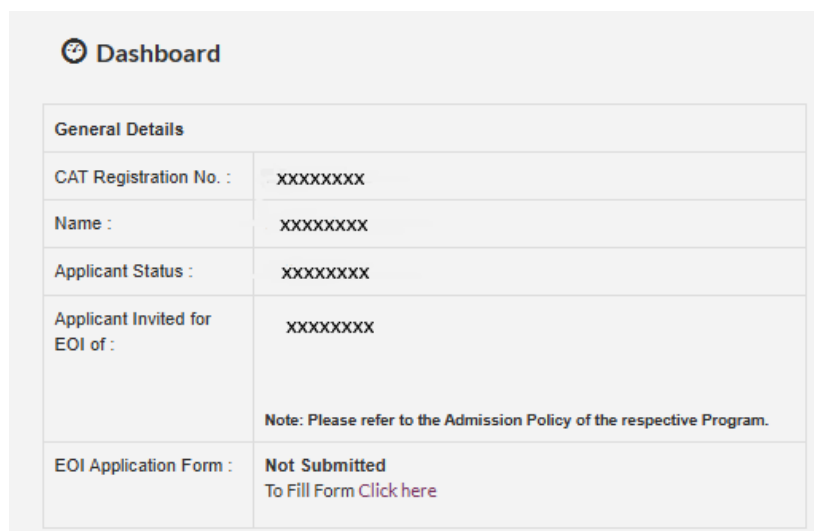
**STEP 3:** Now Login with your CAT ID and generated password.



The screenshot shows a login interface with a light pink background. At the top, the word "Login" is displayed in bold. Below it are two buttons: "Login" with a key icon and "New Registration" with a person icon. There are two input fields: "CAT ID\*" and "Password\*", both with red asterisks indicating required fields. Below the password field is a "User Guide!" link. A "Login" button is at the bottom right.

## STAGE I: SUBMITTING OF EOI APPLICATION FORM

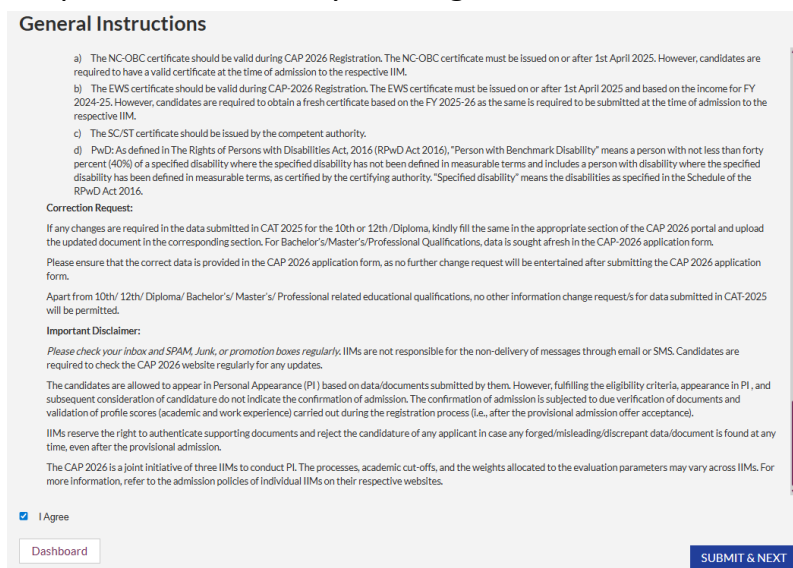
**STEP 4:** After logging in, your application status will be displayed in the Dashboard tab. Click on the link provided in "Application Form", as shown in the screenshot below.



The screenshot shows a dashboard with a clock icon and the word "Dashboard". Below it is a table with the following data:

General Details	
CAT Registration No. :	XXXXXXXX
Name :	XXXXXXXX
Applicant Status :	XXXXXXXX
Applicant Invited for EOI of :	XXXXXXXX
Note: Please refer to the Admission Policy of the respective Program.	
EOI Application Form :	Not Submitted To Fill Form <a href="#">Click here</a>

**STEP 5:** You are required to carefully read the General Instructions, select the checkbox to confirm, and proceed further by clicking the *Submit and Next* button.



The screenshot shows a form titled "General Instructions". It contains several paragraphs of text, including a "Correction Request" section, a "Please ensure that the correct data is provided" section, an "Important Disclaimer" section, and a "The CAP 2026 is a joint initiative" section. At the bottom, there is a checkbox labeled "I Agree" and a "Dashboard" button. A "SUBMIT & NEXT" button is at the bottom right.

**STEP 6:** The sections (Personal Information, Educational Information, Work Experience, Programs and PI Cities, Declaration and Application Preview) will comprise of the Stage I Submission. After the candidate is shortlisted from Stage I, in Stage II the candidate is required to pay the requisite Application fee and select the PI slot as per availability (this option will only be available to Stage I shortlisted candidates).

**STEP 7:** You will be required to fill out the form following the instructions provided in each section. In the first step, enter the Applicant's Personal Information Details and upload the requisite documents like CAT scorecard, ID document and Category Certificate (if applicable), alongwith upload your Photograph and Signature as per the specified guidelines. Proceed further by clicking the *Save and Next* button.

APPLICATION FORM		
Instructions	Personal Information	Educational Information
<p>Candidates are advised to fill in the CAP Application form carefully and provide the correct information/data. If any discrepancy is found during Registration/at a later stage, your admission shall stand cancelled.</p>		
<p>CAT Registration No.</p> <p>Name (as mentioned in CAT application form)</p> <p>Email (as mentioned in CAT application form)</p> <p>Gender <input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Transgender</p> <p>Mobile No. (as mentioned in CAT application form)</p> <p>Date of Birth</p> <p>Father's Name</p> <p>Mother's Name</p> <p>Nationality</p> <p>Alternative Mobile Number</p> <p>Alternative Email</p> <p>CAT-2025 Score Card</p> <p>Category <input type="radio"/> General <input checked="" type="radio"/> NC-OBC <input type="radio"/> SC <input type="radio"/> ST <input type="radio"/> EWS</p>	<p>Candidate Photo *</p> <p>Photo</p> <p>Notes:- Upload file format(.jpeg,.png) and it should be less than 250 kb size per file.</p>	
<p>Note: Please read the instructions regarding Category Certificate. <a href="#">Click Here.</a></p>		
<p>Attach copy of certificate if you belong to NC-OBC/SC/ST/EWS (APPLICANT, if applicable upload in single file, size - Maximum 1.5MB and File formats supported - .jpg, .jpeg, .png, .pdf only)</p> <p>PwD Status <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>ID Proof Type* (File size - Maximum 1.5MB and File formats supported - .jpg, .jpeg, .png, .pdf only)</p>	<p>Category Certificate</p> <p>ID Proof</p>	
<p>Address*</p> <p>District*</p> <p>City*</p> <p>State*</p> <p>Pincode/Zip Code*</p> <p>Country*</p>	<p>Communication Address ( as per CAT data)</p> <p>If you want to update the address, please fill here</p>	
<p>Back</p> <p>SAVE &amp; NEXT</p>		

**STEP 8:** In the next step, enter your Educational Details. In case you wish to update your educational details pertaining to SSC/10th or HSC/Diploma, select YES and then proceed. In Bachelor's degree you are required to provide all the mentioned details and upload the requisite documents as well. Provide the details in case of any Professional or Post Graduation Qualifications.

APPLICATION FORM

Instructions
Personal Information
Educational Information
Work Experience
Programs and PI Cities
Declaration
Application Preview

**Academic Record\***  
 Candidates are advised to fill in the CAP Application form carefully and provide the correct information/data. If any discrepancy is found during Registration/at a later stage, your admission shall stand canceled.  
 Applicants should exercise carefully and be thoroughly assured of the CGPA to percentage conversion method/ Formula/ mode followed by the University/Institute and it is the onus of the applicant.

**Pre-Graduation ( All fields are Required )**  
 ("Please ensure to provide correct data/information". If any discrepancy is found at a later stage, your admission shall be canceled.)

Class	Whether the data provided in the CAT 2026 form is the same?	Board/University	Year of Passing	Obtained (Marks/GPA)	Maximum (Marks/GPA)	Total %	Upload Documents *
SSC/10 <sup>th</sup>	<span>Select field</span> ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Secondary
HSC/12 <sup>th</sup>	<span>Select field</span> ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	HigherSecondary

Please read the instructions regarding SSC/HSC/Diploma CGPA to percentage conversion. [Click Here.](#)  
 1. In case of CGPA/Letter Grade, kindly convert the CGPA/Letter Grade to overall percentage and enter the same in the Total % column.  
 2. In case of CGPA/Letter Grade, kindly attach CGPA/Letter Grade to marks or percentage conversion certificate issued by your Institute/Board/University. Both the SSC/10th or HSC/12th pass certificate & the CGPA/Letter Grade to marks or percentage conversion certificate be merged into a single file and uploaded in the respective qualification upload documents column.

**Professional Qualifications**  
 ("Please ensure to provide correct data/information". If any discrepancy is found at a later stage, your admission shall be canceled.)

Note: Please read the instructions regarding professional degree certificates. [Click Here.](#)

Do you have Professional Qualifications None ▼

Do you have or are you undergoing dual or integrated course? ☐ Yes ☒ No

If you have more than one Bachelor's degree (for example BCom + LLB) ☐ Click here

**Bachelor's Degree Details**  
 ("Please ensure to provide correct data/information". If any discrepancy is found at a later stage, your admission shall be canceled.)

Note: Please read the instructions regarding Bachelor/Master certificates. [Click Here.](#)

Have You completed your Bachelor's? *	Are you in the final year of Bachelor's Degree? *	Degree Type *	Degree Name *
<input checked="" type="radio"/> Completed <input type="radio"/> Pursuing	<input type="radio"/> Yes <input checked="" type="radio"/> No	<span>Engineering</span> ▼	<span>SHASTRI(HON.)</span> x

Discipline	Name of the College *	Name of the University *
<span>Others</span> x	<span>Law</span>	<span>Others</span> x
<input type="text"/>	<input type="text"/>	<span>Law</span>

Date of Completion (Expected date of completion) *	Bachelor's/Provisional Degree/Course Completion Certificate	Bonafide Certificate/Self Undertaking
<span>1-Dec-2023</span>	<span>Bachelor's Certificate</span> ▼  Certificate	<span>Bonafide Certificate</span>

Division of Academic Year followed in Graduation *	Evaluation System followed in Graduation *	Total Duration of Degree *
<input type="radio"/> Semester <input checked="" type="radio"/> Year <input type="radio"/> Trimester	<input checked="" type="radio"/> Marks/Percentage <input type="radio"/> CGPA	<span>3 Years</span> ▼

**Year / Semester / Trimester wise Marks or score details (Chronological Order) \***  
 ("Please ensure to provide correct data/information". If any discrepancy is found at a later stage, your admission shall be canceled.)

**STEP 9:** Select **Yes** if you have relevant work experience and provide the details. Applicant must carefully go through the instructions regarding the Experience Related Certificates and the criteria for the same. The students should note the following points with regard to filling the experience details in the Application form:

1. Work experience will only be counted after the completion of a bachelor's (UG) degree. Since work experience is linked with the completion of a bachelor's (UG) degree, candidates with more than one bachelor's degree must carefully select the primary bachelor's (UG) degree. The starting date of the work experience date can't be before the completion of the primary bachelor (UG) degree.

2. Only Full-time remunerative experience after graduation must be entered. Part-time/ Project/ Internship/ training/ apprenticeship/ Article-ship / Pre-graduation work experience must not be entered and will not be counted as work experience. Candidates must not enter any experience obtained as part of the eligibility degree (bachelor's degree or professional degree as applicable).
3. Work-experience data till 31st December 2025 will be considered for CAP 2026 and further admission processes. Therefore, kindly fill in the related data and upload the documents in the CAP 2026 portal accordingly.
4. Please merge the individual files for a single work experience into a single file and upload it to the website.
5. Documents required for experience as an employee:

5a. The Joining/appointment letter, the first two salary slips, the last two salary slips, and the relieving letter are required for all the past organizations/companies the applicant has worked with. The joining/appointment letter and the relieving letter must be on the company letterhead with the seal and signature of the competent authority.

5b. A bank account statement for the employment period is mandatory for candidates. The salary must be transferred from the firm's bank account to the employee's bank account. At least one additional statutory document, such as an EPF statement/ ESIC statement/ NPS statement/ Form 16, are necessary for the verification of the work experience.

**5c. Experience, as an employee, earned without salary or with a cash salary will not be considered.**

**5d. UPI-based transfers, irregular payments, salaries received in a joint account, and cash deposits into accounts would not be accepted as valid work experience.**

6. Documents required for experience as an entrepreneur:

6a. In case the candidate is a **proprietor, partner, or director** of a firm, the candidate has to provide the document proof such as the income tax return and other regulatory return filings for the relevant period and a certificate of registration for doing a business from the registrar of companies or municipal corporation (or other sector-specific licenses) and appropriate authorities such as MSME certificate issued by Govt. of India, Udyog Aadhar Registration Certificate, Partnership deed of the firm duly signed by all partners and GST registration certificate.

**Different IIMs may have work experience criteria in their Admission Policies. You are requested to visit the respective IIMs website in this regard.**

After filling the required details and submitting the supporting documents, you must save them and proceed for next step.

APPLICATION FORM

Instructions
Personal Information
Educational Information
Work Experience
Programs and PI Cities
Declaration
Application Preview

**Work Experience**

Candidates are advised to fill in the CAP Application form carefully and provide the correct information/data. If any discrepancy is found during any stage of admission, your admission shall stand canceled.

Do you have any Working/Professional Experience (After Completion of Graduaton & Full-time)?\*

☒ Yes ☐ No

Note: Please read the instructions regarding Experience Related Certificates. [Click Here.](#)

Full Time (Please attach Work Experience Certificate / Relieving Letter / Latest Salary slip / Affidavit, if applicable)  
(Do not include training or project or any work done as a part of curriculum requirements)

LWP as Leave Without Pay/Loss of Pay

Work Experience (Most Recent First)

Organization/Designation/Job Role	Monthly Salary (In Rs.)	Date of Joining	Date of Leaving	LWP (In Days)	Net Experience (In Days)	Upload Documents
<div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">Employment section</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">Select... ▼</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">Monthly Salary Range</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">Select... ▼</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">Organization</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">Designation</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">Job Role</div>	Monthly Salary	Date of Joining	Date of Leaving	LWP	Experience	<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;"> <div style="font-size: 0.7em;">📎</div> <div>Document</div> </div>

Add More Rows
Note: - Upload file format(.jpeg, .jpg, .png, .pdf) and it should be less than 1.5MB in size per file.

If you do not have any work experience, select **No** to continue to the next step.

If you have any awards/achievement or participated in any co-curricular activities, enter the details and save them and proceed for next step.

APPLICATION FORM

Instructions
Personal Information
Educational Information
Work Experience
Programs and PI Cities
Declaration
Application Preview

**Work Experience**

Candidates are advised to fill in the CAP Application form carefully and provide the correct information/data. If any discrepancy is found during any stage of admission, your admission shall stand canceled.

Do you have any Working/Professional Experience (After Completion of Graduaton & Full-time)?\*

☐ Yes ☒ No

Note: Please read the instructions regarding Experience Related Certificates. [Click Here.](#)

**Achievements/ Awards (if any)**

Please mention inter-collegiate, institute and higher-level activities only. These may include games and sports, cultural, literary, and similar other activities.

Name of the Achievement	Category	Upload Certificate
Select Achievements / Awards ▼	Select Category ▼	<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;"> <div style="font-size: 0.7em;">📎</div> <div>Certificate</div> </div>

Add More Rows
Note: - Upload file format(.jpeg, .jpg, .png, .pdf) and it should be less than 1 MB in size per file.

**Co-Curricular Activities (if any)**

Please mention inter-collegiate, institute and higher-level activities only. These may include games and sports, cultural, literary, and similar other activities.

Name of the Achievement	Category	Upload Certificate
Select Achievements / Awards ▼	Select Category ▼	<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;"> <div style="font-size: 0.7em;">📎</div> <div>Certificate</div> </div>

Add More Rows
Note: - Upload file format(.jpeg, .jpg, .png, .pdf) and it should be less than 1 MB in size per file.

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SAVE AND NEXT


**STEP 10: In Programs and PI cities section,** you will be able to see the Program on the portal for which you are eligible as per the CAP 2026 cut off.

You must carefully select your **Centre Preference** from the available options during the application process, as this will be used for the further processing.

Preference City 1 *	Preference City 2 *	Preference City 3 *
Select City	Select City	Select City


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**STEP 11:** In the next step, you have to submit a declaration alongwith uploading your signature in the provided field.

Declaration			
I have carefully read the instructions and agree to abide by the decision of the respective Institutes authorities for my final selection for the programme. I xxxxxx certify that the particulars given me in the form are true to the best of my knowledge and belief. I do understand that the data recorded in CAP form shall be used for the merit list preparation. In case of discrepancies, either of the CAT data or CAP form data shall be used by IIMs as per their discretion.			
<input checked="" type="checkbox"/> I Agree			
Name	Place *	Date	Signature of the Applicant(Upload Size 250 Kb, Photo Upload Format .jpg, .jpeg, .png)
			 <a href="#">Signature File</a>

[Back](#) [SAVE AND NEXT](#)

**STEP 12:** After completing all Stage I sections, preview your application form carefully. If you notice any errors, click the Back button to make corrections. Once all details are correct, click the *Submit* button for the Stage I submission of your application.

Name	Place *	Date	Signature of the Applicant(Upload Size 250 Kb, Photo Upload Format .jpg, .jpeg, .png)
			

[Back](#) [SUBMIT](#)

**STAGE I ENDS HERE**

**STEP 13:** Upon successfully finishing Stage I, an acknowledgement message confirming 'EOI Submitted' will be visible on the portal. Stage I is a pre-interview registration process, not a call for the PI. After receiving a call for PI, you will be able to proceed to the next stage (Stage II).

## **STAGE II: FINAL SUBMISSION OF CAP 2026 APPLICATION FORM**

**STEP 14:** After shortlisting of candidate from Stage I, the candidate is required to make the payment of requisite Application fee and select the PI slot as per availability in Stage II (this option will only be available to Stage I shortlisted candidates).

After the final submission of the Stage II Application Form, you will receive a confirmation email for the successful submission of your CAP 2026 application form.

## **STAGE II ENDS HERE**

In case of any query and format of the requisite documents, you can refer to the “FAQ” and “Download Formats” tab respectively.