



HOW TO APPLY ONLINE

FOR MEDICAL / ENGINEERING ENTRANCE EXAMINATIONS

VISIT : www.cee.kerala.gov.in



OFFICE OF THE COMMISSIONER FOR ENTRANCE EXAMINATIONS

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How to Fill Online Application for KEAM 2012

Pre-requisites

Prospectus

Read the prospectus of KEAM 2012 before filling up application.

Photograph

jpeg format of candidate's photograph (see the guideline for scanning photograph)

Email ID / Mobile Number

Candidate should possess a valid email id. Keep this email id live and secure till the end of the admission process, KEAM 2012. If the candidate does not have an email id, a new email id must be created before applying online. Candidate should not provide the email id of others, under any circumstances. A valid email id or a mobile number should be given in the online application.

Application Fee :

Candidate should have details of Application fee remittance. Modes of Payment are:

a) **Security Card**

Either by purchasing the Security Card from selected Post Offices; or

b) **Demand Draft**

By way of Demand Draft (DD) drawn on a Nationalised/Scheduled Bank, in favour of the Commissioner for Entrance Examinations, payable at Thiruvananthapuram.

Certificates/Documents

Candidate should have other relevant documents which are needed to fill up all fields in the online application like, name, date of birth, category, caste, income, name of village, taluk, district, etc.

Computer System

The computer system used for applying online should have the following facilities:

a) **Internet**

Should have an internet connection.

b) **Browser**

Should have a browser. Recommended browsers are Mozilla Firefox and Internet Explorer only.

c) **PDF reader**

Should have a PDF reader like, Adobe PDF reader or Foxit Reader.

d) **Printer**

The printout of all pages of application should be taken in Laser printer/Deskjet Printer in A4 white paper only.

Seven Steps for applying online

- Step 1 : Candidate Registration
- Step 2 : Candidate Login
- Step 3 : Filling up of Application
- Step 4 : Final Submission of Application
- Step 5 : Payment of Application fee
- Step 6 : Print all pages of Application
- Step 7 : Send the printout and supporting documents to CEE

The address of website for applying online for KEAM 2012 is www.cee.kerala.gov.in Click on [Online Application for KEAM 2012](#) link available on the page. There are 7 stages for the submission of application and all are mandatory. Candidates should complete all stages before the last date of submission of application, which will be notified later.



Fig-1 – Main Page (Registration/Login)

Step 1 : Candidate Registration

This is a one-time procedure. Click on '[Candidate Registration](#)' link available in the main page. The sample page is given below:

Candidate Registration

Important: (i) Please fill this form carefully.
 (ii) Please remember the details for future reference.
 (iii) Either Email Id or Mobile No. is mandatory.

1. Name of Applicant	<input type="text"/>
2. Date of Birth	Day: <input type="text"/> Month: <input type="text"/> Year: <input type="text"/>
3. Email Id	<input type="text"/>
4. Mobile Number	<input type="text"/>
5. Choose your Password	<input type="text"/> Minimum 8 characters.
6. Re-type Password	<input type="text"/>
7. Security Question	-Select one security question-
8. Answer	<input type="text"/>
9. Type the code in the box	<input type="text"/> 747572

Fig-2 – Candidate Registration Screen



How to Fill in

1. Name of Applicant :

Give the Name of Applicant with initial. Initial should be given at the end of name. (A valid example is, SUJITHA P C). Do not put any dot(.) between initials and name, instead, provide a single space. Care is to be taken to enter the name as entered in the SSLC or other relevant certificate.

2. Date of Birth :

Select Day, Month and Year of birth as in the Xth certificate. Age proof must be attached along with printout of the application.

3. Email ID :

Provide your own valid Email ID. Keep this email id live and secure till the end of the admission process KEAM 2012. If you do not have an email id, a new email id may be created before applying online. **Candidate should not provide the email id of others**, under any circumstances.

Either Email ID or mobile number is mandatory for applying KEAM2012.

You should ensure that email ID and mobile number are entered correctly. Otherwise you won't receive important messages and reminders from CEE

4. Mobile Phone Number :

Give a 10 digit number of your or your parent's mobile phone. country code or zero. The mobile number provided by you facilitates the CEE office to communicate any special information through messages or by calling.

The number should not be prefixed with

Important! messages, reminders and information regarding KEAM12 will be sent to your mobile by messages

5. Password :

Preferably a strong password is recommended. It ensures a safe online activities. The requirements of a strong password are:

- a minimum length of 8 characters
- a minimum of 1 alphabet character [a-z or A-Z]
- a minimum of 1 number (0-9). The number cannot be the first character of the password)
- a minimum of one symbol [! @ # \$ % ^ & *]

Don't disclose password to others. Remember the password till the end of allotment process of Keam2012 for further login. Password is case sensitive.

6. Re-type password :

Repeat the same password entered by you.

7. Security question :

Choose a question from the list provided in the page

Make sure the answer of your selected security question is memorable. It will be useful when you forget the password.

8. Answer of Security Question:

Type your own answer to the above security question. Make sure your answer is memorable, but not easy for others to guess.

Important! Note down the Application Number for further login and reference.

9. Type the code in the box :

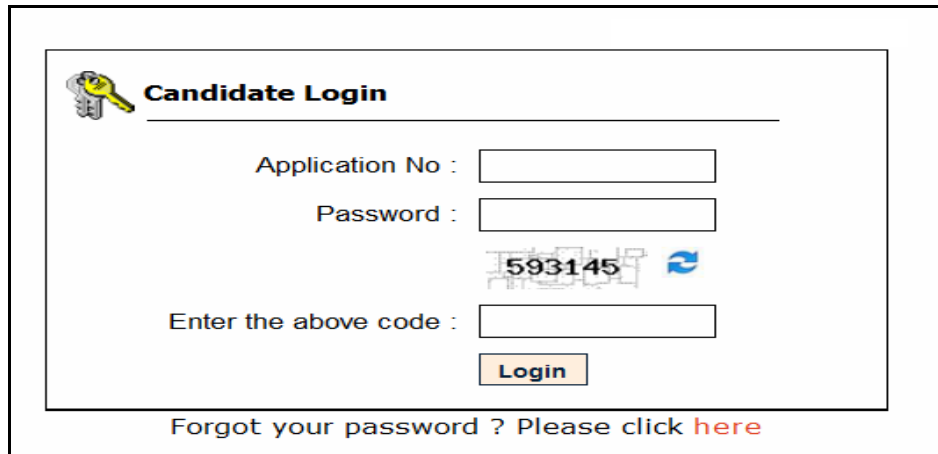
You will see a special set of characters displayed on the screen.

These characters are called captcha. Type the letters exactly as shown in the box.

After completing the necessary fields correctly, press '**Register**'. If you have successfully completed the registration process, a 'Candidate Registration confirmation' page will be displayed. If the applicant is sure that the information provided by them are correct, press '**Confirm**'. If any mistake are found, press '**Edit**' for correcting the data. Candidate will get a system generated Application Number. Write down the Application number and remember the password for future login to apply online, to view results of examinations, to exercise option registration, to get allotment memo etc.

Step 2 : Candidate Login


Login is required for doing all other stages of online submission. The screen shot is given below:



Candidate Login

Application No :

Password :

593145 

Enter the above code :

Forgot your password ? Please click [here](#)

Fig-3 – Candidate Login Screen



How to Fill in

Application Number :

In order to login, you should enter your Application Number provided by the system at the time of registration.

Password :

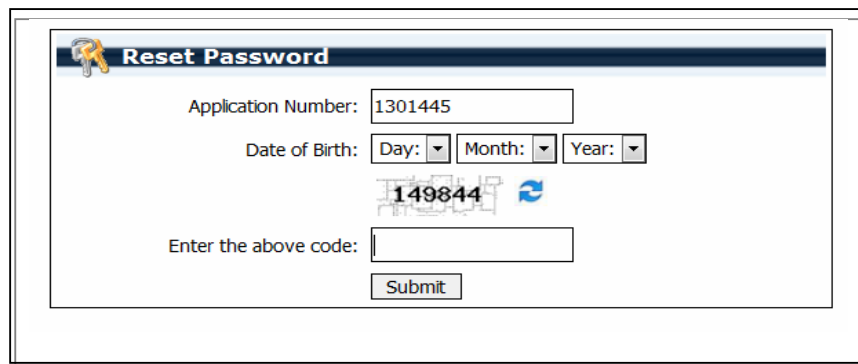
The password must be typed exactly as provided at the time of registration. Remember that the password is case sensitive.

If successfully logged in, you will get a section for uploading your recent passport size photo.

Type the code in the box :

This is another captcha. Type the letters exactly as shown in the box. After giving the above information correctly, press '[Login](#)' button to logon to your home page. If you cannot remember the password, you can go through the link '[Forgot your password?](#)' to recover the password. You are required to give the Application Number, Date of Birth, Security Question you have chosen, and the answer of security question.


If you forget password or application number just after the registration and before doing other stages of online application, you can create a new registration.



Reset Password

Application Number:

Date of Birth: Day: Month: Year:

149844 

Enter the above code:

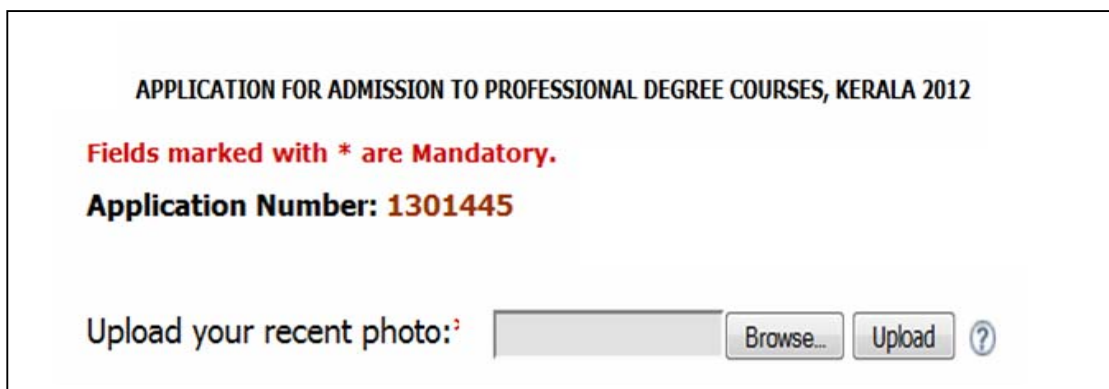
Fig-4 – Retrieve Password

Step 3 : Filling up of Application

Certain fields in the application are to be filled compulsorily. The mandatory fields are marked with a red star mark (*). Eg. 2. Centre of Examination *

Uploading your recent photo :

The first step for filling up application is to upload a recent passport size photograph.



The screenshot shows a web interface for the 'APPLICATION FOR ADMISSION TO PROFESSIONAL DEGREE COURSES, KERALA 2012'. It features a red heading 'Fields marked with * are Mandatory.' and displays the 'Application Number: 1301445'. Below this, there is a section for uploading a photo, labeled 'Upload your recent photo:?' with a text input field, a 'Browse...' button, an 'Upload' button, and a help icon (question mark).

Fig-5 – Uploading Photo Screen

Guidelines for scanning and uploading photograph :

- For applying online, you must have scanned/digital image of your photograph. The Specification of photograph image should be as follows:
- Size of the photograph should be passport size
- Photograph must be in colour with a light colour background, white is preferable.
- The face should be straight and clear.
- Photo wearing caps and dark glasses will be rejected.
- Scanned image file should be in **jpg (jpeg)** format only.
- Dimensions of the photograph **150 pixels width and 200 pixels height**
- Size of the image file should be **between 15 kb and 30 kb**
- Your **name and date of birth** should be printed at the bottom of the photograph with black letter and white background.

If the face in the photograph is unclear, your application will be rejected.

If the photograph is unclear, the candidates should edit the application and re-upload the photograph.

The uploaded photo and affixed photo on the printout of application should be identical.

Procedure for Uploading the Photograph :

When loading online Application portal, you can see a section named 'Upload Photograph' for uploading Photograph. Click on '[Browse](#)' or '[Choose File](#)' and Select the location where the scanned photograph file has been saved. Select the file by clicking on it and then click the '[Upload](#)' button. If the above specifications are met, the selected photograph will be uploaded.

Remember, a printed copy of uploaded photo should be affixed on the specified place in the printout of the application and get it duly attested by a gazetted officer.

Fill up Basic information :

All the basic information required for processing your application are to be filled at this stage. Before filling the details, please read the Prospectus 2012 carefully.

The data provided here will be used for processing the application. Any mistake in filling this sheet or providing false/incomplete/wrong information will affect your eligibility for admission or claim for reservation under any category. It is obligatory that you should fill all the items in the application. A sample screen is given below:





Office of the Commissioner for Entrance Examinations
Government of Kerala

ONLINE REGISTRATION
KERALA ENGINEERING AGRICULTURE MEDICAL ENTRANCE EXAMINATION

[Home](#) | [Log Out](#)

Fields marked with * are Mandatory.

Application Number: 1301491

✎ Examination Details

1. Courses opted for: * (✓ the appropriate squares) ?

Engineering
 Architecture
 Medical & Allied



SUJITHA P C
11.12.1995

Change Photo ?

2. Center of Examination: * ?

--Select Center--

✎ Personal Details

3. Name of Applicant : ?

4. Gender: * ?

5. Date of Birth: (Attach Self Attested Copy of Proof) Age: ?

6. Nativity: (Attach Certificate of Proof) * ?

7. State of Permanent Residence: * ?

8. (i) Name of Parent/Guardian: * ?

(ii) Relationship: * ?

9. Citizenship: * ?

10. Religion: * Caste: * ?

11. Permanent Address: *

?
 ?
 ?
 ?
 ?
 ?

PIN Code: * ?

Save

✎ Contact Details

12. Address for Communication: * Same as above

?
 ?
 ?
 ?
 ?
 ?

PIN Code: * ?

13. Contact Telephone Number: *

STD/ISD:

Telephone Number in India (if applicable) STD:

Tele No: ?

Mobile No: ?

Email ID: ?

Tele No: ?

Fig.-6 A sample screen shot after successful login

Use 'Save' button occasionally for saving your application.



How to Fill in

Examination Details

1. Courses opted for :

Put tick mark in the relevant boxes indicating the course or courses to which admission is sought for. No further additions can be made after submission of application form.

2. Centre of examination :

The Entrance Examinations will be conducted at Thiruvananthapuram (TVM), Kollam (KLM), Pathanamthitta (PTA), Alappuzha (ALP), Kottayam (KTM), Ernakulam (EKM), Idukki (IDK), Thrissur (TCR), Palakkad (PKD), Malappuram (MLP), Kozhikode (KKD), Wayanad (WYD), Kannur (KNR), Kasaragod (KSD), New Delhi (DLH) and Dubai (DUB). Select the name of the Centre chosen for examination from the list available.

Personal Details

3. Name of Applicant :

The name given at the time of registration of candidate will be displayed here. It cannot be altered.

Name and DOB cannot be edited. They are taken from Registration entries. So care should be taken while registering.

4. Gender :

Select male or female as the case may be.

5. Date of Birth :

The date of birth given at the time of registration procedure will be shown on the screen and cannot be modified.

6. Nativity :

Options available to choose are Keralite, Keralite-AIS, Non-Keralite1 and Non-Keralite2. See Clause 6.1 of the Prospectus for conditions regarding nativity.

7. State of Permanent Residence :

Select a name of state in which the candidate is residing.

8. Name of Parent / Guardian:

(I) Type name of parent or guardian of the applicant.

(II) **Relationship** : State the relation of applicant with the parent/guardian.

9. Citizenship :

Options available to choose are Indian, Persons of Indian Origin (PIO) and Overseas Citizen of India(OCI). Select the suitable entry.

10. Religion:

Select the religion and input the caste of candidate.

11. Permanent Address :

Type full permanent address with pin code as per the Xth certificate.

Contact Details

12. Address for Communication :

If the address for communication is same as permanent address, click on the '[Same as above](#)'. Otherwise, give the address for communication with PIN code. This is used for communication purpose.

13. Contact Telephone Number :

Type land phone number with STD code. Candidates opting examination centre outside India must give their land number in India with STD code for communication purpose. Mobile number and email ID will be automatically taken from candidate's registration entry.

Fill up Other Information :

Details of Education, Communal reservation , Income and Special reservation are collected through the following screen:

Education Details

14. Details of qualifying examination: * ?
(Attach Course Certificate and Proof of Subjects of Study)

B.Sc. holders should attach copy of relevant degree/mark list (all parts) in addition to the certificate of Higher Secondary or equivalent examination.

<input type="checkbox"/> Kerala Higher Secondary	<input type="checkbox"/> Diploma in Engineering	<input type="checkbox"/> B.Sc. Physics
<input type="checkbox"/> Kerala Technical H.S.S	<input type="checkbox"/> B.Sc. Botany	<input type="checkbox"/> B.Sc. Zoology
<input type="checkbox"/> B.Sc. Biotechnology	<input type="checkbox"/> Pre-Degree	<input type="checkbox"/> B.Sc. Chemistry
<input type="checkbox"/> AISSCE	<input type="checkbox"/> ISCE	<input type="checkbox"/> Kerala VHSE
<input type="checkbox"/> Others		

Passed/Appeared/Appearing: ?
 Board/University: ?
 Register No. & Year: ?
 Name of Institution & State: ?

15. Subjects studied for Higher Secondary/Equivalent: * ?

<input type="checkbox"/> Physics	<input type="checkbox"/> Chemistry	<input type="checkbox"/> Mathematics
<input type="checkbox"/> Biology	<input type="checkbox"/> BioTechnology	<input type="checkbox"/> Computer Science

16. Studied Sanskrit in Plus two level: * ?

YES NO

Communal Reservation

(Attach Certificates of Proof)

17. Details of Income Certificate:

Annual Income in Rupees: ?
 District: ?
 Taluk: ?
 Village: ?

18. Eligible Reservation Category: ?

?
 Community: ?

19. Do you claim reservation under Other Eligible Community / Anglo Indian / Jew?: ?

Other Eligible Community Anglo Indian Jew NA

Community (OEC): ?

20. Are you a child of an inter-caste married couple with father / mother belonging to SC/ST or SEBC? ?

YES NO ?

21. Whether SC/ST claim rejected previously? ?

?

Special Reservation

(Attach Certificates of Proof)

22. Do you claim Special Reservation? ?

YES NO ?

<input type="checkbox"/> Children of Agriculturist	<input type="checkbox"/> Ceylon/Burma Repatriates	<input type="checkbox"/> Children of Fisherman
<input type="checkbox"/> Degree/Dip. In Ayurveda	<input type="checkbox"/> Degree/Dip. in Homoeopathy	<input type="checkbox"/> Diploma in Engineering
<input type="checkbox"/> Defence Died/In-Hareness	<input type="checkbox"/> Children of KAU Farm Labourer	<input type="checkbox"/> Freedom Fighter
<input type="checkbox"/> Nurse-Alopathy:Govt. Ser.	<input type="checkbox"/> Medical/Agriculture for BHMS	<input type="checkbox"/> Defence Killed
<input type="checkbox"/> Nurse-Ayurveda:Govt. Ser.	<input type="checkbox"/> MBBS/BHMS/DHMS for BAMS	<input type="checkbox"/> Ex-Serviceman
<input type="checkbox"/> Nurse-Homoeo:Govt. Ser.	<input type="checkbox"/> Serving Defence Personnel	<input type="checkbox"/> Scouts & Guides
<input type="checkbox"/> CRPF/Para Military		

23. Reservation for "Person with Disabilities" (PD): ?

YES NO ?

Fig-7 – Education and Reservation Details



How to Fill in

Education Details

14. Details of Qualifying Exams :

Select your qualification(s) for appearing the entrance examination. You are also required to state whether you have passed or appeared the qualifying examination or you are appearing for the qualifying examination. Those who passed should type Register Number, year of passing and name of institution.

15. Subjects Studied for Higher Secondary /Equivalent :

Select the subjects studied for the qualifying examinations. If you are appearing for Engineering Course, you should have studied Mathematics, Physics and Chemistry/Computer Science/Bio-technology/Biology in qualifying examination. If you are appearing for Medical Course, you should have studied Physics, Chemistry and Biology/Bio-Technology in the qualifying examinations. For the courses of Agriculture, Veterinary and Fisheries, Biology is a compulsory subject. The Candidates opting Architecture should have studied Maths as subject. See clause 6.2 of prospectus for details.

16. Studied Sanskrit in plus two level :

If you have studied Sanskrit at plus two level, select 'Yes', otherwise choose 'No'. If yes provide proof of study along with printout of application.

Communal Reservation

17. Details of Income Certificate :

The candidate who has claim for any communal reservation should obtain an Income Certificate from the Village Officer/Tahsildar.

Those (including General Category) who wish to avail the benefits such as fee concession/scholarships that may be notified by the Government or college authorities subsequently, based on annual family income, should furnish the Income Certificate along with the application itself.

(a) **Annual Income** in Rupees : Input the annual family income in Indian rupees. The amount of income should be same as one which is provided by the Village Officer.

(b) **District** : Pick name of District from the list.

(c) **Taluk** : Choose name of Taluk in which the Village is located

(d) **Village** : Name of Village from which the Income certificate obtained.

18. Eligible Reservation Category :

Please read the prospectus carefully for getting detailed instruction for filling up of this field.

Reservation Under SECBC :

- | | |
|-------------------------|---|
| a. Ezhava | d. Other Backward Christian |
| b. Muslim | e. Latin Catholic other than Anglo Indian |
| c. Other Backward Hindu | f. Kudumbi |

Candidate under SEBC should furnish both the Community and Income Certificates along with the printout of the Application in support of their claim. (See Clause 5.4.2 of the prospectus)

Reservation under SC/ST :

Select the name of Community SC or ST as the case may be in the online application. (See Clause 5.4.3 of the prospectus)

Only natives of Kerala and who belong to communities listed in the Scheduled Castes and Scheduled Tribes Orders (Amendment Act 2002) are eligible for reservation under Scheduled Castes/ Scheduled Tribes quota.

If not eligible for any reservation category, select 'Not Applicable'.

(a) Community :

Community list will displayed based on the selected reservation category. Choose your suitable community from the list.

19. Do you claim reservation under Other Eligible Community/Anglo Indian/Jew? :

Select Other Eligible Community or Anglo Indian or Jew as the case may be.

If 'Other Eligible Community' is selected, list of communities are populated. Select the relevant community from the list. OEC candidates should furnish Community Certificate and Income Certificate in the proforma along with the printout of the Application for inclusion under OEC category. OEC candidates have no separate quota. They will be considered only against the seats un-availed by SC/ST candidates.

Candidates claiming reservation under Anglo-Indian/Jew Community should attach Community Certificate in the prescribed format. They need not produce the Income Certificate for claiming this reservation.

20. Are you a child of an inter-caste married couple with father/mother belonging to SC/ST or SEBC?:

Select 'Yes' or 'No'. If yes, provide religion and caste of your father and mother.

if father or mother of a candidate is from the SEBC, OEC or Anglo-Indian/Jew Community, he/she is eligible for reservation under the relevant quota (SEBC/JW/AI/OEC). They should produce an 'Inter-Caste Marriage Certificate' obtained from the Revenue Official not below the rank of Village Officer in the Proforma given in Annexure XV. They need not produce the Income Certificate for claiming this reservation. See the clauses of 5.4.2(g) and 5.4.3 for more details.

21. Whether SC/ST claim rejected previously? :

State whether SC/ST claim rejected in previous years for the entrance examinations.

22. Do you claim Special Reservation? :

Select 'Yes' or 'No'. If yes, Choose reservation category/ Categories from the provided list. Certificate(s) of proof should also be sent along the printout of application.

Candidate should attach certificate of proof for claiming any kind of reservation.

23. Reservation for Person with Disabilities (PD) :

If you are a person with disabilities, select 'Yes', otherwise 'No'. Certificate of proof should be sent along with the printout of application.

Statistics

24. Statistics :

These data are collected for statistical purpose. Fill all the details correctly. The details of sample screen are given below:

The screenshot shows a web form titled "Statistics" with a question mark icon. Below the title, there is a question "24. Statistics: * ?". The form contains ten dropdown menus arranged in two columns. The first column contains items a through f, and the second column contains items g through k. Each dropdown menu is currently set to "-- Select One --".

Item	Description	Current Selection
a.	District of Permanent Residence	-- Select One --
b.	Parents/Guardian's Occupation	-- Select One --
c.	Residential Area	-- Select One --
d.	Parents/Guardian's Education	-- Select One --
e.	Community	-- Select One --
f.	No. of appearances for Entrance Examination	-- Select One --
g.	Course undergone at Secondary Level	-- Select One --
h.	Course undergone at +2 Level	-- Select One --
i.	Medium of instruction at +2 Level	-- Select One --
j.	Location of School where +2 course was undergone	-- Select One --
k.	Annual Family income (From All Sources)	-- Select One --

Fig-8 – Statistical Data Screen

Declaration

25. I Agree :

Candidate should read the declaration carefully stated on the screen and agree with statements by clicking on the '[I Agree](#)' box

Declaration

1. I hereby declare that, I have read the various clauses in the Prospectus for Admission to Professional Degree Courses 2012 and the instructions carefully and I agree to abide by them.

2. I also declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief and that in the event of any information being found false or incorrect or ineligibility being detected before or after the examination, action can be taken against me by the Commissioner for Entrance Examinations.

25. I Agree: *

Final Submission

Fig-9 Declaration

Step 4 : Final Submission of Application

25. I Agree: *

Final Submission

Fig-10 Final Submission

This is also a one-time procedure. If candidate is sure that the information provided in step 3 are correct, click the button '[Final Submission](#)'. Please note that modification of your application will not be possible after doing this step. If you want to view your entered application, before doing Final Submission, save the document using '[Save](#)' button on the right of page, go to home page by clicking '[Home](#)' link and click '[View Application](#)'.

Before pressing the Final Submission, you must ensure that all the information provided by you are correct and true. No modification will be allowed after the Final Submission.

If any mandatory fields are found unfilled or any related fields are found mismatched, Final submission cannot be possible. In such cases, error messages will be colorized in red for the respective fields. You should correct the errors, press '[I Agree](#)' button once again and press '[Final Submission](#)'.

Step 5 : Payment of Application Fee

This stage facilitates to provide payment details of your application fee. (See the Clauses 7.2 & 7.3). You should have the details of Application fee remittance. Modes of Payments are through Security Card or Demand Draft. The screen shown below:

Mode of Payment Opted

Important: Please do not make any mistake in selecting the mode of payment

<input type="radio"/>	Security Card (Purchased from Post Office)
<input type="radio"/>	Demand Draft (Drawn from Nationalised/Scheduled bank)

Fig-11 Payment Section

Security Card (Purchased from Post Office) :

The fee of application may be remitted by purchasing a Security Card from the selected Post Office, the list of which is available on the website. When selecting Security Card option, the following screen will be available.

Fig-12 Payment Section by using Security Card

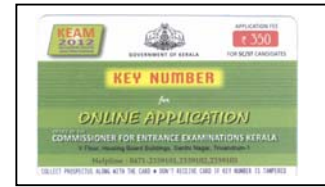


Fig-12(a) Security Card SC/ST

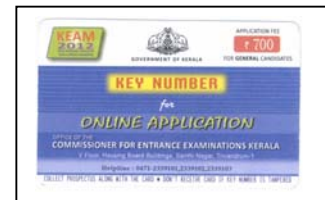


Fig-12(b) Security Card General

Two types of cards are available. One is meant for General/SEBC Candidates, the price of which is Rs. 700/- and the other is intended for SC/ST candidates, the price of which is Rs. 350/-. A 7 digit Serial Number and a 16 digit Key number printed at the back of security card should be provided when asked in the online application. To see the Key Number given on the Security card, gently scratch off the silver panel using a coin, seen on the back of the card. For candidate opting Dubai Centre having Security Card will get a screen to provide D.D. details of additional amount of Rs. 10,000/-

Important! Do not disclose the serial number and key number to others. Key number should be kept safe till the end of allotment procedure for further login.

Demand Draft (Drawn from Nationalised/Scheduled bank) :

The Demand Draft drawn on a Nationalised/Scheduled Bank, in favour of the Commissioner for Entrance Examinations, payable at Thiruvananthapuram will be accepted as Application Fee. DD Number, date of drawn and name and branch of bank have to be provided.

General and SC/ST candidate should remit the specified fee meant for them. Otherwise the application will be rejected.

The candidates opting centre of exam as outside India should remit an extra amount of Rs. 10,000/- by way of D.D. If the mode of payment is Demand Draft, the screen below is available:

Fig-12 Payment Section by using D.D

Step 6 : Print all the pages of Application

Candidate should take a printout of all pages of his/her application which contain the information provided during steps 3-5. The link for printing is available on the home page named '[Print Application](#)'.

The screenshot shows the home page of an online application system. At the top, there is a navigation bar with five steps: 1. Fill Application Online, 2. Final Submission of Application, 3. Update Payment Details, 4. Take Print out of Application, and 5. Send the Print out to Office of CEE. Below this, the user is welcomed as SATHY (1301446) and their last visit is noted as 2012-01-11 12:21:25. A 'Log Out' link is circled in blue. The main content area lists several actions: 'Apply Online' (Finalised), 'Payment Update' (Completed), 'Print Application' (Available, circled in blue), 'View Application', 'Change Password', and 'Additional Certificates'. At the bottom, the application status is shown as: Registration (checked), Final Submission (checked), Payment (checked), Printed (checked), Received at CEE (unchecked), and Accepted (unchecked).

Fig-13 Home Page showing Print Application and Logout

Important:

Take printout of application using the link '[Print Application](#)'. Any other kind of printout is not accepted.

If candidate wishes to leave the computer system or he/she has completed the online submission of application, he/she may 'Log off' the system by clicking on '[Logout](#)' link. This action is compulsory for preventing the misuse of his/her Home Page by strangers.

Procedures to be followed after taking printout of the application:

- Affix a passport size (3.5 x 3.5 cm) photograph (this should be the copy of uploaded photo), get it attested by a Gazetted Officer or the Head of the Institution where the candidate has last studied.
- The applicant and the parent should sign in the specified areas on the printout of the Application.
- Get Course Certificate and Nativity Certificate in the prescribed format available in the body of the print out of the application.
- If the candidate claims any reservation, then download the relevant format(s) of the certificate(s) and get it certified from the concerned authorities.
- If the candidate claims any reservation, get relevant format(s) of the certificate(s) certified from the concerned authorities.

Important:

If any format of certificate is not obtained along the printout of Application, it should be downloaded from the home page of candidate using the link '[Additional Certificates](#)'.

Step 7 : Send the printout of the Application and supporting documents to CEE

Enclose the application and all supporting documents (see clause 7.5 of the prospectus) in the envelope and send so as to reach the Office of the Commissioner for Entrance Examinations before the last date specified for submission of application.

Address :
 The Commissioner
 Office of the Commissioner for Entrance Examinations
 V Floor, Housing Board Buildings, Santhi Nagar,
 Thiruvananthapuram - 695001, Kerala.

The procedure of submitting online application will be complete only after receiving the Printout of all pages and supporting documents by the CEE office.

Do not fold the envelope.
 Do not tamper the barcode on the face of printout of application.

Your Application Status

The status of application procedure will be available in the home pages of all candidates. After successful login, you can view the status.

Fig-14 Home Page showing Print Application and Logout

The green mark (✓) symbolize the completion of respective status. The red mark (✗) stands for non-completion status. The meaning of each status is described below:

- Registration** : Indicates Candidate's Registration for online application.
- Final Submission** : Shows whether the candidate made the final submission of application by pressing 'Final submission' button.
- Payment** : Payment section of online application finished or not.
- Printed** : Printout of application taken or not.
- Received by CEE** : Receiving status means that whether the application sent by the candidate reached at the CEE office and taken for scrutinizing or not. Remember, it may take some days to the status become green.
- Accepted** : The Accepted status will become green only after scrutiny of application is over.