



## Guidelines for Filling the Application Form for KCMET Scholarship for Post-Graduation Studies - 2026

### **Create your account**

- Enter your details, if you are a first-time user
- A verification link will be sent to your email ID
- Click on the link to verify the email ID
- Enter your registered email ID & password to **sign in**

### **Step 1. Filling up the application form**

- Where are you planning to pursue your post graduate studies?  
A. India    B. Overseas  
If you are applying to both, you can use the same registered email address to submit separate applications.
- The application form is divided into three broad sections:  
A. MY PROFILE    B. MY COLLEGE    C. MY FUNDING  
  
A) **MY PROFILE**- The following details are to be entered:
  - Your Details
  - Passport Number if you are applying to Overseas universities.
  - Aadhar Card or Passport Number if you are applying to Indian universities.
  - Details of your family
  - Past Education Details: Class 10<sup>th</sup>/12<sup>th</sup>/ Undergraduate school/college information. In case your school/college/university is not available in the dropdown list then please write to [kcmetscholarships@mahindra.com](mailto:kcmetscholarships@mahindra.com)
  - Work Experience/ Practical Training
  - Test scores (if applicable)
  - Activities: You can report any activities which can help us understand your life outside of the classroom. (Optional)
  - Writing: You can write about any exceptional circumstance which has not been captured anywhere in the application. (Optional)
  - References: Share the contact details of at least 2 references.
  - Upload the following documents:
    - i) Letter of Recommendation (LoR): A signed testimonial from any one of the referees mentioned (in the references section) can be shared in the following manner.
      - A. The LoR can be submitted along with the application. It should be on the letterhead of the institute or company

OR

B. An email can be sent through the portal requesting your referee to upload the letter using the link provided on the email

- ii) Copy of Admission letter/s. Please note that if you are yet to receive an admission letter, you may upload a word document stating that you have applied for admission but yet to receive the admission letter/email.
- iii) A Statement of Purpose (SoP): The acceptable word limit is between 500 to 600 words. The SoP should include an overview of your academic and professional background, past experiences, current pursuits and reflection of your aspirations.
- iv) Evidence of course and degree certificates along with Mark-sheets
- v) Rank certificate ( if applicable)
- vi) A copy of class 10th & 12th mark sheets
- vii) Copy of your Passport & Aadhar Card (where applicable)
- viii) Latest C.V.
- ix) For candidates applying to Overseas universities:  
Copy of GRE/GMAT/IELTS/TOEFL Score (if applicable)
- x) For candidates applying to Indian universities:  
Copy of CAT/MAT/GATE/NEET/GPAT/CLAT/CUET/CEED Score (if applicable)

#### **B) MY COLLEGE**

- Choose your proposed course of interest
- Select all the Universities where you have applied or secured your admission.

#### **C) MY FUNDING**

- Enter details of your financial source & guarantor

### **Step 2. Preview Application**

- After all the above information is entered you will be able to preview your application form.
- You can make changes/edits on the form.

### **Step 3. Submit Application**

- Please read the terms and conditions and click on I agree tab to submit your application
- Once you have submitted, you will not be able to make any changes in the application form.

**Kindly note that there is no paper form to be filled or any application fee to be submitted for this scholarship**

**For any queries or assistance, please contact [kcmetscholarships@mahindra.com](mailto:kcmetscholarships@mahindra.com)**