

# How to Fill Online Application for KEAM

## A QUICK GUIDE FOR APPLYING KEAM

This is only a quick reference that helps to fill up online application. If any details regarding terms and conditions of any field described here are needed, please refer the respective clause in KEAM Prospectus.

### CONTENTS

(Click an item below to get a brief description or scroll down to read completely)

Pre-requisites

#### Step 1 : Candidate Registration

1. Name of Applicant
2. Date of Birth
3. Email ID
4. Mobile Phone Number
5. Password
6. Re-type password
7. Security question
8. Answer of Security Question
9. Type the code in the box

#### Step 2 Candidate Login

Application Number, Password, Type the code in the box(Captcha)

#### Step 3 Filling up of Application

Uploading your recent photo (Guideline for photo uploading)

1. Courses opted for
2. Centre of examination
3. Name of Applicant
4. Gender
5. Date of Birth
6. Citizenship
7. Nativity
8. State of Permanent Residence
9. Details of Parents/Guardian
10. Religion
11. Permanent Address
12. Address for Communication
13. Contact Telephone Number
14. Details of Qualifying Examination
15. Subjects Studied for Higher Secondary /Equivalent
16. Studied Sanskrit in plus two level
17. Details of Income Certificate
18. Are you a child of an inter-caste married couple with father/mother belonging to SC/ST or SEBC?
19. Eligible Reservation Category
20. Do you claim reservation under Other Eligible Community?
21. Whether SC/ST claim rejected previously?
22. Do you claim Special Reservation?
23. Reservation for Person with Disabilities (PD)
24. Statistics
25. I Agree (Declaration)

#### Step 4 : Final Submission of Application

Final Submission of application

#### Step 5 : Payment of Application Fee

Security Card (Purchased from Post Office)

Demand Draft (Drawn from Nationalised/Scheduled bank)

#### Step 6 : Print Application

Procedures to be followed after taking printout of the application

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

Address to where the Application has been sent

Your Application Status

Reasons for rejecting Application

\*\*\*\*\*

## Pre-requisites

### Prospectus

Read the prospectus of KEAM before filling up application.

### Photograph

jpeg format of candidate's photograph (see the guideline for scanning photograph given in this document)

### 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 of KEAM. 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

Candidates can make the payment of the application fee in two modes viz.

**Security Card** : By purchasing the Security Card from selected Post Offices; or

**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:

**Internet** : Should have an internet connection.

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

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

**Printer** : The printout 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 Application**

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

The address of website for applying online for KEAM is [www.cee.kerala.gov.in](http://www.cee.kerala.gov.in) Click on [Online Application for KEAM](#) link available on the page. There are 7 steps for the submission of application and all are mandatory. Candidates should complete all steps 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:

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. It should be same as in 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. Applicants should have completed 17 years of age as on the 31<sup>st</sup> December of this year. No relaxation in the minimum age will be allowed. There is no upper age limit.

Name and DOB cannot be edited later.

## 3. Email ID :

Provide your own valid Email ID. Keep this email id live and secure till the end of the admission process KEAM. 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 KEAM.

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. The number should not be prefixed with country code or zero. The mobile number provided by you facilitates the CEE office to communicate any special information through messages or by calling.

**Important!** Messages, reminders and information regarding KEAM will be sent to your mobile by messages.

## 5. Password :

Preferably a strong password is recommended. It ensures 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 KEAM for further login. Password is case sensitive.

## 6. Re-type password :

Repeat the same password entered by you in the above field.

## 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. This information will be useful for retrieving password, if forget.

**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 mistakes 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 steps of online submission. The picture of login screen is as given below:

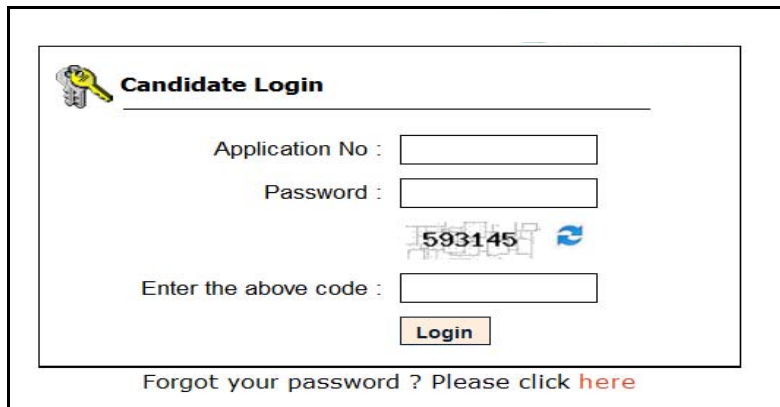


Fig-3 – Candidate Login Screen



### 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.

#### 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 steps of online application, you can create a new registration.

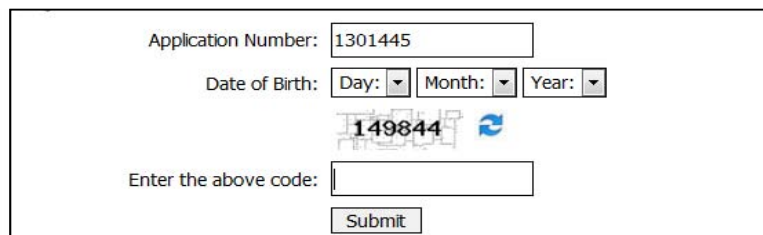


Fig-4 – Retrieve Password

### 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. **1. Courses opted for\***

#### Uploading your recent photo :

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



Fig-5 – Uploading Photo Screen

#### Guidelines for scanning and uploading photograph :

For applying online, you must have a 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. Otherwise application will be rejected

#### Procedure for Uploading the Photograph :

There is a section named 'Upload Photograph' in the online application 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 step. Before filling the details, please read the Prospectus 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:



APPLICATION FOR ADMISSION TO PROFESSIONAL DEGREE COURSES, KERALA 2013

Fields marked with \* are Mandatory.

Application Number: 5000020

Examination Details

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

Engineering  
 Architecture  
 Medical & Allied(Except MBBS/BDS)  
 MBBS & BDS (NEET-UG 2013)

2. Center of Examination: \*

Personal Details

3. Name of Applicant :

4. Gender: \*

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

6. Citizenship: \*

7. Nativity: (Attach Certificate of Proof) \*

8. State of Permanent Residence: \*

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9. (i) Name of Father: \*   
(ii) Name of Mother: \*   
(iii) Name of Guardian: \*   
(ii) Relationship: \*

10. Religion: \*  Caste: \*

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11. Permanent Address: \*

\*   
\*   
\*   
  
  
PIN Code : \*

Fig-6 –Application Screen



## How to Fill in

### Examination Details

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#### 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

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#### 3. Name of Applicant :

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

#### 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. Citizenship :

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

#### 7. Nativity :

Options available to choose are Keralite, Keralite-AIS, Non-Keralite1 and Non-Keralite2. See Clause 6.1 and 5(i),(ii) of the Prospectus for conditions regarding nativity.

#### 8. State of Permanent Residence :

Select the State in which the candidate is residing permanently.

#### 9. Details of Parents/Guardian

(i) Type name of father of the applicant.

(ii) Type name of mother of the applicant.

(iii) Type name of guardian

(iv) State relation of the applicant with the guardian

(Either the names of the father & mother of the applicant or the name of the guardian is mandatory. If the name of the guardian is entered, then the relation of the applicant with the guardian should also be provided.)

#### 10. Religion:

Select the religion and input the caste of the applicant.

#### 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:\*

Qualify Exam1:

Qualify Exam2:

Passed/Appeared/Appearing:

Board/University:

Register No. & Year:

Name of Institution & State:

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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

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#### Communal Reservation

(Attach Certificates of Proof)

17. Details of Income Certificate:

Annual Income in Rupees:

District:

Taluk:

Village:

18. Are you a child of an inter-caste married couple with father / mother belonging to SC/ST or SEBC?  YES  NO

19. Eligible Reservation Category:

Community:

20. Do you claim reservation under Other Eligible Community ?:

Other Eligible Community  NA

Community (OEC):

21. Whether SC/ST claim rejected previously?

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#### Special Reservation

(Attach Certificates of Proof)

22. Do you claim Special Reservation?  YES  NO ?

<input type="checkbox"/> Children of Agriculturist(CA)	<input type="checkbox"/> CRPF/Para Military(RP)	<input type="checkbox"/> Children of Fisherman(CF)
<input type="checkbox"/> Degree/Dip. In Ayurveda(DA)	<input type="checkbox"/> Degree/Dip. in Homoeopathy(DH)	<input type="checkbox"/> Diploma in Engineering(DE)
<input type="checkbox"/> Defence Died/In-Hareness(HR)	<input type="checkbox"/> Children of KAU Farm Labourer(FL)	<input type="checkbox"/> Scouts & Guides(SG)
<input type="checkbox"/> Nurse-Alopathy:Govt. Ser.(NQ)	<input type="checkbox"/> Medical/Agriculture for BHMS(OH)	<input type="checkbox"/> Defence Killed(DK)
<input type="checkbox"/> Nurse-Ayurveda:Govt. Ser.(NY)	<input type="checkbox"/> MBBS/BHMS/DHMS for BAMS(OA)	<input type="checkbox"/> Ex-Serviceman(XS)
<input type="checkbox"/> Nurse-Homoeo:Govt. Ser.(NH)	<input type="checkbox"/> Serving Defence Personnel(SD)	<input type="checkbox"/> Sports(SP)
<input type="checkbox"/> NCC(CC)		

23. Reservation for "Person with Disabilities" (PD):  YES  NO ?

## Education Details

### 14. Details of Qualifying Examination :

- (i) **Qualifying Exam1** : Select from the list one of your educational qualification for applying KEAM.
- (ii) **Qualifying Exam2** : If you have any additional educational qualification for applying KEAM, it can also be chosen here.

You are also required to state whether you have passed or appeared/appearing the **Qualifying Exam1**. Those who passed the **Qualifying Exam1** should type Register Number & Board/University, 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/MBBS/BDS 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.

Course opted will be validated based on the subjects selected here.

### 16. Studied Sanskrit in plus two level :

If you have studied Sanskrit at plus two level, select 'Yes', otherwise choose 'No'. If you have selected 'Yes', then provide proof of study of Sanskrit along with printout of application. It is applicable only for Medical and Allied courses. It will be considered for preparing Ayurveda rank list.

## Communal Reservation

### 17. Details of Income Certificate :

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

- (i) **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.

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

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

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

**Note** : 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.

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

If father or mother of a candidate is from the SEBC or SC/ST, he/she is eligible for reservation under the relevant quota. Select '**Yes**' or '**No**'. If yes, provide **religion, category** and **community** of your father and mother. Also choose whose (father or mother) category is claimed for communal reservation. Such candidate 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.

### 19. Eligible Reservation Category :

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

### Reservation under SECBC :

- a. Ezhava
- b. Muslim
- c. Other Backward Hindu
- d. Other Backward Christian
- e. Latin Catholic other than Anglo Indian
- 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 **Scheduled Caste** or **Scheduled Tribe** as the case may be in the online application. Community Certificate from Tahsildar is to be obtained in the prescribed format along with the application itself. (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.

### Reservation for Jewish/Anglo-Indian:

Select **Jewish** or **Anglo-Indian** as the case may be for getting reservation under this quota. A certificate, in the prescribed format, should be obtained from the Village Officer/Tahsildar and produced for the claim.

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

**Community :** Community list will displayed based on the given reservation category. Choose suitable one from the list.

### 20. Do you claim reservation under Other Eligible Community? :

Select **Other Eligible Community** if eligible. Then select the relevant community from the list. Community Certificate and Income Certificate in the proforma from the Village Officer should be furnished along with the printout of the Application.

### 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. See clause 5.2

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**'. Self-attested copy of Medical certificate from the District Medical Board 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 form titled "Statistics" with a sub-heading "24. Statistics: \* ?". It contains ten dropdown menus arranged in two columns:

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

## 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 2013 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 step 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 General



Fig-12(b) Security Card SC/ST

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 character 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-13 Payment Section by using D.D

## Step 6 : Print Application

Candidate should take a printout of his/her application which contains a main page of application and proforma(s) of supporting document according to the claim. 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 with IP 192.192.192.71. A 'Log Out' link is visible. The main content area lists several actions with corresponding links: 'Apply Online' (Finalised), 'Payment Update' (Completed), 'Print Application' (Available), 'View Application', 'Change Password', and 'Additional Certificates'. At the bottom, the 'Your Application's Status' is shown as: Registration (checked), Final Submission (checked), Payment (checked), Printed (checked), and Received at CEE (unchecked).

Fig-14 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. All proforma will be available only through the applicant's home page. 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, use the proforma obtained with the printout of application and get it certified from the concerned authorities.

## 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 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 the online application 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.

Online Application : Steps to be followed after the successful login

- 1 Fill Application Online
- 2 Final Submission of Application
- 3 Update Payment Details
- 4 Take Print out of Application
- 5 Send the Print out to Office of CEE

Welcome, **SATHY (1301446)** Last visit on: 2012-01-11 12:21:25 IP: 192.192.192.71 [Log Out](#)

For Filling the Application Online and Final submission	<a href="#">Apply Online</a>	<b>Finalised</b>
For Payment / Payment Update	<a href="#">Payment Update</a>	<b>Completed</b>
For Printing the Filled Application	<a href="#">Print Application</a>	<b>Available</b>
To view the Application	<a href="#">View Application</a>	
To change the Password	<a href="#">Change Password</a>	
Download Proforma for Additional Certificates(Annexures)	<a href="#">Additional Certificates</a>	

**Your Application's Status:** Registration ✓ Final Submission ✓ Payment ✓ Printed ✓ Received at CEE ✗

Fig-14 Home Page showing Print Application and Logout

The green mark (✓) symbolize the completion of respective step. 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 update this status to green.

## Reason(s) for rejecting Application

**The following are some of the reason(s) that may lead to rejection of your Application.**

- If the **photograph of the applicant** affixed in the printout of Application and the photograph uploaded in Online is **different** OR not follow the guideline given in the 'Photo guideline'
- If the **photograph** affixed in the printout of Application is **not duly attested** by the Head of the Institution which he/she studied last or by a Gazetted Officer.
- **If Applicant and Parent** have **not signed** in the specified areas on the printout of the Application.
- If duly **filled and signed Course Certificate/Mark list and Nativity Certificate** in the prescribed format are **not attached** along with the printout of the application.
- If the particular **Application Fee** meant for each category is **not paid**.
- If printout of **application** (use the 'Print Application' link) and supported documents **reach after the last date specified**.

So, utmost care should be taken while applying KEAM and send the proper application to CEE office.

**For any further help**, contact us :

Phone : 0471-2332120. Fax : 0471-2337228. Email : [ceekinfo@cee.kerala.gov.in](mailto:ceekinfo@cee.kerala.gov.in)

Helpline : 0471-155300 , 0471-2335523, 2115054, 2115098 (Citizen's Call Centre)

For up-to-date information regarding KEAM, visit the website : [www.cee-kerala.org](http://www.cee-kerala.org).

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