MANIPAL
ACADEMY of HIGHER EDUCATION
(Institution of Eminence Deemed to be University)

Information Brochure
Master of Occupational Therapy
Online Counseling 2025



Manipal College of Health Professions (MCHP), Manipal

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Table 1 Online Master of Occupational Therapy Counseling 2025 Schedule

1. INTRODUCTION

Greetings from Manipal Academy of Higher Education (MAHE), Manipal to all the candidates who have appeared for Manipal Entrance Test (MET) 2025.

We welcome all successful candidates for the Online Master of Occupational Therapy Counseling 2025.

1.1 Disclaimer

Candidates with Manipal Entrance Test (MET) 2025 Rank are eligible for participation in the online Master of Occupational Therapy Counseling 2025

- All the candidates are requested to read the instructions carefully, before participating in the online Counseling process.
- Candidates are deemed to have read the Counseling Information Brochure and understood the counselling process, in addition to agreeing to the terms and conditions of the Master of Occupational Therapy Counselling process, before starting the registration process for participation in online Master of Occupational Therapy Counseling.
- All candidate may kindly note that mere registration for online Master of Occupational Therapy Counseling 2025 does **NOT** confer any automatic rights to secure a Master of Occupational Therapy seat.
    - The admission to the Master of Occupational Therapy program is subject to fulfilling the merit, admission criteria, eligibility, and such criteria as may be prescribed by UGC / MAHE Manipal
- Candidate should ensure that all the information filled during the online submission of registration form is correct and factual. Information provided by the candidates in the online registration form shall be treated as correct & self-certified and MAHE Manipal shall not entertain, under any circumstances, any request for change in the information provided by the candidates
- Candidates must visit https://manipal.edu/mu/academics/programs-list.html#Postgraduate to know more about Master of Occupational Therapy programs, Fee Structure, Placements, Campus Life and also have first-hand information of the various infrastructure facilities like Department laboratories, Library, Hostel, Sports etc; before filling the choices.
- All email and SMS communication to the candidates will be to the registered email id & mobile number provided at the time of completing the application form.
    - Queries (if any) must be emailed to official email id admissions@manipal.edu and response will be within 2 – 3 working days. MAHE Manipal cannot be held responsible for no-response to queries sent to any other email id.

1.2 Participating Institution

Master of Occupational Therapy counseling 2025 will be conducted for admission to the programs offered by the following Institutions.

- Manipal College of Health Professions (MCHP), Manipal
    - https://manipal.edu/mu/academics/programs-list.html#Postgraduate

MOT - Children and Adolescents
MOT - Hand & Musculoskeletal Conditions
MOT - Mental Health & Psychosocial Rehabilitation
MOT - Neuro Rehabilitation
MOT - Occupational Therapy for the Aging Adult

1.3 Eligibility Criteria

The candidates who fulfill the following eligibility criteria can participate in the 2025 counseling process

- Candidate should have MET 2025 rank
- Pass in BOT / BSc OT / B OTh, with minimum 50% aggregate marks or equivalent AND Candidate MUST have completed their internship before class commencement

Candidate **MUST** complete their internship on or before **15.09.2025**

1.4 Counseling Rounds

Counseling involves 3 rounds as follows. *Depending on University guidelines, an additional round(s) of counseling may be conducted.*

- **Round 1 to 3 (Online rounds)**: Online Registration is permitted at the beginning of **FIRST** round only. After registration, candidates are required to do the choice filling. Seats will be allotted as per MET 2025 rank, availability of vacancy and choice.

Note

The schedule of additional Rounds of online counseling (if any) will be announced later

1.4.1 Counseling Portal

All applicants are requested to access https://apply.manipal.edu for all the activities with respect to Online Master of Occupational Therapy Counseling

- Choice Filling will be through the applicant portal only
- Fee Payment on seat allotment will be through the applicant portal only
- On successful confirmation of Program fee payment, Provisional Admission Order can be downloaded from applicant portal only
- Withdrawal from Counseling process will be through applicant portal only

1.4.2 Counseling schedule

Table 1: 2025 Online Counseling Schedule

No		Events	Duration
1	1st Round (Online)	Fresh Registration and Choice Filling	04 July - 09 July 2025
2		Processing of Seat Allotment	10 July - 11 July 2025
3		**1st Round online seat allotment**	**11 July 2025 After 8 PM**
4		Payment of Program fees (1st Installment)	11 July - 16 July 2025
5		Payment of Balance Program Fee (2nd Installment)	21 - July-2025
6	2nd Round (Online)	**2nd Round online seat allotment**	**19 July 2025; After 8 PM**
7		Payment of Program fees (1st Installment)	19 July - 25 July 2025
8		Payment of Balance Program Fee (2nd Installment)	30-July-2025
9	3rd Round (Online)	**3rd Round online seat allotment**	**28 July 2025; After 8 PM**
10		Payment of Program fees (1st Installment)	28 July - 02 Aug 2025

11		Payment of Balance Program Fee (2nd Installment)	06 - Aug -2025
12	**Additional Rounds (if any)**		To be announced later

On completion of the admission process, all admitted students **MUST** report to the campus for the Orientation program / Class Commencement (whichever is earlier) and occupy the allotted hostels. Non-reporting to the Campus on the date of Orientation program / Class Commencement (whichever is earlier) will result in automatic Cancellation of Admission. On Cancellation of the admission the candidate must proceed with the Withdrawal option. Withdrawal approval and refund process will be initiated only after the receipt of hard copy of the application submitted by the Candidate / Parent / Authorized Representative (in person) at the Admissions Office of the respective Campuses. Fees shall be refunded to an eligible student within *Forty-Five* days from the date of receipt of hard copy of the application. Refer www.manipal.edu/fees for more details.

2 COUNSELING PROCEDURE

There are 3 rounds of counseling. All rounds will be Online. *Depending on vacancy (if any), an additional round of counseling may be conducted after the 3rd Round.* The various steps in the counseling procedure are

1. Registration
2. Choice Filling
3. Seat Allotment
4. Program Fee Payment (Instalment 1) & Balance Program Fee Payment (Instalment 2)
5. Provisional Admission Order
6. Waitlisting
7. Hostel Booking

2.1 Registration

Fresh Registration is allowed at the beginning of First round ONLY.

Candidates will have to confirm their participation in the Online Counseling process by logging into https://apply.manipal.edu with **Registered email id** as login ID and password

- Click on "**Counseling**" tab on side navigation
- Click on "**View Details**" button of the respective program
- Click on "**Register Now**"
- Read the instructions. Select the check box. Click on "**Pay Now**" button

- Waitlist Deposit (Rs. 10,000) is to be paid online during the Registration process for the Counseling
  - Having made the payment, candidates will be eligible to provide their choices in order to participate in the Online Counseling process
  - On Seat allotment in any round, 1st instalment fee must be paid by the candidate within the timeline specified, to confirm the seat allotment.
    - On fee payment, the waitlist deposit (Rs. 10,000) paid at the time of registration will be converted into Refundable Caution Deposit, which is part of the Program fee.
- Mere registration for the counseling does **NOT** guarantee the allotment of Seat.
  - Seat allotment depends on the candidates MET rank, the number of candidates registering for the counseling, their choice of course / institution and the number of seats available.

- In case the candidate is **NOT** allotted any seat in any rounds of counseling, the waitlist deposit will be refunded within 2 months of completion of all rounds of Counseling

Important Note

Master of Occupational Therapy: On seat allotment, if the first year Program Fee (1st Installment i.e. Rs. 1,72,500) is NOT paid before the deadline, candidate is out of the counseling process and will also forfeit the waitlist deposit of Rs. 10,000.

o Balance Program Fee (2nd Installment) is to be paid as per the time line notified for each round.

o If the balance first year Program Fee (2nd Installment i.e. Rs. 1,72,500) for Master of Occupational Therapy Course is NOT paid before the deadline specified for that round, candidate is out of the counseling process and the 1st instalment fee paid will be refunded as per UGC Refund policy (Refer www.manipal.edu/fees for refund rules).

2.2 Choice Filling

Choice filling is permitted in **FIRST** round only for the registered candidates

2.2.1 First Time choice Filling

- After making payment of the waitlist deposit (Rs. 10,000), the candidate can fill in as many choices as possible
  - Click on "**Setup Preferences**"
  - Read the instructions. Click on "**Proceed to Setup**"
  - Move the Institute + Program preferences from "**Available Programs**" to "**Selected Programs**"
  - After selecting the programs, click on "**Save Preferences**". Without clicking on "**Save Preferences**", the options will not be saved.
  - In order to edit the preferences, clink on "**Edit Preferences**" and after editing click on "**Save Preferences**"
- Preference 1 is mandatory
- Others are optional
  - *For Example, if your most preferred* Program *is* MOT-Children and Adolescents*, please click on "Add" button to move it from* "**Available Programs**" to "**Selected Programs** "as **Choice 1**. *If your second choice is MOT*-Hand & Musculoskeletal Conditions*, please click on "Add" button to move it from* "**Available Programs**" to "**Selected Programs** "as **Choice 2**.
  - On submission of options by the candidate, it is considered that candidates are very much interested in the options submitted, hence on seat allotment / upgradation, it will be accepted by the candidate. Once allotted, there is no process of reversal. Hence, you may give choice 2 ONLY If you are interested
    - **Candidates are advised to fill in the choices (institutes and Programs) of their interest only**
    - After saving, download / save / print a copy of the filled choices for future reference.
    - **On seat allotment, if the first year Program Fee is NOT paid before the fee payment timeline, candidate is out of the counseling process** and will also **forfeit the waitlist deposit of Rs. 10,000 and will NOT be eligible for waitlisting for further rounds.**

Important Note

- *Candidates are requested to check the correctness of filled choices by clicking* **"Print Preferences***" button and save the file for their reference*

2.3 Seat Allotment

- The Seat allotment in any round will be as per MET 2025 Rank, preferences provided and availability of the same.
- *All candidates **MUST** login to the portal https://apply.manipal.edu to check the Seat Allotment status as per Counseling schedule (Table 1)*
- *Non-receipt of SMS / Email confirmation will **NOT** be considered as a reason for non-payment of 1st Instalment fee within the specified deadline.*

2.4 Program Fee Payment

Master of Occupational Therapy: On seat allotment, if the first year Program Fee (1st Installment i.e. Rs. 1,72,500) is NOT paid before the deadline, candidate is out of the counseling process and will also forfeit the waitlist deposit of Rs. 10,000.

- Balance Program Fee (2nd Installment) is to be paid as per the timeline notified for each round.
- If the balance first year Program Fee (2nd Installment i.e. Rs. 1,72,500) for Master of Occupational Therapy Course is NOT paid before the deadline specified for that round, candidate is out of the counseling process and the 1st instalment fee paid will be refunded as per UGC Refund policy (Refer www.manipal.edu/fees for refund rules).

2.4.1 Master of Occupational Therapy

On seat allotment, first year fees is to be paid within the stipulated timeline. To ease the burden of payment, MAHE Manipal has decided to allow part payment of the fees. The 1st year fee payment of Rs. **3,45,000** (excluding waitlist deposit of Rs. 10,000) is split into 2 components:

- Part Payment of Rs. **1,72,500**
- Balance Payment of Rs. **1,72,500**

Program Fee (1st Installment) of Rs. 1,72,500

- On Seat Allotment the candidates are required to pay Rs. **1,72,500** before the last date specified.
- On completion of part payment, the allotted seat is provisionally confirmed

Balance Program Fee (2nd Installment) of Rs. 1,72,500

- Having made the part payment of **Rs. 1,72,500**, the candidate is expected to make the balance fee payment of **Rs. 1,72,500** on or before the timeline mentioned
- If the candidate does NOT complete the part payment process on or before the timeline, the provisionally confirmed seat is forfeited, the candidate will be out of the counseling process.
    - In such a scenario the fee will be deducted as per UGC Refund policy and the rest of the part payment will be refunded back to the candidate.

Important Note

- In case of withdrawal (if any) during or after the counseling process, the fee will be deducted as per UGC Refund policy (refer www.manipal.edu/fees)
- Kindly note that this provision (Payment of fee in instalment) is applicable for remitting the First-year fee only for the candidates taking fresh admission in academic year 2025-26.
    - from 2nd year onwards, full fee is to be paid at the beginning of every year as per the timeline to be specified by the respective Institute.

2.4.3 Fee Payment Options

Kindly use either of the two options to make the Program fee payment

- Visit https://apply.manipal.edu
- Click on "**View Provision Admission Offer**" on the respective application
- Provisional Admission Offer" opens in a new tab. Either close the "Provisional Admission Offer" tab or switch to application portal tab and click on "**Pay Now**"

Option 1: Online Payment

- Select "**Pay online**", enter the fee amount and click on "**Pay Now**"
- Select the Payment Gateway and Click on "Continue"
- On successful payment, students can avail the receipt online immediately.
- Do **NOT** close browser window, as on successful payment, the fee receipt acknowledgment will be generated instantly.

OR

Option 2: RTGS / NEFT

- NEFT / RTGS to MAHE ICICI Bank Account
    - **Name:** Manipal Academy of Higher Education
    - **Account Number:** 007201000089
    - **IFSC Code:** ICIC0000072
    - **Type of Account:** Savings Bank
- Select "**RTGS / NEFT**", enter the fee amount and click on "**Pay Now**"
    - Enter the following details
        - UTR (Transaction Number), Transaction Date, Fee amount
        - Course Name, Email ID, Mobile No, Beneficiary Bank Account No: 007201000089
        - Remitter name: Candidate Name, Remarks: **Fee payment for :** program Name
    - Approval status of the RTGS / NEFT payment will be updated on the portal after **2** working days
    - **No Cash Payments**. Please do NOT pay the Program Fee as cash/cheque directly into the bank accounts

NOTE: In case of NEFT/RTGS Payment, if the transaction detail is NOT entered by the candidate in candidate portal https://apply.manipal.edu **as mentioned above within the fee payment deadline, it will be considered that the payment has NOT been made, the allotted seat will be cancelled** and the candidate will be out-of-the-counseling process and will also **forfeit the waitlist deposit of Rs. 10,000.**

Failure to pay the first-year Program fees on or before the dates specified will result in the instantaneous forfeiture of the seat and the candidate will be out-of-the-counseling process and will also **forfeit the waitlist deposit of Rs. 10,000.**

2.6 Waitlist

The following candidates are eligible for the waitlist

- Registered candidates who have taken a seat in any round and wish to participate in subsequent rounds of counseling (Provisionally Admitted Candidates)
- Registered candidates who have **NOT** been allotted any seat in the previous round. (Waitlisted Candidates)

2.6.1 Waitlist Procedure

The waitlisting process is online at https://apply.manipal.edu

- Registered & waitlisted candidates can participate in subsequent rounds of Counseling provided they have submitted their choices during **FIRST** round of Counseling
    - Registered candidates, who have **NOT** got the seat in the previous round(s), can opt for the waitlist.
        - In case the candidate is **NOT** allotted any seat in any rounds of counseling, the waitlist deposit will be refunded within 2 months of completion of all rounds of Counseling
            - For this the candidates are required to update the Account details (Name of the account holder, A/c Number, Bank Name, Branch Address and IFSC code) in the Counseling portal. The site is Safe and Secure
    - On submission of options by the candidate, it is considered that candidates are very much interested in the options submitted, hence on seat allotment / upgradation, it will be accepted by the candidate. Once allotted, there is no process of reversal. Hence, you may give Preferences only if you are interested
    - **Candidates are advised to fill in the choices (institutes and branches) of their interest only**

2.6.2 Payment options

Refer Section 2.4.3

Important Note

- *Seats will be allotted as per MET 2025 rank, availability of vacancy and choices provided.*
- *All candidates **MUST** login to the portal https://apply.manipal.edu to check the Seat Allotment status as per Counseling schedule (Table 1)*
- *Non-receipt of SMS / Email confirmation will **NOT** be considered as a reason for non-payment of 1st Instalment fee within the specified deadline.*

On Seat allotment,

- If the **Provisionally admitted candidate** gets upgraded to a new Course in subsequent round(s),
    - The previously allotted course will be cancelled and provisional admission order of the previous Course will be null & void
        - Balance 1st year Program Fee **MUST** be paid before the deadline specified for that round

          If candidate does **NOT** complete the balance 1st year fee payment within the stipulated time, he / she is out of the counseling process and fee paid will be refunded as per UGC Refund policy. (Refer www.manipal.edu/fees for refund rules)
    - The candidate can download the new Provisional Admission order from the Counseling portal.
    - There is **NO** provision to the candidate to revert to the previously allotted Program.
    - If the candidate wishes to withdraw, they are required to complete the withdrawal process in the Counseling portal https://apply.manipal.edu and the fee paid will be refunded as per UGC Fee refund policy.
        - On withdrawal, the candidates will be out of the Counseling process and will now be considered as the Withdrawn Candidate.

- If the **waitlisted candidate gets** a seat allotment for the first time,

- The candidate has to confirm / accept the seat by paying the first year Program Fee (**1st Installment i.e. Rs. 1,72,500 for Master of Occupational Therapy)** via Online / NEFT within the deadline for that round (Transaction charges to be borne by the applicant).
- On receipt of payment and confirmation by the University, the candidate can download the Provisional Admission order from the Counseling portal.
  - The waitlisted candidate will now be considered as Provisionally Admitted Candidate.
    - On seat allotment, if the first year Program Fee (**1st Installment i.e. Rs. 1,72,500 for Master of Occupational Therapy)** is **NOT** paid before the deadline specified for that round, candidate is out of the counseling process and will also **forfeit the waitlist deposit of Rs. 10,000**. These candidates will now be considered as Exited Candidates with Forfeiture of Waitlist Deposit
- Balance 1st year Program Fee **(2nd Installment i.e. Rs. 1,72,500 for Master of Occupational Therapy) MUST** be paid before the deadline specified for that round else candidate is out of the counseling process and fee paid will be refunded as per UGC Refund policy (Refer www.manipal.edu/fees for refund rules).

On seat allotment in any round, if the first year Program Fee (**1st Installment i.e. Rs. 1,72,500) for Master of Occupational Therapy** Course is **NOT** paid before the deadline specified for that round, candidate is out of the counseling process and will also **forfeit the waitlist deposit of Rs. 10,000**

3. WITHDRAWAL

Withdrawal is an important step for provisionally admitted candidates only. In case of withdrawal (if any), the fee will be deducted as per UGC Refund policy (refer www.manipal.edu/fees). Please go through the detailed instructions before participating in the Counseling process

3.1 Before Class commencement (Candidates admitted in Rounds 1 – 3)

All withdrawals before class commencement must be made through the candidates portal https://apply.manipal.edu only

- The date of submission of the request will be considered as the date of withdrawal.
- The refund will be processed as per the UGC refund policy (Refer section 8).
- Requests for withdrawal via email / telephone / SMS / WhatsApp or any other medium outside of counseling portal will **NOT** be considered.

3.2 After Class commencement

- All withdrawals after class commencement must be made through the Withdrawal form available at Academic Section of the admitted institute
  o The application form must be submitted along with the No Dues Form at the Academic Section of the admitted institute
  o The date of receipt of the request will be considered as the date of withdrawal.
  o The refund will be processed as per the UGC refund policy (Refer section 8).

Important Note

- *All refunds will be processed based on formally notified last date of admission irrespective of date of admission.*
- *The portal will be blocked during Processing of Seat Allotment dates, hence Withdrawal will not be possible during these dates*

4. FORFEITURE OF WAITLIST DEPOSIT

On seat allotment in any round, if the first year Program Fee (**Master of Occupational Therapy 1st Installment i.e. Rs. 1,72,500**) is **NOT** paid before the deadline specified for that round, candidate is out of the counseling process and will also **forfeit the waitlist deposit of Rs. 10,000.** Such candidates will now be considered as Exited Candidates with Forfeiture of Waitlist Deposit

5. WITHDRAWN / EXITED CANDIDATES

- Withdrawn / Exited candidates with Forfeiture of waitlist Deposit candidates are NOT eligible to participate in the subsequent rounds of Counseling.

6. CANCELLATION OF ADMISSION

On completion of the admission process, all admitted students MUST report to the campus for the Orientation program / Class Commencement (whichever is earlier) and occupy the allotted hostels **[Allotment is subject to availability]**. Non-reporting to the Campus on the date of Orientation program / Class Commencement (whichever is earlier) will result in automatic Cancellation of Admission. On Cancellation of the admission the candidate must proceed with the Withdrawal option. Withdrawal approval and refund process will be initiated only after the receipt of hard copy of the application submitted by the Candidate / Parent / Authorized Representative (in person) at the Admissions Office of the respective Campuses. Fees shall be refunded to an eligible student within Forty-Five days from the date of receipt of hard copy of the application. Refer www.manipal.edu/fees for more details.

7. SCHOLARSHIPS

All candidates are advised to visit the respective institute websites for more information on Scholarships: visit **www.manipal.edu/scholarship**

8. FEE REFUND RULES

In case of withdrawal (if any), the fee will be deducted as per UGC Refund policy (refer www.manipal.edu/fees)

9. HOSTEL

Admitted / Provisionally Admitted Candidates will be able to book the hostels only on completion of 1st Installment coursefee / Full Fee Payment. The Hostel Details will be put up on the counseling portal

- The hostel accommodation can be booked only after the generation of MAHE Roll No
- The Hostel will be allotted based on availability only.

10. CHECKLIST OF DOCUMENTS

The following is the list of documents required for the document verification process during the Physical Reporting at the respective Institutes.

Sl No	Document Name
1	UG marks card issued by the recognized University#
2	Provisional/Degree certificate#
3	Conduct / Character Certificate issued by college #
4	Internship Certificate

5	Aadhaar Card of the Candidate #
6	PAN Card of the Parent(s) #
7	APAAR ID
8	2 recent passport size photographs #
9	Copy of Overseas Citizen of India/ Person of Indian Origin card (if applied under OCI/PIO category)
10	UG marks card issued by the recognized University#

 # Original Document is required for Verification / Submission.

Qualification obtained from Boards established by

(i) An Act of Central / State Government

(ii) A Gazette Notification of Central / State Government

(iii) Executive orders issued by Central / State Government are only considered.

*If a Result awaited Candidate fails in any one of the subject(s) **OR** fails to secure the required percentage of marks as per the eligibility criteria, he / she is required to inform the Admissions Office MAHE Manipal at admissions@manipal.edu immediately after declaration of the results. The allotted seat will be cancelled; Candidate will be out of counseling.*

11. QUERY RESOLUTION

Any queries other than the information provided in this information brochure, are to be addressed to admissions@manipal.edu only, mentioning the Application No. in the email Subject line.

- All emails will be addressed within 2 working days
- Queries sent to any other email ids will **NOT** be replied to.

12. PUBLIC ADVISORY

- All candidates and their parents are requested to read the Disclaimer (Section 1.1), before proceeding for the registration process
- Candidates are deemed to have read this counseling information brochure and have understood the counselling process, in addition to agreeing to the terms and conditions of the online Master of Occupational Therapy Counselling process, before starting the online registration process.
- All admissions are subject to fulfillment of all the eligibility conditions by the candidate.
    - o If it is found at a later stage, during active verification, that the candidate has given false information / qualification obtained from unrecognized Board / University or is found to have concealed some information or intentionally delaying the document submission, his / her admission will be cancelled without any notice.
    - o It is the responsibility of the candidates to ensure that they fulfill all the eligibility requirements for the course(s) applied.
- We have **NO agents or middlemen** for admissions and all admissions can be secured only by merit in the all India Manipal Entrance Test (MET) 2025 and through counseling process.
- Jurisdiction for dispute if any shall be at Udupi court only.

********* We welcome you for Online Master of Occupational Therapy Counseling 2025 *********

Updated: 3:00 PM, 03rd July 2025