NATIONAL LAW UNIVERSITY ODISHA

INSTRUCTIONS TO CANDIDATES SELECTED IN THE 1st LIST FOR ADMISSION TO THE

5-YEAR B.A., LL.B. (Hons.)/ B.B. A., LL.B. (Hons.) PROGRAMME & LL.M.

PROGRAMME 2024 – 2025

Welcome to National Law University Odisha!!!

Candidates who have been provisionally selected in NLUO, Cuttack for Vacant Seats on the basis of CLAT-2024 merit are required to complete the following formalities:

➢ Candidates need to get registered to NLUO through NLUO's ERP Portal.

➢ **The admission process at NLUO through the ERP portal of NLU Odisha is of 2 steps;**

- STEP-1: Candidates has to register in the NLUO ERP portal.

- STEP-2**:** After screening registered information of the candidature the University will assign fees template (fees to be paid by individual student on case-to-case basis).

  NOTE: Fees payment option will be enabled and visible to the candidates only after the screening of the information submitted and assigning of fees template by the University officials manually to the candidate.

➢ **FEE TO BE PAID TO NLUO FOR CONFIRMATION OF THE ADMISSION:**

B.A.LL.B. / B.B.A.LL.B. (UG):
- Fees for First Semester (1st Installment): Rs.1,96,890/-
- The Fees for Second Semester (2st Installment) will be Rs.60,000/-, which shall be deposited by 1ˢᵗ week of January, 2025.

LL. M. (PG)
- Fees for First Semester (1st Installment): Rs.1,61,890/-
- The Fees for Second Semester (2st Installment) will be Rs.35,000/-, which shall be deposited by 1st week of January, 2025.

➢ Fee structure is available at www.nluo.ac.in/admissions/undergraduate-programmes/ and https://www.nluo.ac.in/admissions/ll-m-programme/

➢ The Schedule for Reporting at NLUO, Document Verification, Commencement of Class and other information for the First Semester has already been available on NLUO website.

➢ Candidates must bring the original copies of their documents along with a set of photocopies for verification purpose. In case any discrepancy is found on a later date and / or on physical verification of original documents, the provisional admission offered will

stand automatically cancelled and the total fee paid by them will be forfeited. The University may even file a criminal complaint against the candidates in case of submission of fake documents.

➢ The ERP link to fill up the admission form is https://erp.nluo.ac.in/academic/admission/form_student_registration.aspx.

➢ Once the form is duly filled in & submitted, a Login ID & Password will be generated and sent to the registered email id of the candidate. The candidate need to complete the registration process.

> *To deposit the Fee, the candidate will receive the notification, post verification of the details submitted. The link will be sent to the registered email ID and the candidate can complete the formalities by login into the ERP Portal.*

> *To avoid the last minutes technical glitches the candidates are advised to complete the registration form on or before 04.07.2024, which will make us enable to send the payment link to make hassle-free fees deposit within the deadline.*

> *Once the Fee is deposited, kindly email the proof of payment to admissions2024@nluo.ac.in latest by 11:30pm of 05.07.2024, failing which the candidature will not be considered for allotment of seats, the Application fees will be forfeited and the seat will be allotted to the next eligible candidate.*

> *In case of any query / clarification, please contact admissions2024@nluo.ac.in.*

> *In case of any issue / difficulty arises while filling up the Registration Form in the ERP Portal, please contact erp-support@nluo.ac.in*

➤ **DOCUMENTS TO BE VERIFIED:**

1. 10th Class Mark Sheet
2. 10th Class Pass Certificate
3. Mark Sheet of Qualifying Examination (10+2) / Higher Secondary or equivalent
4. Pass certificate of Examination(10+2)/Higher Secondary or equivalent
5. Mark Sheet of Integrated LL.B. / LL.B. / B.L. *(for PG Candidates only)*
6. Pass Certificate of Integrated LL.B. / LL.B. / B.L. *(for PG Candidates only)*
7. Transfer Certificate and Migration Certificate from the institution last attended
8. Character Certificate / Conduct Certificate from the institution last attended
9. Color Passport Size Photograph
10. Copy of CLAT 2024 Admit Card and Score Card
11. Copy of Aadhaar Card.
12. *Special Category Certificate* **(applicable only for candidates selected under SC, ST or SAP/PwD Categories)**
13. *Domicile / Residence certificate* **(applicable only for candidates selected under Odisha Domicile Categories)**
14. Proof of payment to NLUO.

NOTE: At the time of physical verification of the documents the candidate has to produce all the original documents of the above along with Affidavit of UGC Regulation on curbing the means of ragging in Higher Education Institutions, 2009 *(Link to Anti-Ragging Policy)*
Any modification / alteration in the instructions / schedule will be uploaded on our website. Hence, keep on visiting the website in regular intervals.

- **Undertaking for those who are unable to submit any of the requisite documents**

Sd/-
Admission Committee.