

# NATIONAL LAW UNIVERSITY ODISHA

## INSTRUCTIONS TO CANDIDATES 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 under Foreign National / NRI / NRI Sponsored / PIO / OCI Category 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 on ERP portal 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): USD 3000/- + INR 1,36,890/-  
*Total Amount to be paid to NLUO: USD 3,000 + INR 1,36,890 or INR 3,87,335/-.* The Fees for Second Semester (2st Installment) will be INR 2,50,445/-, which shall be deposited by 1<sup>st</sup> week of January, 2025.

**LL. M. (PG)**

- Fees for First Semester (1st Installment): USD 2,000/- + INR 1,26,890/-  
*Total Amount to be paid to NLUO: USD 2,000 + INR 1,26,890/- or INR 2,93,853/-.* The Fees for Second Semester (2st Installment) will be INR 1,66,963/-, which shall be deposited by 1<sup>st</sup> week of January, 2025.

**Note:** The USD to INR conversion / exchange rate is ₹ 83.4815. (Exchange rate of 17<sup>th</sup> May, 2024 as per the RBI's official Website [www.rbi.gov.in](http://www.rbi.gov.in)) will be considered.

- Fee structure and detailed payment schedule is available at [www.nluo.ac.in/admissions/undergraduate-programmes/](http://www.nluo.ac.in/admissions/undergraduate-programmes/) (for UG) &

[www.nluo.ac.in/admissions/ll-m-programme/](http://www.nluo.ac.in/admissions/ll-m-programme/) (for PG)''.

- The ERP link to fill up the admission form is [https://erp.nluo.ac.in/academic/admission/form\\_student\\_registration.aspx](https://erp.nluo.ac.in/academic/admission/form_student_registration.aspx). Please fill in and submit the form by **26/08/2024**.
- 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, fee payment option will be available to the candidate on ERP portal post verification of the details submitted and assigning a fee template. The candidate can complete the formalities by login into the ERP Portal.
- Candidates have to pay the fee to NLUO and send the payment receipt / acknowledgment (to email: [admissions2024@nluo.ac.in](mailto:admissions2024@nluo.ac.in)) on or before **11:30 p.m. of 27/08/2024**, 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.
- The Reporting at NLUO, Document Verification is scheduled for **30/08/2024 from 10:00 am to 05:00 pm**, List of documents to be produced on the day of document verification, Commencement of Class and other information for the First Semester is published on the University website under the admissions page.
- 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.
  - *To avoid the last minutes technical glitches the candidates are advised to complete the registration form at the earliest which will make us enable to send the payment link to make hassle-free fees deposit within the deadline. In case of any query, clarification, please contact [admissions2024@nluo.ac.in](mailto: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](mailto:erp-support@nluo.ac.in) or*

➤ **DOCUMENTS TO BE VERIFIED:**

1. 10<sup>th</sup> Class Mark Sheet
2. 10<sup>th</sup> 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 & 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
11. Copy of Identity Proof (Self-attested) (Aadhaar Card/ Driving License/ PAN Card/ Voter's Identity Card/Passport) any one of them.
12. Copy of sponsorship letter from embassy and the undertaking(s). (for Foreign National/NRI/NRI(s)/OCI/PIO Candidates)
13. Copy of Passport / Citizenship Card (for Foreign National / NRI / NRI(s) / OCI / PIO Candidates)
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.**

Sd/-  
Admission Committee