

# NATIONAL LAW UNIVERSITY ODISHA, CUTTACK

## Instructions to Candidates paid the CONFIRMATION FEE in the NAIET-2024 for Admission to the 3-year LL.B. Program 2024 – 2025.

Welcome to National Law University Odisha, Cuttack.

**Candidates who have been allotted on the basis of NAIET - 2024 merit and paid the CONFIRMATION FEE on admission portal are required to complete the following formalities:**

1. The admission process at NLUO through the Admission and ERP portal of NLU Odisha is of 3 steps;
  - STEP-1: Make payment of **Confirmation Fees** on the admission portal <https://admissions.nluo.ac.in/> by 29<sup>st</sup> July 2024, 01:00 pm.
  - STEP-2: Register in the NLUO ERP portal (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).) by 31<sup>st</sup> July 2024, 04:00 pm.
  - STEP-3: 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.

2. The candidates who paid Confirmation Fee to register of ERP portal and remit the fee through online transfer only as per the details.
3. Candidates need to fill in the online registration form carefully, and upload the documents through ERP Portal. After submission of registration form, candidate will receive login ID and password through an auto generated email.
4. The information filled shouldn't contradict the information available on admission portal.
5. Based on the information provided and on verification of the documents submitted, NLUO reserves all rights to Accept / Not Accept any form.
6. All the above processes should be completed within the scheduled time line provided in the Admission Counselling Guidelines/Instruction on the NLUO website. No extension of time will be given to the candidates by NLUO beyond the dates indicated.
7. **Candidates who fail to pay the Fee to NLUO and submit the documents (in ERP portal of the NLU Odisha) within the timeline i.e. by 1<sup>st</sup> August, 2024 will not be considered for admission at NLUO and they will also not be considered for allotment in subsequent lists issued by the NLUO.**

**8. FEE TO BE PAID TO NLUO FOR CONFIRMATION OF THE ADMISSION:  
3 YEAR LL.B.**

Programs→	3 Year LLB		
	General	SC/ST/PWD	NRI / NRI (S)
Pattern↓			
Security Deposit	10,000.00	10,000.00	10,000.00
Per Annum (Hostel Fee is excluded)	2,17,520.00	2,17,520.00	5,98,410.00
To be deposited at NLUO for 1st Semester = Security Deposit + ½ of the Tuition Fees + All other Annual Fees	10,000.00 + 60,000.00 + 97,520.00 <b>=1,67,520.00</b>	10,000.00 + 60,000.00 + 97,520.00 <b>=1,67,520.00</b>	10,000.00 + 2,50,445.00 (\$3000.00) + 97,520.00 <b>=3,57,965.00</b>
Deposited at NLUO (Counselling Registration Fee + Confirmation Fee ) (-)	(-) 50,000.00	(-) 40,000.00	(-) 50,000.00
Balance amount to be deposited at NLUO for1st Semester	<b>1,17,520.00</b>	<b>1,27,520.00</b>	<b>3,07,965.00</b>
To be deposited at NLUO for 2nd Semester	60,000.00	60,000.00	2,50,445.00

● Fees for the 1st Semester must be deposited as per the schedule defined by NAIET - 2024. Hostel Fee will be collected separately if the hostel is allotted.

● The USD to INR conversion / exchange rate is ₹ 83.4815. (Exchange rate of 19<sup>th</sup> May, 2024 as per the RBI's official Website ([www.rbi.gov.in](http://www.rbi.gov.in)) will be considered.

● Fees for the 2<sup>nd</sup> Semester must be deposited as per the future notification.

● Students have to make an online payment to NLUO using the payment gateway available in the ERP portal. After a successful payment a receipt will be generated on the ERP portal, which may be kept for future reference (if a receipt is not generated within two hrs, please contact us with transaction details).

9. Candidates should submit the scanned copy of their documents on the basis of which the provisional admission will be offered. 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.

10. The Class Schedule and other information for the First Semester will be communicated in due course of time.

11. The ERP link to fill up the admission registration form is sent by email.

12. 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 on or before 31<sup>st</sup> July 2024, 04:00 pm.**

13. Post verification, the candidates will able to see option to pay the University fee through ERP Portal. The link will also sent through an auto generated mail to the registered email address of the candidate. The candidate can complete the formalities by login into the ERP Portal.

- *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) (Technical issues).*
- *In case of any query / clarification, please contact [admissions2024@nluo.ac.in](mailto:admissions2024@nluo.ac.in).*

**DOCUMENTS TO BE UPLOADED ON NLUO's ERP PORTAL:**

1. 10th Class Mark Sheet
2. 10th Class Pass Certificate
3. Mark Sheet of (10 + 2)/Higher Secondary or equivalent
4. Pass certificate of Examination (10 + 2)/Higher Secondary or equivalent
5. Mark Sheet of Graduation.
6. Pass Certificate of Graduation.
7. Transfer Certificate / Migration Certificate from the institution last attended
8. Character Certificate / Conduct Certificate from the institution last attended
9. Copy of Caste Certificate in case of SC or ST/ST(Plains) / ST (Hills) candidates
10. Copy of Disability Certificate, in case of PWD/SAP candidates
11. Copy of NAIET - 2024 Admit Card
12. Proof of payment to NAIET Office towards Counselling Fee.
13. Proof of payment to NAIET Office towards Confirmation Fee.
14. Copy of Aadhaar Card.
15. Residence /Domicile Certificate for the candidates claiming domicile reservation of Odisha.
16. Affidavit of UGC Regulation on curbing the means of ragging in Higher Education Institutions, 2009 ([in the prescribed format](#))
17. Medical Fitness Certificate in the ([in the prescribed format](#)).
18. Documents not submitted now, need to be submitted as & when the candidate gets the document or by 31st Aug 2024, whichever is earlier.
19. [UNDERTAKING FORMAT - \(For the documents not readily available\)](#).

NOTE: Those candidates, who has opted for Domicile Category of Odisha should fulfil following criteria:

- I. Must have passed 12th (or equivalent) for admission into 3 Year LL.B. course from an educational institute located at Odisha.
- AND
- II. Must able to submit a Residence /Domicile Certificate of Odisha.

**Sd/-**  
**Admission Committee**