

# NATIONAL LAW UNIVERSITY ODISHA, CUTTACK

## **Instructions to Candidates paid the COUNSELLING FEE in the NAIET-2025 for Admission to the 3-year LL.B. Program 2025 – 2026.**

Welcome to National Law University Odisha, Cuttack.

**Candidates who have been allotted on the basis of NAIET - 2025 merit, 'Paid Counselling Fees' on Admission Portal are required to complete the following formalities:**

1. The admission process at NLUO through the ERP portal of NLU Odisha is of 2 steps;
  - STEP-1: 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 **15<sup>th</sup> July, 2025, 04:00 pm.**
  - 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.

1. The candidates needs to register of ERP portal and remit the fee through online transfer only as per the details.
2. 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.
3. The information filled shouldn't contradict the information available on admission portal.
4. Based on the information provided and on verification of the documents submitted, NLUO reserves all rights to Accept / Not Accept any form.
5. All the above processes should be completed within the scheduled time line provided in the Instruction on the NLUO website. No extension of time will be given to the candidates by NLUO beyond the dates indicated.
6. **Candidates who fail to pay the Fee to NLUO within the timeline i.e. by 17<sup>th</sup> July, 2025, 11:59 pm will not be considered for admission at NLUO and they will also not be considered for allotment in subsequent lists issued by the NLUO.**

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

Programs→	3 Year LLB	
	Amount in INR	
Pattern↓	General	SC/ST/PWD
Security Deposit	10,000.00	10,000.00
Per Annum (Hostel Fee is excluded)	2,17,520.00	2,17,520.00
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>
Deposited at NLUO (Counselling Registration Fee)	(-) 30,000.00	(-) 20,000.00
Balance amount to be deposited at NLUO for 1st Semester	<b>1,37,520.00</b>	<b>1,47,520.00</b>
To be deposited at NLUO for 2nd Semester	60,000.00	60,000.00

● Fees for the 1st Semester must be deposited as per the schedule defined by NAIET - 2025. Hostel Fee will be collected separately if the hostel is allotted.

● 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).

8. 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.

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

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

11. 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 15th July 2025, 4:00 pm.**

12. To deposit the Fee, the candidate will receive the notification after verification of the details submitted. **The candidate can deposit the University Fees by login into the ERP Portal on or before 17th July. 2025, 11:59 pm.**

- *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 [admissions2025@nluo.ac.in](mailto:admissions2025@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 - 2025 Admit Card
12. Proof of payment to NAIET Office towards Counselling Fee.
13. Copy of Aadhaar Card.
14. Residence /Domicile Certificate for the candidates claiming domicile reservation of Odisha.
15. Medical Fitness Certificate (in the prescribed format as per **Annexure-I**)
16. Documents not submitted now, need to be submitted as & when the candidate gets the document or by 31st July 2025, whichever is earlier. Undertaking format for those who are unable to submit any of the requisite documents (in the prescribed format as per **Annexure-II**).

**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](#))

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

Must have passed 12th (or equivalent) for admission into 3 Year LLB from an educational institute located at Odisha.

AND

Must able to submit a Residence /Domicile Certificate of Odisha.

**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**

**MEDICAL FITNESS CERTIFICATE**

(To be certified by a Registered Medical Practitioner holding a degree not below that of M.B.B.S.)

I certify that, I have carefully examined Ms. / Mr. \_\_\_\_\_  
Daughter / son of Shri \_\_\_\_\_, whose photo &  
signature is given below. Based on the examination I certify that she/he is/has/isn't/hasn't  
suffering/suffered with the following diseases in past:

(Please tick on the appropriate option)

1. Any Infectious diseases ever suffered from:

- (a) Chicken Pox
- (b) Hepatitis/ Typhoid
- (c) Malaria
- (d) Dengue/ Chikungunya
- (e) Tuberculosis (TB)
- (f) Asthama
- (g) Covid - 19 (Any / All Variant)
- (h) Any other

Covid Vaccine	1 <sup>st</sup>	2 <sup>nd</sup>
Covid Vaccine Booster	1 <sup>st</sup>	2 <sup>nd</sup>

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_

2. Below the disease, in which the candidate needs regular medical attention throughout her / his stay  
at NLUO:

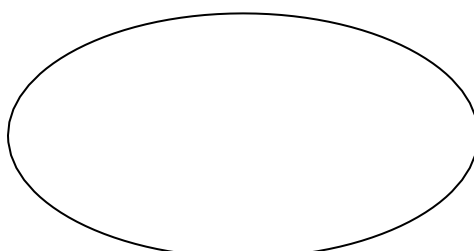
- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_

3. Blood Group : \_\_\_\_\_

I certify that, I have carefully examined Ms. / Mr. \_\_\_\_\_  
daughter / son of Shri \_\_\_\_\_, whose photo & signature is given below.  
Based on the examination I certify that she / he is totally fit to continue her/ his study at NLUO.

Signature of the Student

Signature of the Physician




Seal of the concerned Physician/

Recent Colour Passport  
size Photograph to be  
attested by the Physician

**UNDERTAKING**

(Those who have not submitted the requisite documents)

I, Mr, /Ms. ....Son /Daughter  
of Mrs. .... and Mr.  
..... have taken admission in (UG/PG)... Course  
at NLUO in the session 2025-26. I hereby declare that as I have not produced the following requisite  
certificate(s) / documents(s) at the University at the time of admission, my admission is purely  
provisional. I hereby undertake that I shall deposit the following documents by 31<sup>st</sup> July 2025.

1. ....
2. ....
3. ....
4. ....
5. ....

Place:

Full Signature of the Candidate

Date:

Name: