

NATIONAL LAW UNIVERSITY ODISHA

INSTRUCTIONS TO CANDIDATES SELECTED IN THE 2nd LIST FOR ADMISSION TO THE

5-YEAR B.A., LL.B. (Hons.)/ B.B. A., LL.B. (Hons.) PROGRAMME: 2025 – 2026

Welcome to National Law University Odisha!!!

Candidates who have been provisionally selected in NLUO, Cuttack for Vacant Seats on the basis of CLAT-2025 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, 2026.
- Fee structure is available at <https://nluo.ac.in/admissions-2025-5-years-ll-b-and-ll-m-through-clat/>
 - 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 21.07.2025, 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 admissions2025@nluo.ac.in latest by 11:55pm of 23.07.2025, 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 admissions2025@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 UPLOADED ON NLUO's ERP PORTAL:

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. Transfer Certificate / Migration Certificate from the institution last attended
6. Character Certificate / Conduct Certificate from the institution last attended
7. Copy of Caste Certificate in case of SC or ST/ST(Plains) / ST (Hills) candidates
8. Copy of Disability Certificate, in case of PWD/SAP candidates
9. Copy of CLAT 2025 Admit Card
10. Proof of payment of University Payment (1st Semester Fee)
11. Copy of Aadhaar Card.
12. Residence /Domicile Certificate for the candidates claiming domicile reservation of Odisha.
13. Medical Fitness Certificate (in the prescribed format as per **Annexure-I**)
14. 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 UG course 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 st	2 nd
Covid Vaccine Booster	1 st	2 nd

- i. _____
- ii. _____
- iii. _____

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

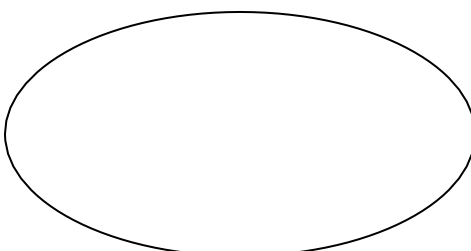
- a. _____
- b. _____
- c. _____

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 31st July 2025.

1.
2.
3.
4.
5.

Place:

Full Signature of the Candidate

Date:

Name: