



# CONSORTIUM OF NATIONAL LAW UNIVERSITIES

Reg.No:DRB1/SOR/707/2018-2019.

## NATIONAL LAW SCHOOL OF INDIA UNIVERSITY

Post Bag No.7201, Nagarbhavi, Bengaluru-560072 Karnataka, India

Date: December 09, 2024

### NOTIFICATION INSTRUCTIONS FOR THE ADMISSIONS COUNSELLING PROCESS

These Instructions will guide you through the Admissions Counselling Process for admissions to the five-year integrated Undergraduate (“UG”) and Postgraduate (“PG”) programmes commencing in the Academic Year 2025-2026 at National Law Universities (“NLUs”) participating in the Common Law Admission Test 2025 (“CLAT 2025”).

To participate actively and successfully in the Admissions Counselling Process, kindly follow the steps set out below:

#### 1. Registration for the Admissions Counselling Process

1.1 Eligible Candidates will be invited to participate in the Admissions Counselling Process in accordance with the rank list and the admissions matrix provided by each NLU.

1.2 Eligible candidates will receive:

1.2.1 an email invitation to participate in the Admissions Counselling Process at their registered email address;

1.2.2 an SMS at their registered mobile number; and

1.2.3 an invitation on their CLAT 2025 portal;

1.3 Candidates must login to their CLAT account on the website of the Consortium of NLUs (the “Consortium”) and validate that they have been invited for counselling during each round. The Consortium shall not be responsible for any undelivered emails/SMSs.

1.4 Registrations for the Admissions Counselling Process will:

Opened at **4:00 P.M.**, on **December 09, 2024**

and

Closed at **10:00 P.M.** on **December 20, 2024**

1.5 To complete their registration for the Admissions Counselling Process, candidates must pay the Counselling Registration Fee by 10.00 PM on December 20, 2024 and complete the following 2 steps:



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#### 1.5.1 STEP 1 – Update NLU Preferences

Login to your CLAT account. If you have been invited for counselling, you will see a “Update NLU Preferences” button. Click that button and update your NLU Preferences as required.

- 1.5.1.1 Candidates are requested to review the different programs and seat matrix by reviewing the brochures of the NLUs available on the Participating Universities page and provide the preferences carefully.
- 1.5.1.2 Candidates should provide a **minimum of 15 preferences**. You can provide more preferences also.
- 1.5.1.3 Candidates will be considered for **ONLY** those NLUs for which they have provided the preference. Example: - If a candidate has chosen only fifteen preferences, then he/she will be considered only for allotment in those fifteen preferences and not to any other NLUs, even if vacancies are available in other NLUs though he or she might be otherwise entitled to by the merit list.
- 1.5.1.4 Candidates can update the preferences any number of times, until the closure of the counselling registration.
- 1.5.1.5 Candidates should note that they can only move up to the higher preferences and can not go down in the preferences given.
- 1.5.1.6 **Requests for change of preferences after the last date shall not be considered / accepted.**

#### 1.5.2 STEP 2 – Make payment of counselling registration fees

Complete the payment of the Counselling Registration Fee;

Click the ‘**Make Payment**’ button; (the Make Payment button will be visible only if you have been selected for the Admissions Counselling Process).

Pay the Counselling Registration Fee by **10:00 PM on December 20, 2024** as set out below:

Candidates from the General Category: **Rs.30,000/- (Rupees Thirty thousand only)**

Candidates from the ST/ SC/ OBC/ BC/ EWS/ PWD categories are required to pay **Rs. 20,000/- (Rupees Twenty thousand only)**

- 1.5.3 Wait till you see a ‘**Payment Successful**’ message;
- 1.5.4 Payments can only be made online after logging in to the CLAT 2025 portal through the Consortium website



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- 1.5.5 The Counselling Registration Fee for the admissions counselling process is **refundable** and kindly refer to Para 4 below for details on refund of the Counselling Registration Fee.
- 1.5.6 Candidates are advised not to wait till the last minute to make payments to avoid payment related issues;
- 1.5.7 Any requests to make the payment after the last date for registration, i.e., **10:00 PM on December 20, 2024** shall not be considered;
- 1.5.8 The Consortium will not be responsible for any issues relating to the payments.
- 1.6 Only candidates who have successfully completed the registration process for the Admissions Counselling Process will be considered for the allotment of seats.
- 1.7 Registration for the Admissions Counselling Process does not guarantee admission at the member NLUs in any manner.

## 2. Admissions Counselling Process

Each candidate who has been allotted a seat at any NLU may exercise any of the 'Freeze', 'Float', or 'Exit' options in a counselling round based on the conditions set out below:

- 2.1 **Freeze option:** If the candidate is satisfied with the allotted seat, accepts it, and is not interested in participating in further rounds of seat allocation/ counselling, they may '**Freeze**' the seat allocation.
  - 2.1.1 In order to 'Freeze' their seat in the **First, Second Third, Fourth and Fifth** round of counselling, the candidate must pay the **Confirmation Fee** of Rs. 20,000 (Twenty thousand) within the stipulated time in the Admissions Counselling as per the Calendar in mentioned in para 7 below.
  - 2.1.2 A candidate who selects the Freeze Option and pays the Confirmation Fee (in the **First or Second or Third or Fourth**) will NOT be considered in subsequent rounds of counselling.
  - 2.1.3 A candidate who selects the Freeze Option in the **First or Second or Third** round of counselling must pay the remaining University Fee (after adjusting the Counselling Registration Fee and Confirmation Fee) to the NLU concerned by **May 14, 2025**.



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- 2.1.4 In order to 'Freeze' their seat in the **Fourth** or **Fifth** round of the Admissions Counselling Process, the candidate must pay the **Confirmation Fee** of Rs. 20,000 (Twenty thousand) within the stipulated time in the Admissions Counselling as mentioned in the Calendar in para 7 below.
- 2.1.5 A candidate who selects the Freeze Option in the **Fourth** and **Fifth final round** of counselling shall pay the remaining University Fee (after adjusting the Counselling Registration Fee and Confirmation Fee) to the NLU concerned by **June 10, 2025**.
- 2.2 **Float option:** If the candidate has not been allotted their first preference NLU and chooses to leave 'open' the possibility of getting a higher preference NLU seat they may choose the '**Float**' Option.
- 2.2.1 To exercise the Float Option in the **First or Second or Third or Fourth or Fifth** round of counselling, the candidate must pay the **Confirmation Fee** of Rs. 20,000 (Twenty thousand) within the time stipulated in the Admissions Counselling Calendar in para 7 below.
- 2.2.3 Under the Float Option, the candidate may hold the seat allotted to them, and if they are allotted a higher preference NLU seat in a subsequent counselling round, they shall move to that more preferred NLU. If moved to a more preferred NLU, then you can not go back to the previous allotted NLU.
- 2.2.4 If a candidates opted for **Freeze** option in **First** or **Second** or **Third** round of counselling, the candidate must pay the University Fees after adjusting the Counselling Fee & Confirmation Fee on or before **5.00 PM of May 14, 2025**.
- 2.2.5 A candidate who has chosen the Float Option must, at the end of the counselling process i.e., Fifth round, candidate shall opt either to '**Freeze**' the allocated seat or '**Exit**' the Admissions Counselling Process. Candidates who have opted for '**Freeze**' option must pay the Confirmation Fee of Rs. 20,000 (Twenty thousand) within the time stipulated in the Admissions Counselling Calendar as mentioned in para 7 below.
- 2.3 If a candidate is allocated a seat of highest NLU as per his list of preferences, he/she shall either '**Freeze**' that seat, or '**Exit**' the Admissions Counselling Process within that round of counselling. The '**Float**' option shall not be available to migrate to a seat lower in preference in the candidate's preference list.
- 2.5 The '**Float**' option will be available till the **Fourth** round of counselling and '**Float**' option shall not be available for the **Fifth** and final round of counselling and the allotted



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seat in the Fifth & final round shall be considered as final. At this point, candidates will have to choose to either to “**Freeze**” or “**Exit**” the Admissions Counselling Process.

- 2.3 **Exit option:** If at any time after completing the Registration Process, a candidate does not want to participate in the Counselling Process, they may choose to ‘**Exit**’ the Admissions Counselling Process. If a candidate has chosen a **Float** or **Freeze** Option prior to the **Exit** option, the seat allocated to them will be reallocated to some other candidate and the Confirmation Fee will be forfeited. No candidate will be allotted a seat after choosing the Exit option.
- 2.5 If a candidate who has completed the Registration Process and has been allotted a seat does not exercise any of the options listed above within the specified time in the particular round of the Admissions Counselling Process, they will be considered to be “**Not Interested**” in the Admission Counselling Process. As a result:
- 2.5.1 Their candidature will not be considered for admission.
- 2.5.2 They will lose the currently allotted seat.
- 2.5.3 Their name will be removed from the Admissions Counselling Process.
- 2.5.4 They will not be considered in the subsequent lists.
- 2.6 All candidates are advised to note that seat allotment by the Consortium through the Admissions Counselling Process is provisional in nature and subject to final verification and validation by the concerned NLU.

### 3. Rounds of Admissions Counselling

- 3.1 There will be **five** rounds of admissions counselling. Please refer to the Admissions Counselling Calendar in para 7 below for the Schedule.
- 3.2 If a candidate is not allotted a seat in a given round, they are requested to wait for the next round of counselling as this is a sequential process.
- 3.3 The **Fourth** and **Fifth** round of admissions counselling shall be conducted in the month of May 2024 to fill-up the seats based on the vacancies that are remain vacant after **May 14, 2025**. All available seats will be allotted to the next eligible candidates at this point.
- 3.4 After the **Fifth** round of the admissions counselling process, the central admission process conducted by the Consortium will be closed. Member NLUs, however, may thereafter, admit candidates to fill remaining vacant seats, if any, by following their prescribed norms.



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#### 4. Refund of the Counselling Registration Fee:

- 4.1 If any candidate:
  - 4.1.1 Is not allotted a seat at the end of the **Fifth** round of the Admissions Counselling Process by the Consortium; or
  - 4.1.2 Has not chosen the Freeze or Float option and Exit from the Counselling Process, the Counselling Registration Fee will be refunded in full.
- 4.2 Where a candidate has been allocated a seat and has chosen a **Float** or **Freeze** option till the fourth round, and then subsequently chooses to **Exit** or fails to complete their admission at the chosen NLU by paying their fees then their Counselling Registration Fee will be refunded
  - 4.2.1 in full if the Exit option is exercised before 1:00 P.M. on **May 24, 2025**, or
  - 4.2.2 after a deduction of Rs 5,000/- (Rupees Five thousand only), if exercised after 1:00 P.M. on **May 24, 2025**.
- 4.3 If a candidate is found ineligible by an NLU based upon the verification of documents/information provided at any round, an amount of Rs. 5,000/- (Rupees Five thousand only) will be deducted and the remaining Counselling Registration Fee will be refunded.
- 4.4 If any candidate is exercised '**Freeze**' option and taken admission at the allocated NLU in any of the five rounds, but withdrawn the admission subsequently after June 10, 2025, an amount of Rs. 5000/- (Rupees Five thousand only) will be deducted and also confirmation fees will be forfeited.
- 4.5. Where a candidate is allotted a seat for the first time in the Fifth round of counselling, and the candidate chooses to Exit or fails to complete their admission at the NLU by paying their fees, their Counselling Registration Fee shall be refunded in full.
- 4.5 Refunds will be initiated to the same account from which the Counselling Registration Fee was paid.
  - 4.5.1 Candidates have to ensure that their given bank accounts are functional during the course of the counselling process and the refund process.
  - 4.5.2 Requests to settle refunds to another account will not be considered.



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- 4.6 The Confirmation Fee paid by any candidate shall be adjusted against the fees payable at the NLU where a candidate has secured the admission. In the event that a candidate chooses the **Exit** Option, or fails to pay the fees due at the NLU within the prescribed date, or is found ineligible by an NLU based upon the verification of documents/information provided by them, **the Confirmation Fee shall not be refunded.**

### 5. Required Documents for the Admissions Counselling Process:

- 5.1 Candidates are requested to keep a soft/scanned of the following documents ready for upload for the Admissions Counselling Process:

#### 5.1.1 For the UG Programme:

- 5.1.1.1 Grade 10 statement of marks\*
- 5.1.1.2 CLAT 2025 Admit Card\*
- 5.1.1.3 Grade 12 Statement of Marks
- 5.1.1.4 Character Certificate/Conduct Certificate from the Educational Institution last attended
- 5.1.1.5 Transfer/Migration Certificate from the Educational Institution last attended
- 5.1.1.6 Caste Certificate (SC, ST, OBC, etc.) if applied and allotted under the Reserved category of seats.\*
- 5.1.1.7 PwD/SAP Certificate, if applied and allotted under the PwD category\*
- 5.1.1.8 Domicile/Residence Certificate, if applied and allotted under the domicile/resident category seat\*
- 5.1.1.9 Any other supporting documents to claim your seat for the category you have applied (E.g.: Wards of Serving/Retired Defence Personnel, EWS certificate, Sons/daughters of Ex-servicemen/Defence service personnel etc.)\*

#### 5.1.2 For the PG Programme:

- 5.1.2.1 Grade 10 statement of marks\*
- 5.1.2.2 CLAT 2025 Admit Card\*
- 5.1.2.3 Grade 12 Statement of Marks\*
- 5.1.2.4 LL.B./B.L./Equivalent Degree Statement of Marks
- 5.1.2.5 Character Certificate/Conduct Certificate from the Educational Institution last attended
- 5.1.2.6 Transfer/Migration Certificate from the Educational Institution last attended
- 5.1.2.7 Caste Certificate (SC, ST, OBC, etc.) if applied and allotted under the Reserved category of seats.\*
- 5.1.2.8 PwD/SAP Certificate, if applied and allotted under the PwD category\*
- 5.1.2.9 Domicile/Residence Certificate, if applied and allotted under the domicile/resident category seat\*



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- 5.1.2.10 Any other supporting documents to claim your seat for the category you have applied (Ex: Wards of Serving/Retired Defence Personnel, EWS certificate, Sons/daughters of Ex-servicemen/Defence service personnel etc.)\*

Items marked with \* are mandatory.

#### 6. Fee Payment at the allotted NLU

- 6.1 All candidates who have selected the Freeze option in the first, second, third, fourth or fifth round of counselling must pay the balance of University Fees (after adjusting for the Counselling Registration Fee and Confirmation Fees already paid) as prescribed within the stipulated time in the Admissions Counselling Calendar in para 7 below. Any such candidate who fails to pay their balance University Fees by the given date will be deemed to have chosen the Exit option and will forfeit their seat and the Confirmation Fee, and will receive a refund of the Counselling Registration Fee after a deduction of Rs. 5,000/- (Rupee Five thousand only).
- 6.2 In case any discrepancy is found in the documents submitted, the concerned NLU reserves the right to reject the admission of a candidate.

#### 7. Admissions Counselling Calendar

S.No.	Particulars	Schedule
1.	Registration for Admissions Counselling (including payment of Counselling Registration Fee)	04:00 P.M., December 09, 2024 to 10:00 P.M., December 20, 2024
2.	Publication of First Allotment List (First round of counselling starts)	December 26, 2024 at 10:00 A.M.
3.	Payment of Confirmation Fee to Consortium for Freeze and Float options and Admission by NLU for the First Allotment List	10:00 A.M. on December 26, 2024 to 1:00 P.M. January 04, 2025
4.	Publication of Second Allotment List (Second round of counselling starts)	10:00 A.M. on January 10, 2025





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S.No.	Particulars	Schedule
5.	Payment of Confirmation Fee to Consortium for Freeze and Float options and Admission by NLUs for the Second Allotment List	10:00 A.M. on January 10, 2025 to 1:00 P.M. on January 16, 2025
6.	Publication of Third Allotment List (Third round of counselling starts)	10:00 A.M. on January 24, 2025
7.	Payment of Confirmation Fee to Consortium for Freeze and Float options and Admission by NLUs for the Third Allotment List	10:00 A.M. on January 24, 2025 to 1:00 P.M. on January 30, 2025
8.	Payment of University Fee (after adjusting for Confirmation Fee and Counselling Registration Fee) to NLU concerned for all candidates who have chosen the <b>Freeze Option</b> in the counselling process for First, Second & Third Allotment Lists (first, second & third rounds of counselling)	May 14, 2025 by 5.00 PM
9.	Publication of Fourth Allotment List (Fourth round of counselling starts)	10:00 A.M. on May 20, 2025
10.	Payment of Confirmation Fee to Consortium for Freeze and Float options and Admission by NLUs for the Fourth Allotment List	10:00 A.M. on May 20, 2025 to 1:00 P.M. on May 24, 2025
11.	Publication of Fifth and Final Allotment List (Fifth round of counselling starts)	10:00 A.M. on May 29, 2025
12.	Payment of Confirmation Fee to Consortium for Freeze option and Admission by NLUs for the Fifth and final Allotment List	10:00 A.M. on May 29, 2025 to 1:00 P.M. on June 02, 2025



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S.No.	Particulars	Schedule
13.	Payment of University Fee (after adjusting for Confirmation Fee and Counselling Registration Fee) to NLU concerned for all candidates who have chosen the Freeze Option in the counselling process of Fourth & Fifth Allotment Lists (fourth & fifth rounds of counselling)	June 10, 2025 by 5.00 PM

Sd/-  
PRESIDENT, CONSORTIUM OF NLUs

Sd/-  
CONVENOR, CLAT 2025