

NALSAR UNIVERSITY OF LAW, HYDERABAD

INSTRUCTIONS TO CANDIDATES FOR ADMISSION TO THE **One Year LL.M. PROGRAMME 2023 – 2024** **DURING FIRST AND SECOND ROUND OF CLAT COUNSELLING**

Welcome to NALSAR University of Law, Hyderabad.

Candidates who have been allotted NALSAR University of Law, Hyderabad by the Consortium of NLUs on the basis of CLAT-2023 merit during **First** and **Second** round of counselling are required to carefully read the eligibility criteria for admission under each category and other related information given in the NALSAR Brochure 2023 available on the CLAT Consortium website (<https://consortiumofnlus.ac.in/clat-2023/nlus/brochure/NALSAR.pdf>) and then complete the following formalities :

1. Candidates should login to their CLAT account and choose the option of their choice, i.e., 'Freeze' / 'Float' / 'Exit'.
2. Candidates who opt for 'Freeze' / 'Float' should fill the online form and upload the required documents through their login id in their CLAT account.

Documents required for uploading are as follows:

- i. SSC or 10th Class Marks Statement / Pass Certificate
- ii. 12th Class Marks Statement/Pass Certificate
- iii. LL.B. / B.L. Marks Statements and Original Degree if available (otherwise submit the undertaking form)
- iv. LL.B. / B.L. Study Certificate from the educational institution in Telangana as proof of passing the qualifying examination in the State of Telangana and also four years Residence Certificate (in the previous seven years) in Telangana State issued by the Tahsildar/ MRO, Government of Telangana (Candidates allotted under Resident Student of Telangana Category)
- v. Conduct Certificate, if available (otherwise submit the undertaking form)
- vi. Transfer Certificate / Migration Certificate, if available (otherwise submit the undertaking form)
- vii. SC / ST / OBC (NCL) / BC (NCL) / EWS / Disability Certificate, wherever applicable (check NALSAR brochure on consortium website for specific details)
- viii. CLAT 2023 Admit Card

NOTE:

The Specially Abled Persons (Persons with Benchmark Disabilities) should submit the Disability Certificate issued by the Competent Authority, i.e., District / State Medical Board during the last five years. The candidates will be considered under the said category only when the percentage of disability is 40% and above. Acceptance of their Disability Certificate by any other CLAT participating University would not automatically entitle them for admission under the said category at NALSAR.

3. Candidates are also required to submit the duly filled Undertaking Form 1 & 2 and any other applicable Undertaking form 3/4/5/6 by email to admissions2023@nalsar.ac.in before the payment of Confirmation fee of Rs.20,000/- to CLAT Consortium after allotment. The undertaking forms are available on the university website- www.nalsar.ac.in
4. If any discrepancy is noticed in a candidate's documents, university will inform the candidate about the discrepancy and direct them to upload the rectified or missing documents immediately on the CLAT portal or to submit by email to admissions2023@nalsar.ac.in . Only after submission of the rectified or missing documents, the university will confirm the provisional admission of the candidate on the CLAT portal.
5. If any discrepancy or mismatch relates to the candidate's eligibility for inclusion in a particular reservation category, that candidate shall be considered for admission to the other NLUs in subsequent rounds of the Admissions Counselling Process, without being included in that reservation category at NALSAR.
6. Candidates should remit the fees as given below to NALSAR University of Law latest by May 20, 2023 for admission. The online link for payment of fee will be made available on the University website:

Total amount of fee to be paid	Rs. 2,10,000/- (Rs. 2,04,000/- for SC / ST)
Less: Counselling Fee & Confirmation Fee paid to CLAT	Rs.50,000/- for General candidates / Rs.40,000/- for ST/ SC/ OBC-NCL/ BC-NCL/ EWS/ PWD
Amount to be paid to NALSAR	Rs.1,60,000/- (for General category candidates) Rs.1,64,000/- (for SC/ST category candidates) Rs.1,70,000/- (for OBC-NCL/ BC-NCL/ EWS/ PWD category candidates)

Note: Any candidate who fails to pay their balance University Fee by this 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/- (Rupees Five thousand only)

7. In case of candidates who opt for 'Float' option and are allotted seat at other NLUs, the total fee paid by them at NALSAR will be transferred to the NLU where they finally get admitted.
8. Further, the refund of the fee paid by the candidates who withdraw their admission from NALSAR would be as per the NALSAR's Refund Policy and CLAT Counselling guidelines.

Note:

The exact dates for the verification of original documents, completion of admission related process, orientation programme and commencement of classes shall be notified in due course. All queries regarding admission process must be addressed to admissions2023@nalsar.ac.in

University Regulations for refund of fee are as follows:

- a) In case any candidate chooses to Exit, or fails to pay the fees due to NALSAR within the prescribed date, or is found ineligible upon the verification of documents/information provided by them on the date notified by the university for document verification, total fee paid (excluding Confirmation Fee of Rs.20,000/- and Rs.5,000/- of Counselling Registration Fee) will be refunded.
- b) In respect of the candidate who does not turn-up for the interview/ on the date notified by the university for document verification, 10% of the tuition fee will be retained by the University and the balance amount (excluding Confirmation Fee of Rs.20,000/- and Rs.5,000/- of Counselling Registration Fee) will be refunded.
- c) In respect of the candidate whose admission is confirmed and who leaves the University within 15 days from the date of admission, 20% of the tuition fee and other academic charges plus total amount of admission fee and the campus development fund fee will be retained by the University and the balance amount (excluding Confirmation Fee) will be refunded. User charges will be retained on pro rata on monthly basis. Balance amount of user charges and the refundable deposits will be refunded.
- d) In respect of the candidates who leave the University after 15 days but before 30 days from the date of admission, 50% of the tuition fee and other academic charges plus total amount of admission fee and the campus development fund fee will be retained by the University and the balance amount (excluding Confirmation Fee) will be refunded. User charges will be retained on pro rata on monthly basis. Balance amount of user charges and the refundable deposits will be refunded.
- e) In respect of the candidates who leave the University after 30 days from the date of admission, the confirmation fee, the total tuition fee, academic charges, admission fee and campus development fund fee will be retained by the University. User charges will be retained on pro rata on monthly basis. Balance amount of user charges and the refundable deposits will be refunded.