



Hidayatullah National Law University

Uparwara, Nava Raipur Atal Nagar, Chhattisgarh – 493661 (C.G.), India

Instructions to Candidates Allotted to HNLU for Completing the Admission Counseling Process in the First Round

[B. A. LL. B. (Hons.) and LL. M. Program]

Date: 25th December 2023

Dear Candidate,

Welcome to the First Round of Admissions Counselling Process at HNLU, Raipur.

To participate in the Admissions Counselling Process for admission to the B. A. LL. B. (Hons.) and LL. M. Programs at HNLU, please go through the CLAT 2024 Instructions for the Admissions Counselling Process carefully by clicking the link: <https://consortiumofnlus.ac.in/clat-2024/notifications/Counselling-Instructions.pdf>

- Please note that the counselling process for admission to the B. A. LL. B. (Hons.) and the LL. M. Program will be done online. The allotted candidates are required to login to their CLAT Account by using the User ID and password. No candidate will be sent any individual intimation offline or through email regarding the allotment of seats to any NLU asking them to complete the admission formalities.
- The allotment of candidates to various NLUs based on their merit and preference will be made on 26th December 2023.
- To participate in the counselling process and complete the admission formalities, please follow the steps as mentioned below:

1. Login to your CLAT Account using the User ID and Password you have.
 - 1.1. Once logged in, allotted candidates will see the following message displayed in their account:
“Congratulations. You have been allotted a seat in Hidayatullah National Law University, Raipur.”
2. Please complete the following process on or before **01:00 p. m. of 2nd January 2024**. The candidates are requested to complete the process as early as possible. Rather than waiting till the last date, the candidates are requested to complete the process from 26th December 2023 itself.
 - 2.1. Choose one of the following options:
 - (a) Freeze
 - (b) Float
 - (c) Exit
 - 2.2. If you exercise the **Freeze** or **Float** option, you are required to pay the ‘confirmation fee’ of **Rs. 20,000 (Rupees Twenty Thousand only)** to confirm your acceptance of provisional admission offered and upload the required documents. *Candidates exercising the ‘exit’ option need not pay any fee or upload any document.*
 - 2.3. To make the payment, please follow the steps given below:
 - (a) Click the **Make Payment** button and follow the instructions given on the screen to complete the **Confirmation Fee** payment.
 - (b) Once the payment is successfully completed, the following message will be displayed on your screen:

“Payment done successfully”

2.4. To upload documents, follow the steps given below:

- (a) Scroll down to the **Documents Upload** section and upload all the relevant documents.
- (b) Please see the **List of Documents Required** for the Admissions Counselling Process listed in the CLAT 2024 Instructions for the Admissions Counselling Process released on 11 December 2023. The list is also mentioned below. Please upload the relevant certificates/documents.

3. Click the **Submit** button to complete the admission process.

4. Rather than waiting till the last date of the admission counselling process, the candidates are requested to complete the admission formalities by choosing their 'option' (freeze, float and exit), making payment of 'confirmation fee' and 'uploading the relevant documents' from 26th December 2023 itself.

5. After checking the details of 'confirmation fee' paid and the 'documents uploaded' by the allotted candidates, the Admission Committee will accept your candidature for provisional admission at HNLU on the CLAT Consortium Portal and the same will be displayed in your candidate status in your CLAT Account. Please note that the payment made, and document uploaded by candidates after 01:00 p.m. will be accepted the next day.

6. **Payment of University Fee:** Please note that the University Fee is to be paid directly to HNLU and not through your CLAT account. It can be paid online through the link "[Online Payment of University Fees](#)" which will be provided on the Admission 2024 Page of the university website (www.hnlu.ac.in) from 22nd January 2024 onwards. The details of the University Fees to be paid to HNLU are given below.

Amount of Fees to be paid by the Candidates allotted to HNLU

Sl. No.	Academic Program	Category	Fees to be Paid to HNLU	Counseling Fee	Confirmation Fee*	University Fees to be Paid	
						(-) Counseling Fee & Confirmation Fee	(-) Counseling Fee
1.	B. A. LL. B. (Hons.)	General	215000	30000	20000	165000	185000
		SC/ST/OBC/PWD	215000	20000	20000	175000	195000
2.	LL. M.	General	165000	30000	20000	115000	135000
		SC/ST/OBC/PWD	165000	20000	20000	125000	145000

Note: * Required to be paid only during the **First, Second and Third** Round of Counselling.

It is important to note that the candidates allotted to HNLU in the **Fourth** and **Fifth** rounds of counseling are required to pay the **University Fees** straightway after adjusting the Counseling Fee and Confirmation Fee, if paid already, and upload the Fee Payment Receipt/Acknowledgement Slip on the Consortium portal along with the certificates/documents specified below.

7. Certificates and Documents required to be Uploaded during the Counseling Process

7.1 B. A. LL. B. (Hons.) Program:

As specified in the CLAT-2024 Counseling Instructions, the students allotted to HNLU for admission to the B. A. LL. B. (Hons.) Program are required to submit/upload the pdf files of the following certificates and documents.

1. Class 10 Statement of Marks*
2. CLAT-2024 Admit Card*
3. Class 12 Statement of Marks
4. Transfer Certificate from the Educational Institution last attended
5. Migration Certificate from the Educational Institution last attended
6. Conduct Certificate from the Educational Institution last attended (Not older than six months). In the case of candidates whose conduct certificate is more than six months old, they are required to submit the conduct certificate issued by any Gazetted Officer.

7. Domicile Certificate, if applicable and allotted under the Domicile Category seat*
8. Caste Certificate (SC/ST/OBC) if applicable and allotted under Reserved Category of Seats*
9. PWD/SAP Certificate, if applicable and allotted under the PWD Category*
10. Dependents of Freedom Fighters (DFF) Certificate, if applicable*

7.2 LL. M. Program:

As specified in the CLAT-2023 Counseling Instructions, the students allotted to HNLU for admission to the LL. M. Program are required to submit/upload the pdf files of the following certificates and documents.

1. Class 10 Statement of Marks*
2. CLAT 2024 Admit Card*
3. Class 12 Statement of Marks*
4. LL.B./B.L./Equivalent Degree Statement of Marks
5. Transfer Certificate from the Educational Institution last attended
6. Migration Certificate from the Educational Institution last attended
7. Conduct Certificate from the Educational Institution last attended (Not older than six months). In the case of candidates whose conduct certificate is more than six months old, they are required to submit the conduct certificate issued by any Gazetted Officer.
8. Caste Certificate (SC/ST/OBC) if applicable and allotted under Reserved Category of seats*
9. PWD/SAP Certificate, if applicable and allotted under the PWD Category*

While the certificates/documents marked with ‘*’ are mandatory in nature without which the provisional admission can’t be given, the non-starred certificates/documents are to be submitted/uploaded on the consortium portal at the time of counseling or later sent to the email: admission2024@hnl.ac.in within 15 days of the publication of the result. Those candidates who have passed the qualifying examination already in the previous Academic Session are required to upload their pass certificates on the consortium portal at the time of admission. Whether passed earlier in the previous Academic Session or likely to pass in the current Academic Session (2023-24), all the candidates provisionally admitted to HNLU during the five counseling lists are required to submit/produce their qualifying examination degree certificates along with other original certificates/documents by 1st / 2nd July 2024.

Should you have any queries, please reach out to us at: admission2024@hnl.ac.in or 7587017941 (10:30 AM to 5:30 PM).

Admission Committee
HNLU, Raipur