

## HOW TO APPLY

### DETAILED GUIDELINES TO

- A. REGISTER ONLINE TO APPLY
- B. SCAN AND UPLOAD - PHOTOGRAPH AND SIGNATURE
- C. FILL THE ONLINE APPLICATION
- D. UPLOAD OF CERTIFICATE OF PwD/SAP, WHERE RELEVANT
- E. PAY FEES ONLINE / OFFLINE

**APPLICANTS CAN APPLY ONLY ONLINE AND  
NO OTHER MODE OF APPLICATION WILL BE ACCEPTED**

### IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION

Before applying online, Applicants should-

- i. Scan their photograph and signature ensuring that both the photograph and signature adhere to the required specifications as given under 'Guidelines for Photograph and Signature - scan and upload'.
- ii. Have a valid personal email ID and mobile number, which should be kept active till the completion of this Admission Process. CLAT 2018 may send intimation, including to download call letters for the Examination, only through the registered e-mail ID. In case an Applicant does not have a valid personal e-mail ID, she/he should create her/his new e-mail ID and mobile number before applying online and must maintain that email account and mobile number.

#### **A. REGISTER ONLINE TO APPLY**

1. To register an application, choose the tab "**CLICK HERE FOR NEW REGISTRATION**" and enter Name, Email-id and Mobile number. A Provisional Registration Number and Password will be generated by the system. An Email and SMS indicating the Provisional Registration number and Password will be sent. Use this Provisional Registration Number and Password to log in to fill the Online Application.
2. The Name of the Applicant and the parents should be spelt correctly in the application as it appears in the Certificates/Mark sheets/Identity proof. Any change/alteration found may disqualify their candidature.
3. **If an Applicant registers provisionally or submit application(s) more than once with the same e-mail id and mobile number, only her/his last successful submission will be considered.**

#### **B. SCAN AND UPLOAD - PHOTOGRAPH AND SIGNATURE**

Applicants are to proceed to upload Photo and Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature.

**IN CASE THE FACE IN THE PHOTOGRAPH OR SIGNATURE IS UNCLEAR, THE APPLICATION MAY BE REJECTED.**

**APPLICANT MAY EDIT THE APPLICATION AND RE-UPLOAD THE PHOTOGRAPH/ SIGNATURE IN SUCH CASE.**

**PHOTOGRAPH IMAGE**

- Photograph must be a recent passport size colour picture.
- The picture should be in colour, against a light-coloured, preferably white, background.
- Look straight at the camera with a relaxed face.
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows.
- If you have to use flash, ensure there's no "red-eye".
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- Dimensions 200 x 230 pixels (preferred).
- Size of file should be between 20 KB – 50 KB.
- Ensure that the size of the scanned image is not more than 50 KB. If the size of the file is more than 50 KB, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

**SIGNATURE IMAGE**

- The applicant has to sign on white paper with Black Ink pen.
- The signature must be signed only by the applicant and not by any other person.
- The Signature will be used to put on the application, admit card and wherever necessary.
- The Applicant's signature obtained on the admit card and attendance sheet at the time of the examination should match the uploaded signature. In case of mismatch, the candidate may be disqualified.
- Dimensions 140 x 60 pixels (preferred).
- Size of file should be between 10 KB – 20 KB.
- Ensure that the size of the scanned image is not more than 20 KB.

**SCANNING THE PHOTOGRAPH AND SIGNATURE**

- Set the scanner resolution to a minimum of 200 dpi (dots per inch).
- Set Colour to True Colour
- File Size as specified above.
- Crop the image in the scanner to the edge of the photograph/signature, then use the upload editor to crop the image to the final size (as specified above).
- The image file should be JPG or JPEG format. An example file name is: image01 .jpg or image01.jpeg Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon. Applicants using MS Windows/MS Office can easily obtain photo and signature in .jpeg format not exceeding 50 KB & 20 KB respectively by using MS Paint or MS Office Picture Manager.
- Scanned photograph and signature in any format can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced below 50 KB (photograph) & 20 KB (signature) by using crop and then resize option

**C. FILL THE ONLINE APPLICATION**

1. Applicants are to proceed to fill other details in the Application Form.
2. The terms/words used in the Online Application are in line with the information brochure of the respective NLUs. Applicants must ensure that they are eligible to make a claim under the respective category / categories in accordance with rules / policies of the Government of

India / State Government / respective NLUs. The applicant must produce the relevant certificates as prescribed by the Government of India/State Government and as required by the respective NLUs at the time of admission, as notified by them. However, PwD/SAP applicants have to upload scanned copy of the certificate issued by the relevant competent authority (in .pdf format) in the CLAT 2018 online application.

3. Applicants may note that the categories are classified and required to be filled/opted into a general format in the Online Application Form. The option to select / mark a category does not necessarily mean that seats are reserved / specifically reserved under that Category in UG and/or PG programme in that NLU.
4. In case the applicant is unable to complete the application form in one go, she/he can save the data already entered by choosing "SAVE AND NEXT" tab. If the "SAVE AND NEXT" button is not chosen, the details entered will be lost and the applicant will have to re-enter the details. Prior to submission of the online application, Applicants are advised to use the "VALIDATE YOUR DETAILS" facility to verify the details in the online application form and modify the same if required. Visually Impaired candidates should fill the application form carefully and verify/ get the details verified to ensure that the same are correct prior to final submission.
5. The details may be filled in any order on the page. The items in the order listed are explained in the same order

➤ **Programme Applying for**

- The applicant has to choose Under-Graduate (UG) or Post-Graduate (PG)
- Kindly note that CNLU, Patna does not offer a PG Programme. Your choice of CNLU, Patna for PG Programme will be ignored in the Preference List

➤ **All India Category Applied for**

- There are four options, of which one has to be chosen
- The General/Unreserved category is deemed to be chosen automatically and is considered as being claimed automatically by every applicant for all NLUs (the relevant box will be seen pre-checked )
- Similarly, the other categories (SC/ST/OBC), when chosen, will be reflected automatically for all applicants in each NLU, wherever the same is available under All India category (the relevant box will be seen pre-checked )
- Kindly note that the benefit of SC/ST/OBC category will have to be specifically and separately/additionally claimed/chosen under the State Categories, in each NLU, wherever relevant (the relevant box will NOT be pre-checked)
- The categories for reservation have to be chosen very carefully as the options registered in the application will be the basis for any future claims
- **NO change in category will be permitted after FINAL SUBMISSION of the application**

➤ **Gender**

- If Female is chosen, the applicant will be automatically considered for Women reservation under All India category in those NLUs that provide such reservation (the relevant box will be seen pre-checked )
- Kindly note that the benefit of Women category will have to be specifically and separately/additionally claimed under the State Categories, in each NLU, wherever relevant (the relevant box will NOT be pre-checked)
- The categories for reservation have to be chosen very carefully as the options registered in the application will be the basis for any future claims
- **NO change in category will be permitted after FINAL SUBMISSION of the application**

➤ **Nationality**

- Please choose Indian

➤ **State of Domicile**

- Domicile is decided on the basis of the policies of each NLU
- NLIU, Bhopal, WBNUJS Kolkata, HNLU Raipur and MNLU Mumbai extend State reservation specifically on the basis of domicile.
- For claiming reservation under State categories of the NLUs mentioned above, the applicant must choose the respective State as her/his State of Domicile
- Otherwise the choices under State categories in each of the NLUs mentioned above will remain inactive
- All Applicants, however, have to choose their States of Domicile, whether it is relevant for any claim or not

➤ **State of Residence**

- Residence is decided on the basis of the policies of each NLU
- NLUJA, Assam extends State reservation specifically on the basis of permanent residence.
- For claiming reservation under State categories of the NLUJA, Assam, the applicant must choose Assam as her/his State of Residence
- Otherwise the choices under State categories in the NLUJA, Assam will remain inactive
- All Applicants, however, have to choose their States of Residence, whether it is relevant for any claim or not

➤ **State of Nativity**

- Nativity is decided on the basis of the policies of each NLU
- NUALS, Kochi specifically extends State reservation on the basis of nativity.
- For claiming reservation under State categories of NUALS, Kochi the applicant must choose Kerala as her/his State of Nativity
- Otherwise the choices under State categories in NUALS will remain inactive
- All Applicants, however, have to choose their States of Nativity, whether it is relevant for any claim or not

➤ **Are you a person with Disability (PwD/SAP/Divyang)?**

- Kindly ensure that you fall within the definition of the Category as provided in the Online Application
- Certificate from the relevant competent authority has to be uploaded before the FINAL SUBMISSION
- If PwD/SAP is opted, the applicant will be automatically considered for PwD/SAP reservation under All India category in those NLUs that provide such reservation (the relevant box will be seen pre-checked )
- Kindly note that the benefit of PwD/SAP category will have to be specifically and separately/additionally claimed under the State Categories, in each NLU, wherever relevant (the relevant box will **NOT** be pre-checked)
- The categories for reservation have to be chosen very carefully as the options registered in the application will be the basis for any future claims
- **NO change in category will be permitted after FINAL SUBMISSION of the application**

➤ **Percentage of Disability**

- Only applicants with 40% or more disability are entitled to claim the benefits
- The certificate from the competent authority must clearly mention the percentage of disability

➤ **Would you bring a Scribe**

- Candidates who are visually impaired or affected by cerebral palsy or with locomotor impairment, and whose speed of writing / keyboard / mouse use is affected, can get the help of a scribe during the online examination.
- The candidate has the option of bringing a scribe of her/his choice or opt for a scribe to be arranged by CLAT 2018.
- The option is to be chosen in the Online Application.
- Any subsequent request may not be entertained.

- Kindly go through the guidelines in the Online Application
- **Would you like to have access to previous years' CLAT question paper in e-format?**
  - If the applicant opts for the same, she/he has to pay for it in addition to application fee
- **University Category**
  - The General/Unreserved Category is pre-checked by default for all applicants in each NLU (the relevant box will be seen pre-checked )
  - The categories visible and active at the beginning under each NLU are open to be selected by applicants across India, wherever relevant, including Special Categories
  - The options under the State Categories become visible and active only if the State option is specifically exercised
  - There are Special categories under the State also
  - The applicants are advised to go through the respective NLU websites, brochures, reservation categories, policies and division of seats under each category in each NLU before exercising choice
  - The eligibility to claim under each category has to be positively ascertained, be convinced about and confirmed before making the choice
  - If an applicant chooses a category to which she/he is not eligible, she/he will be disqualified and forfeit the claim to be a part of the entire admission process as the allotments are based on these claims
  - Kindly note that the benefit of any category under the State Categories in each NLU will have to be specifically and separately/additionally claimed, wherever relevant (the relevant box will **NOT** be pre-checked), including Women and SAP
  - The categories for reservation have to be chosen very carefully as the options registered in the application will be the basis for any future claims for allotment
  - **NO change in category will be permitted after the FINAL SUBMISSION of the application**
- **Exam City Preference**
  - The applicant has to choose 3 Examination Centres in the order of preference
  - CLAT 2018 reserves the right not to allot to an applicant to any of the cities preferred
- **Personal Details**
  - The applicant should fill the details accurately and completely
- **Educational Qualification**
  - The applicant should fill the details accurately and completely in the relevant boxes
- **Preference of NLUs**
  - The list of NLU in the left table is in the order of their year of establishment
  - The applicant is expected to read the instructions on the page before choosing the order of preferences among NLUs.
  - The order of preference is reflected in the right table
  - The order can be changed by dragging the Name of the NLU up and down
- **Preview**
  - Kindly preview the application closely before FINAL SUBMIT
  - Once submitted, the Application cannot be edited

#### **D. UPLOAD OF CERTIFICATE OF PwD/SAP, WHEN RELEVANT**

PwD/SAP Applicants have to upload relevant Disability certificate (showing percentage of disability also) issued by competent authority in .pdf format to support their claim

## E. PAY FEE ONLINE / OFFLINE

### ➤ Payment

- Kindly see the guidelines for making payments
- Payments may be made online or offline
- Offline payments can be made after registering the application online and generating challans online
- The print out of the challans generated have to be taken to the bank concerned for payment over the counter
- Offline payments are to be made in cash only
- Cheques, DDs or other instruments/modes of payment are not acceptable

## DETAILS OF FEES

- The application fee (non-refundable) are as under:
  - SC/ST : Rs. 3500
  - General, OBC, PWD/SAP and other categories : Rs. 4000
- Question Paper fee, if opted : Rs. 500
- Bank Transaction charges for Online / Offline Payment of application fees will have to be borne additionally by the Applicant
- The application form is integrated with the payment gateway and the payment process can be completed by following the instructions
- After submitting your payment information in the online application form, **PLEASE WAIT FOR THE INTIMATION FROM THE SERVER ON STATUS OF PAYMENT. DO NOT PRESS BACK OR REFRESH BUTTON IN ORDER TO AVOID DOUBLE PAYMENT**
- On successful completion of the transaction, an e-Receipt will be generated. Non-generation of 'E-Receipt' indicates PAYMENT FAILURE. On failure of payment, Applicants are advised to login again using their Provisional Registration Number and Password and repeat the process of payment.
- There is facility to print application form containing fee details after payment of fees
- Candidates are required to take a printout of the e-Receipt and online Application Form. Please note that if the same cannot be generated, online transaction may not have been ~~successful~~
- To ensure the security of your data, please close the browser window once your transaction is completed.

**The applicant would receive confirmation of  
SUCCESSFUL SUBMISSION OF THE APPLICATION  
via e-mail and SMS**