



S.No. AO/140/DNLU/2024-25

Date: 22.06.2024

### **Instructions to the Students Provisionally Admitted in B.A.LL.B (Hons.) and LL.M. Programmes for the A.Y. 2024-25**

Students who have been provisionally admitted in the B.A.LL.B (Hons.) and LL.M. (One Year) through the CLAT Counselling Process or Vacant Seat Notification and have paid their university fees are required to report physically at Dharmashastra National Law University, Jabalpur for document verification and confirmation of the admission as per the following schedule:

DOCUMENT VERIFICATION	
SLOT*	BATCH
SLOT 1   July 29, 2024   02:30 PM – 05:30 PM	B.A.LL.B. (Hons.) 2024-29
SLOT 2   July 30, 2024   10:00 AM – 01:00 PM	B.A.LL.B. (Hons.) 2024-29
SLOT 3   July 30, 2024   02:30 PM – 05:30 PM	B.A.LL.B. (Hons.) 2024-29
SLOT 4   July 31, 2024   10:00 AM – 01:00 PM	LL.M. 2024 – 2025
<b><i>*Details of the students in particular slots will be shared over email and phone.</i></b>	
ORIENTATION PROGRAMME	
August 01, 2024   09:30 – 11:30 AM	B.A.LL.B. (Hons.) & LL.M
August 01, 2024   12:00 – 01:30 AM	B.A.LL.B. (Hons.) & LL.M
COMMENCEMENT OF CLASSES	
August 02, 2024   9:30 AM – 2:30 PM	B.A.LL.B. (Hons.) & LL.M

***NOTE: Hostel Rooms will be allotted to the students upon verification of documents and confirmation of admission with the issuance of an Admission Letter and University I-Card.***

### **DOCUMENT VERIFICATION**

The Documents to be submitted/presented for verification at the university for admissions are divided into four (4) categories:

- Admission Documents
- Reserved Category Documents
- Horizontal Reservation Documents
- Scholarship/Financial Aid Documents

Students are advised to review the list of all applicable documents and submit/produce the relevant document at admission as per the schedule provided above.

**a) List of Admission Documents, as applicable:**

Students shall carry the following documents as per the description provided, as applicable to them:

- **Marksheet of 10<sup>th</sup> Class**  
(Self-attested copy and original for verification)
- **Marksheet of 12<sup>th</sup> Class**  
(Self-attested copy and original for verification)
- **Passing Certificate of 12<sup>th</sup> Class**  
(If issued, then self-attested copy and original for verification)
- **Under-Graduation Marksheet(s) - For LL.M Students Only**  
(Self-attested copy and original for verification)
- **Under-Graduation Degree Certificate(s)- For LL.M. Students Only**  
(Self-attested copy and original for verification)
- **CLAT Admit Card**  
(Original)
- **CLAT Score Card**  
(Self-attested copy)
- **Conduct/Character Certificate**  
(Original)
- **Transfer Certificate**  
(Original)
- **Migration Certificate**  
(Original)
- **Medical Test Report - [Download list of Tests](#)**  
(Original)
- **Medical Certificate - [Download Proforma](#)**  
(Original)
- **Anti-ragging Affidavit - Signed by Parents and Students**  
(Register here [https://www.antiragging.in/affidavit\\_university\\_form.php](https://www.antiragging.in/affidavit_university_form.php) and Download Affidavit Form. For the university details to be furnished at the time of registration, [click here](#))
- **AADHAAR Card**  
(Self-attested copy)
- **Affidavit for Gap Year - In case of a gap year after the last qualifying exam**  
(Original to be submitted)
- **Four recent passport-size colour photographs of the candidate**  
(Submission in a small envelope)
- **Undertaking for Missing Documents - [Download Format](#)**  
(Original)

**b) Mandatory Documents for the students taking admission in Reserved Category, as applicable:**

- **Caste Certificate issued by the competent authority (SC/ST Students)**  
(Self-attested copy and original for verification)
- **OBC Certificate (OBC Student)**  
(Self-attested copy and original for verification)
- **EWS Certificate issued by a Competent Authority for the Financial Year 2023-24 and valid for 2024-25 (Economically Weaker Section Students)**  
(Self-attested copy and original for verification)
- **J&K Residence Certificate**  
(Self-attested copy and original for verification)

**c) Mandatory Additional Documents for Candidates seeking Horizontal Reservation, as applicable:**

- **Disability Certificate (PwD/SAP Category Students)**  
(Self-attested copy and original for verification)
- **Wards of Serving Retired Defence Personnel/Ex-servicemen/Defence service personnel**  
(Self-attested copy and original for verification)
- **MP Domicile Certificate**  
(Self-attested copy and original for verification)

**d) Additional documents are needed for the students interested in scholarships from state and central government/financial aid offered by the university or private bodies**

*(These documents are only applicable for students interested in seeking scholarship/financial aid)*

- **Samagra Id. (For residents of Madhya Pradesh)**  
(Self-attested Copy)
- **Income Tax Returns (All earning members of the Family)**
  - Assessment Year 2022-23
  - Assessment Year 2023-24
  - Assessment Year 2024-25(Self-attested Copy)
- **Income Certificate (issued by Competent Authority)**  
(Self-attested copy and original for verification)
- **Sambal Card (if available).**  
(Self-attested copy and original for verification)
- **Domicile Certificate (For domicile outside Madhya Pradesh)**  
(Self-attested copy and original for verification)

NOTE:

1. Documents issued with a validity period must be valid as of July 31, 2024.
2. The student's entitlement to scholarship/financial aid will depend upon the eligibility requirements of the respective scholarship schemes. The details of the schemes will be explained in the university's orientation programme.
3. After the Scholarship Cell reviews the application, students eligible for the scholarship will also be required to provide an additional affidavit stating the genuineness of the documents supplied and the income stated therein for the Sanctioning process.
4. The university may also request additional documents to verify in case of doubt or as required by the scholarship/financial aid sponsoring agency.

**ADMISSION COMMITTEE**