

Instructions for 2nd list

Candidates are requested to read this instructions document completely with care and take appropriate actions.

- 1) If you have been **newly allotted** a seat in the second provisional list, please login to your account and do the following:

1.1 Exercise option

- a) Accept the allotted seat
- b) Apply for upgrade
- c) Exit from CLAT admission process

Please see the counseling instructions document under notifications for detailed information about the options.

1.2 Upload your documents

Please contact the allotted university for information about the documents to upload and complete the same. After uploading all the required documents, click on the Submit button.

Please see the counseling instructions document under notifications for detailed information about the documents to upload. If you have any questions on documentation, please contact the allotted NLU.

1.3 Make payment

Please contact the allotted university for fee payment details and complete the same. After the fee payment is completed, update the fee payment information in your CLAT account.

Newly allotted Candidates opting for Upgradation are also required to make the payment of requisite fee to the allotted University and upload documents on the website of Consortium. Only candidates who have paid the requisite fee and uploaded the documents on the website of Consortium will be considered for upgradation. A candidate who has been allotted a seat and has not paid the fee OR not uploaded the documents shall not be eligible for admission and upgradation option.

Please contact the allotted NLU for document and fee related questions.

Please complete your fees payment before 10th Aug 2021, 5 PM. It is mandatory to upload your documents and update your payment information in your CLAT login account.

- 2) If you were allotted a seat in 1st list and applied for upgrade, please check the status of your seat in 2nd list and do the following:

2.1 Exercise option

- a) Accept the allotted seat
- b) Apply for upgrade
- c) Exit from CLAT admission process

2.2 Upload your documents

If there is change in university allotted OR if you got a seat under a different category in the same university,

please contact the allotted university for information about the documents to upload and complete the same. After uploading all the required documents, click on the Submit button.

2.3 Make payment

If there is change in university, please contact the allotted university for fee payment details and complete the same. You must have made the fee payment to the University allotted in 1st list, but you might have to pay any difference amount as specified by the allotted university in 2nd list. After the fee payment is completed, update the fee payment information in your CLAT account.

Candidates opting for Upgradation are also required to make the payment of requisite fee to the allotted University and upload documents on the website of Consortium. Only candidates who have paid the requisite fee and uploaded the documents on the website of Consortium will be considered for upgradation. A candidate who has been allotted a seat and has not paid the fee OR not uploaded the documents shall not be eligible for admission and upgradation option. (Documents uploaded during the admission through 1st list are already there in the system.)

Please contact the allotted NLU for document and fee related questions.

Please complete your fees payment before 10th Aug 2021, 5 PM. It is mandatory to update your payment information in your login account.

- 3) If you had either accepted the seat allotted in the 1st list or exited from the 1st list, you do not have to do anything.
- 4) If the university has rejected your seat allotted in 1st list, you can check the status of the same in your login. If your seat has been rejected, please contact the University for details.
- 5) If you have not been allotted a seat and you still want to exit the CLAT admission process, you can do so by clicking the Exit button. Please note that this is an irreversible action and you will not be able to participate in any further seat allotments from CLAT consortium.
- 6) If you have not been allotted a seat in the 2nd list, please wait for the next list. Please see the calendar under notifications for the date of release of subsequent lists.

Requests to change the exercised option after the closure on 10th Aug 2021, 5 PM will not be considered.