The Tamil Nadu Dr.Ambedkar Law University
தமிழ்நாடு டாக்டர் அம்பேத்கர் சட்டப் பல்கலைக்கழகம்
State University Established by Act No.43 of 1997
NAAC Accredited

Instructions for filling Online Application Form

Go through the Prospectus, Eligibility and Instructions carefully before starting to fill up the application.

Once the application is submitted you will not be able to make any changes.

Please ensure that you have the following documents scanned and ready in the required size and format

- *His / Her Photograph*   ***Images format (.jpg, .jpeg) having size between 10kb to 50kb***
- *Signature*

- *SSLC / 10th Mark Sheet*
- *•*   ***Image format (.jpg, .jpeg) having size between 100kb to 250kb***
- *HSC Mark Sheet*

- *Community Certificate (Except Open Category)*

- *Special Category (If Yes)*

Course Selection

Choose the Course you intend to apply. The page will be redirected to the Registration for the selected course.

School of Excellence in Law (SOEL)

5 YEAR B.A.LL.B.(HONS.)/ B.B.A.LL.B. (HONS.) DEGREE COURSE ▭
5 YEAR B.C.A.LL.B.(HONS.) DEGREE COURSE ▭
5 YEAR B.COM.LL.B.(HONS.) DEGREE COURSE ▭

Eligibility for admission into School of Excellence in Law (SOEL)

Affiliated Government / Private Law College(s)

5 YEAR B.A.LL.B. DEGREE COURSE(AFFILIATED LAW COLLEGE) ▭

Eligibility for admission into Affiliated Law Colleges

Application Process

Register → **Login** → **Fill Application Form** → **Upload Documents** → **Make Payment** → **Download Application**

Registration: *Fill up the below fields to register yourself.*

1. **Name of the candidate:** *Enter your name as mentioned in your original 10th Mark sheet. Leave a space between your first name, middle name and last name. If your full name, exceeds 30 characters and does not fit in the space provided, kindly shorten your name by using initials. Please use a space between initials.* ***e.g.:*** *If your full name is DHANDAYUTHABANI SHIVA BALA KUMARAN shorten it as, D S B KUMARAN*

2. **Date of Birth:** *Select your date of birth as mentioned in your original 10th Pass or equivalent Certificate in* **DD/MM/YYYY format.**

   e.g.: *If your date of birth is 3rd September 1988, fill as* **03/09/1988**

3. **Mobile Number:** *Enter your 10 digit Mobile number which is in working condition.*

4. **Confirm Mobile Number:** *Enter the same 10 digit Mobile number entered in mobile number field.*

5. **Email-Id:** *Enter an appropriate email id which is active. All further communications will be sent only to the mail id submitted by you.* ***e.g.:*** *sanjaykumar_2004@gmail.com*

6. **Confirm Email-Id:** *Enter the same email id entered in Email-id field.*

   Note: If there is any mismatch in mobile no and Email Id confirmation you will not be able to register.

Once the registration is completed you will receive the login credentials to your registered E-mail and Mobile.

Login: *Using the login credentials received the applicant has to login and start filling the application.*

Login

Registered Successfully ! Login Credentials has been sent to your email & mobile. Check and login to proceed further...

Registration Number

Date of Birth (DD/MM/YYYY)

Log In

Application Filling: The below details should be filled to complete the application

1. **Name of the Father / Mother / Guardian**

2. **Gender:** *Select the appropriate option from the drop down.*

3. **Religion:** *Select the appropriate option from the drop down.*

4. **Community:** *Select the appropriate option from the drop down.*

5. **Caste Code:** *Select the appropriate Code option from the drop down. (Except Others Community)*

6. **Are you Sri Lankan Refugee / Kashmiri Migrant? :** *Select Yes/No*

7. **Citizenship:** *Select Indian/Others*

8. **Qualifying Examination:** *Select the appropriate option from the drop down.*

9. **Passed in the Qualifying Exam:** *Select Yes/No*

10. **Register Number of Qualifying Exam:** *Enter HSC register number*

11. **Month and Year of Passing (MM/YYYY):***Enter the month and year in MM/YYYY format*

12. **SSLC Mode of Qualification:** *Select the appropriate option from the drop down.*

13. **HSC Mode of Qualification:** *Select the appropriate option from the drop down.*

14. **Medium of Instruction (HSC / Equivalent):** *Select the appropriate option from the drop down.*

15. **Address for Communication:** *Provide your address for communication. Kindly note, all formal communication from The Tamil Nadu Dr.Ambedkar Law University will be sent to you at this address only. Please use blank spaces to separate words. Specify the name of your city, State and Pin code in the columns provided.*

e.g.: If your address for communication is at:

No. *32, ICF Colony, 5th Cross Street,*

3rd Main Road,

Kamarajar Nagar,

Use the Three lines given to fill up the information appropriately.

16. **City:** *Enter the city name.*

17. **District:** *Enter the district.*

18. **State:** *Select the appropriate State from the drop down.*

19. **PIN Code:** *Enter the 6 digit PIN code.*

20. **Telephone Number (STD Code - Telephone No.):** *Enter the telephone number with STD code without any blank space, If you do not have a telephone kindly don't enter anything leave the field blank.* **E.g.:** *000-00000000*

21. **CALCULATION OF MARKS FOR ELIGIBILITY PURPOSE:**

    Total Marks & Percentage: *Enter the Maximum marks and the Marks obtained in all the subjects* **including languages***. The percentage will be calculated automatically (System calculated).* **This percentage will be considered for ELIGIBILITY PURPOSE***. If your percentage is below the eligibility percentage you will not be able to submit the application.*

22. **CALCULATION OF MARKS FOR RANKING PURPOSE:**

    H.S.C. / Equivalent Course Marks: *Enter the Maximum marks and the Marks obtained in the 4 core subjects* **excluding languages.** T*he percentage will be calculated automatically (System calculated).* **This percentage will be considered for RANKING PURPOSE.**

23. **Special Reservation Choice 01:** *Select the appropriate option from the drop down.* Kindly select **Not Applicable option** *if you do not come* under any of the special reservation mentioned in the list.

24. **Special Reservation Choice 02:** *Select the appropriate option from the drop down.* Kindly select **Not Applicable option** *if you do not come* under any of the special reservation mentioned in the list*. You will not be able to select the same reservation for choice 1 & choice 2 (except **Not Applicable** option).*

25. **Mother Tongue:** *Select the appropriate option from the drop down.*

26. **Occupation of Parent / Guardian:** *Select the appropriate option from the drop down.*

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27. **Parent / Guardian Monthly Income:** *Select the appropriate option from the drop down.*

28. **Civic Status of Native Place:** *Select the appropriate option from the drop down.*

29. **Civic Status of Place of School:** *Select the appropriate option from the drop down.*

30. **Native District:** *Select the appropriate option from the drop down.*

31. **Are you a First Graduate in your Family?:** *Select Yes/No*

32. **Have you studies VI to XII in Government School?:** *Select Yes/No*

If you have selected YES, enter <u>EMIS NUMBER.</u>
NOTE: If you do not have your EMIS Number, proceed to fill the details of your school(s).

33. **School Details (VI to XII):** *Select the appropriate option from the drop down.*

Have you studied VI to XII in Government School? -நீங்கள் அரசுப் பள்ளியில் VI முதல் XII வரை படித்திருக்கிறீர்களா?

◉ Yes ○ No

EMIS number-(EMIS எண்):

School Details

Class	Year Of Passing (YYYY)	State	District	Block	Name of School	School Type
VI		TamilNadu	Select			
VII		TamilNadu	Select			
VIII		TamilNadu	Select			
IX		TamilNadu	Select			
X		TamilNadu	Select			
XI		TamilNadu	Select			
XII		TamilNadu	Select			

34. **Course preference 1:** *As per your preference, select appropriate course from the drop down. (For BA/BBA Courses only)*

35. **Course preference 2:** *As per your preference, select appropriate course from the drop down. (For BA/BBA Courses only)*

36. **Have you studied Commerce/Equivalent subject related to Commerce alone as a Subject in the HSC Examination? :** *Yes/No (For B.Com LL.B (Hons.) CourseOnly)* **If No, you're not eligible to apply for this course due to non – relevancy of subjects.**

37. **Have you studied Computer Science/ Equivalent subject related to Computer Science alone as a Subject in the HSC Examination? :** *Yes/No (For BCA LL.B (Hons.) CourseOnly)* **If No, you're not eligible to apply for this course due to non – relevancy of subjects.**

Once you have completed filling the application, click on SUBMIT option and a preview window will popup. Go through the details filled. If you find any mistake in the details filled, kindly click on EDIT and re-fill the erred field(s). Once you have provided the correct details, tick the check box and click on SAVE AND PROCEED. You will be redirected to the webpage containing the DOCUMENTS uploading option.

DOCUMENTS Upload:

- *Click on the respective link "Upload Photograph / Signature/ documents".*
- *Browse & Select the location where the Scanned Photograph / Signature/ document file has been saved in your system.*
- *Select the file by clicking on it and open.*
- *If the file is in proper format and size you will get a message saying 'UPLOADED SUCCESSFULLY'.*

Photo:
1. *Photograph must be a recent passport size colour picture.*
2. *The picture should be in colour, against a light-coloured, preferably white, background. - Look straight at the camera with a relaxed face*
3. *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.*
4. *PHOTOGRAPH IMAGE should be of PASSPORT SIZE, between 10Kb - 50 Kb.*
5. *The image should be of .jpg or .jpeg format*
6. *If the file size and format are not as prescribed, an error message will be displayed and you will not be able to complete the application.*

Signature:

1. *The applicant has to sign on a white paper with Black Ink pen.*
2. *Scan the image and crop the same to the dimension required.*
3. *The image should be between 10Kb - 50Kb.*
4. *The image should be of .jpg or .jpeg format.*
5. *If the file size and format are not as prescribed, an error message will be displayed and you will not be able to complete the application.*

SSLC / 10th Mark Sheet:

1. *The applicant has to upload his/her SSLC/10th standard mark sheet as provided by the appropriate Board.*
2. *Image should be between 100Kb - 250 Kb.*
3. *The image should be of .jpg or .jpeg format*
4. *If the file size and format are not as prescribed, an error message will be displayed and you will not be able to complete the application.*

HSC Mark Sheet:

1. *The applicant has to upload his/her HSC/12th standard mark sheet as provided by the appropriate Board.*
2. *Image should be between 100Kb - 250 Kb.*
3. *The image should be of .jpg or .jpeg format*
4. *If the file size and format are not as prescribed, an error message will be displayed and you will not be able to complete the application.*

Community Certificate (Except Open Category):

1. *The applicant has to upload his/her community certificate, for SC, ST, SC(A), MBC/DNC, BC(Muslim),BC(Others). (Except Open Category)*
2. *Image should be between 100Kb - 250 Kb.*
3. *The image should be of .jpg or .jpeg format*
4. *If the file size and format are not as prescribed, an error message will be displayed and you will not be able to complete the application.*

Special Reservation (If Yes):

1. *The applicant has to upload the Special Reservation certificate if he/she is eligible under any of the Special reservation category.*
2. *Image should be between 100Kb - 250 Kb.*
3. *The image should be of .jpg or .jpeg format.*
4. *If the file size and format are not as prescribed, an error message will be displayed and you will not be able to complete the application.*

Photo- புகைப்படம்

Upload your recent scanned photograph in image format (jpg, jpeg) having size between 10kb to 50kb.- உங்கள் சமீபத்திய ஸ்கேன் செய்யப்பட்ட புகைப்படத்தை 10kb முதல் 50kb வரை உள்ள பட வடிவத்தில் (jpg, jpeg) பதிவேற்றவும்.

[Upload Photo]

Signature- கையெழுத்து

Upload your scanned signature in image format (jpg, jpeg) having size between 10kb to 50kb.- உங்கள் ஸ்கேன் செய்யப்பட்ட கையொப்பத்தை 10kb முதல் 50kb வரை உள்ள பட வடிவத்தில் (jpg, jpeg) பதிவேற்றவும்.

[Upload Signature]

Parent/Guardian Signature- பெற்றோர்/பாதுகாவலர் கையொப்பம்

Upload Signature of the Parent/Guardian in image format (jpg, jpeg) having size between 10kb to 50kb.- 10kb முதல் 50kb வரையிலான அளவு கொண்ட பெற்றோர்/பாதுகாவலரின் கையொப்பத்தை பட வடிவத்தில் (jpg, jpeg) பதிவேற்றவும்.

[Upload Signature]

Upload SSLC / 10th Mark Statement-பத்தாம்வகுப்பு மதிப்பெண் பட்டியலை பதிவேற்றம் செய்க

(i) Upload your scanned copy of SSLC / 10th Mark Statement in image format (jpg, jpeg) having size between 100kb to 250kb.
(i) 100kb முதல் 250kb வரையிலான அளவு கொண்ட SSLC / 10th மதிப்பெண் அறிக்கையின் ஸ்கேன் செய்யப்பட்ட நகலை பட வடிவத்தில் (jpg, jpeg) பதிவேற்றவும்

Upload HSC / Equivalent Mark Statement-பன்னிரெண்டாம்வகுப்பு அல்லது அதற்கு சமமான மதிப்பெண் பட்டியலை பதிவேற்றம் செய்க

(ii) Upload your scanned copy of HSC / Equivalent Mark Statement in image format (jpg, jpeg) having size between 100kb to 500kb.
(ii) 100kb முதல் 500kb வரையிலான அளவுள்ள HSC / சமமான மதிப்பெண் அறிக்கையின் ஸ்கேன் செய்யப்பட்ட நகலை பட வடிவத்தில் (jpg, jpeg) பதிவேற்றவும்

Upload Transfer Certificate-பரிமாற்றச் சான்றிதழைப் பதிவேற்றவும்

(iii) Upload your scanned copy of Transfer Certificate in image format (jpg, jpeg) having size between 100kb to 250kb.
(iii) 100kb முதல் 250kb வரையிலான அளவுள்ள பட வடிவத்தில் (jpg, jpeg) உங்கள் ஸ்கேன் செய்யப்பட்ட பரிமாற்றச் சான்றிதழின் நகலை பதிவேற்றவும்

NOTE: The applicants need not Submit any hard copies of the application form through post / in person- விண்ணப்பதாரர்கள் விண்ணப்ப படிவத்தினை தபால் மூலமாகவோ/நேரிலோ சமர்ப்பிக்க வேண்டியதில்லை

ONCE ALL THE DOCUMENTS ARE UPLOADED, CLICK ON 'SUBMIT – 2' OPTION AND YOU WILL BE REDIRECTED TO PAYMENT SUMMARY.

CLICK ON "PROCEED TO PAYMENT" OPTION TO TAKE YOU TO THE ONLINE PAYMENT GATEWAY.

Fees can be paid through **Credit Card, Debit Card, Net Banking and UPI.**

If your payment is failed and the amount is debited from your account, kindly wait for 48 to 72 hours to *check and update* the status. Until then do not try to make the payment again.

Once the payment is successful you can take a printout of the application form by login.

For any queries regarding filling up of Online Application Form, please send a mail to helpdesk.tndaluadmissions@gmail.com *or* **contact – +917200043361.**

THE CHAIRMAN
LAW ADMISSIONS : 2024-2025
The Tamil Nadu Dr.Ambedkar Law University
"Poompozhil", No.5, Dr. D.G.S. Dinakaran Salai, Chennai–600 028.