SURENDRANATH LAW COLLEGE 24/2, Mahatma Gandhi Road, Kolkata-700009

Phone No. 23503896

Email: snlcollege@gmail.com Website:

www.snlawcollege.ac.in

Ref. No. SNLC/ /2025-26 Date: 30.12, 2025

ADMISSION NOTICE

This is for information of the candidates who choose to get admission in the 5 Year B.A.LL.B. course in Surendranath Law College as per the merit list (Dated 29.12.2025) published by the University of Calcutta that the online admission process (6th Phase) will be held from 30.12.2025 (1.30 PM) to 31.12.2025 (11 PM). Students can complete the online application process within 31.12.2025 (11 PM).

All candidates must submit Seat booking fees in University Portal then you can eligible for complete the online admission process in Surendranath Law College. Candidates opting to take admission in the 6th phase have to complete the whole procedure of online admission by 11 PM of 31.12.2025, and report to the office of Surendranath Law College within 8.30 am of 02.01.2026 for the Verification process.

For the verification, candidates must bring along the following documents-

- 1. Original fee receipt of Rupees 2000/- or Rupees 10000/- (Whichever may be applicable) paid immediately after counselling.
- 2. CULET-UG Hall Ticket
- 3. Admission Slip issued by University of Calcutta.
- 4. Declaration part of Admission slip.
- 5. Downloaded application form of Surendranath Law College.
- 6. Original Fee Deposit Slip paid after submitting admission form.
- 7. Print out of Anti-Ragging declaration form.
- 8. Self-attested Copies of All relevant documents mentioned in the USER MANUAL.

To complete the process smoothly, Students are required to strictly follow all the steps and links outlined in the User Manual attached herewith.

Sd/-Sagar Biswas, Convenor, Admission Committee Surendranath Law College

ADMISSION TO 5 - YEARS B.A.LL.B. COURSE 2025-2026 - <u>User</u> Manual

PLEASE FOLLOW THE USER MANUAL TO COMPLETE YOUR ADMISSION PROCESS

IMPORTANT

- ✓ READ AND UNDERSTAND THE FULL USERMANUAL CAREFULLY BEFORE STARTING THE ONLINE APPLICATION PROCESS.
- ✓ FILL UP THE ANTI-RAGGING DECLARATION FORM FROM THE COLLEGE WEBSITE
- ✓ AND TAKE A PRINT OUT.
- ✓ COMPLETE ALL STEPS 1-5
 - 1. SUBMISSION OF ADMISSION FORM
 - 2. LOGIN AND COMPLETION OF PROFILE IN ERP
 - 3. FEE PAYMENT
 - 4. DOWNLOAD AND PRINT PAYMENT RECEIPT
 - 5. DOWNLOAD AND PRINT ADMISSION FORM
- ✓ <u>USE A COMPUTER/CYBER CAFÉ</u> WITH FAST AND STABLE INTERNET CONNECTION TO SUBMIT THE APPLICATION FORM. USING A MOBILE DEVICE CAN RESULT IN DELAY AND ERRORS.
- ✓ KEEP ALL NECESSARY DOCUMENTS TO BE UPLOADED READY IN <u>REQUIRED JPG FORMAT</u> AND REQUIRED <u>FILE SIZE</u> BEFORE FILLING UP THE FORM.
- ✓ FOLLOW SCREENSHOTS IN THE MANUAL FOR ASSISTANCE.
- ✓ FOR ADMISSION RELATED QUERIES- email: <u>admission@snlawcollege.ac.in</u>

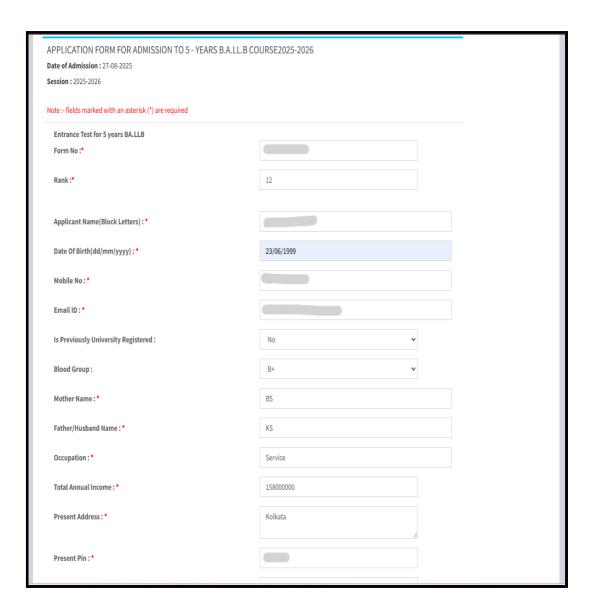
1. ADMISSION LINK:

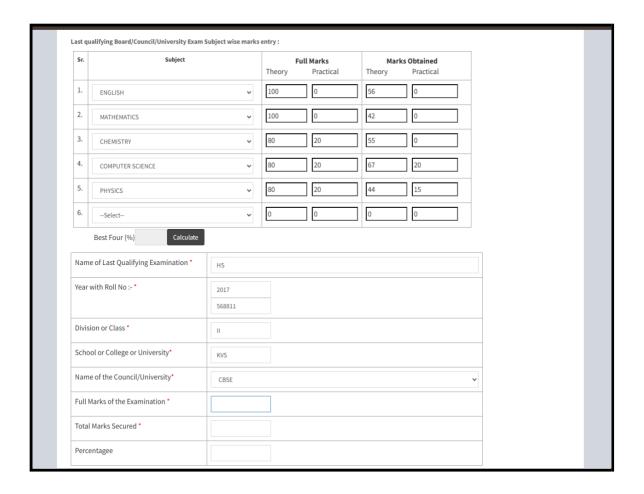
https://snlawcollegeerp.in/BALLBRegForm.aspx

- ENTER YOUR FORM NUMBER AND RANK ACHIEVED
- CLICK ON FIND BUTTON.
- FILL IN ALL REQUIRED DETAILS IN THE REGISTRATION FORM.
 (Click
 - on arrow to see the drop-down menu list and select the appropriate

details.)

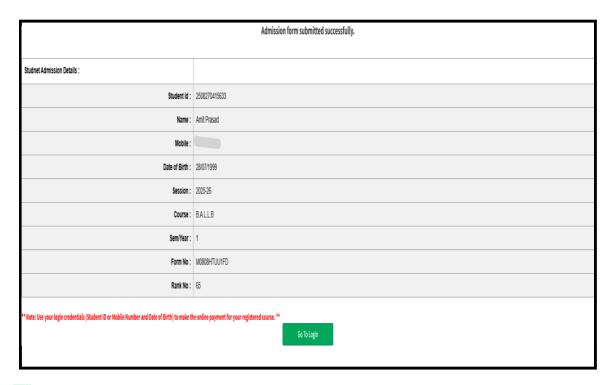






Developed administrative city operations on the Type included	Choose file No file chosen
Downloaded Admission Slip – BELOW 150 KB . FILE TYPE JPG(Mandatory)	
PHOTO UPLOAD - BELOW 50 KB . FILE TYPE JPG(Mandatory)	Choose file No file chosen
SIGNATURE UPLOAD- BELOW 30 KB . FILE TYPE JPG(Mandatory)	Choose file No file chosen
FATHER PHOTO UPLOAD – BELOW 50 KB . FILE TYPE JPG(Mandatory)	Choose file No file chosen
MOTHER PHOTO UPLOAD - BELOW 50 KB . FILE TYPE JPG(Mandatory)	Choose file No file chosen
Age Proof(Admit Card/Certificate of Madhyamik/Equivalent Examination/Birth Certificate) UPLOAD- BELOW 150 KB . FILE TYPE JPG(Mandatory)	Choose file No file chosen
(10+2) Mark sheet or Equivalence marksheet Documents – BELOW 200 KB . FILE TYPE JPG(Mandatory)	Choose file No file chosen
	OI CI SI
	Choose file No file chosen
FILE TYPE JPG(Optional)	
FILE TYPE JPG(Optional) Besides those mentioned below following documents are also mandatory, if a Physically Challenged Certificate UPLOAD- BELOW 150 KB. FILE TYPE	
FILE TYPE JPG(Optional) Besides those mentioned below following documents are also mandatory, if a Physically Challenged Certificate UPLOAD- BELOW 150 KB . FILE TYPE JPG(Optional)	applicable:
Besides those mentioned below following documents are also mandatory, if a Physically Challenged Certificate UPLOAD- BELOW 150 KB . FILE TYPE JPG(Optional) EWS Certificate UPLOAD- BELOW 150 KB . FILE TYPE JPG(Optional)	pplicable : Choose file No file chosen
Besides those mentioned below following documents are also mandatory, if a Physically Challenged Certificate UPLOAD- BELOW 150 KB . FILE TYPE JPG(Optional) EWS Certificate UPLOAD- BELOW 150 KB . FILE TYPE JPG(Optional) Cast Certificate UPLOAD- BELOW 100 KB . FILE TYPE JPG(Optional)	Choose file No file chosen Choose file No file chosen
Besides those mentioned below following documents are also mandatory, if a Physically Challenged Certificate UPLOAD- BELOW 150 KB . FILE TYPE JPG(Optional) EWS Certificate UPLOAD- BELOW 150 KB . FILE TYPE JPG(Optional) Cast Certificate UPLOAD- BELOW 100 KB . FILE TYPE JPG(Optional) BPL Certificate UPLOAD- BELOW 100 KB . FILE TYPE JPG(Optional)	Choose file No file chosen Choose file No file chosen Choose file No file chosen
Father Income Certificate (either ITR or Payslip) UPLOAD- BELOW 150 KB. FILE TYPE JPG(Optional) Besides those mentioned below following documents are also mandatory, if a Physically Challenged Certificate UPLOAD- BELOW 150 KB. FILE TYPE JPG(Optional) EWS Certificate UPLOAD- BELOW 150 KB. FILE TYPE JPG(Optional) Cast Certificate UPLOAD- BELOW 100 KB. FILE TYPE JPG(Optional) BPL Certificate UPLOAD- BELOW 100 KB. FILE TYPE JPG(Optional) Migration Certificate UPLOAD- BELOW 100 KB. FILE TYPE JPG(Optional) Equivalence Certificate UPLOAD- BELOW 100 KB. FILE TYPE JPG(Optional)	Choose file No file chosen Choose file No file chosen Choose file No file chosen Choose file No file chosen

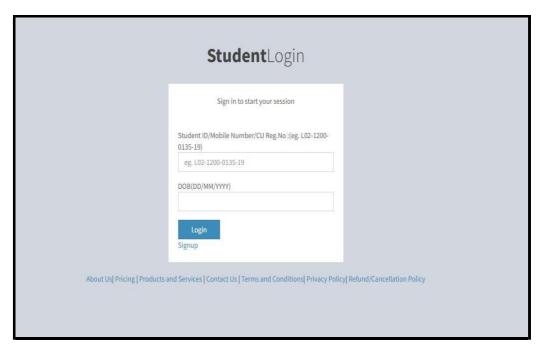
- ✓ **UPLOAD** THE NECESSARY DOCUMENTS IN APPROPRIATE **FORMAT** AND **FILE SIZE** AS PER INSTRUCTIONS.
- ✓ CLICK ON **SUBMIT BUTTON**.



After successful submission, a confirmation message will appear. Click Go to Login to continue.

2. LOGIN TO YOUR ERP PROFILE AND COMPLETE THE FORM

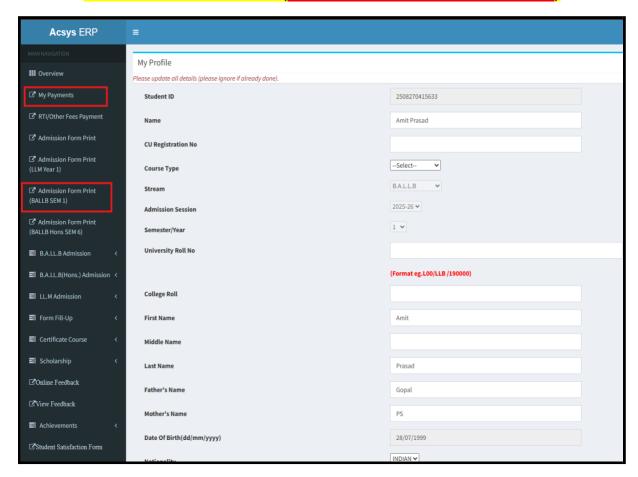
Login URL: https://snlawcollegeerp.in/students/login.aspx



USE THE FOLLOWING DETAILS TO LOG IN:

- Mobile Number OR Student ID (generated after submission of 1st form)
- Date of Birth (DD/MM/YYYY)

COMPLETE YOUR PROFILE (BEFORE PROCEEDING TO PAYMENTS)

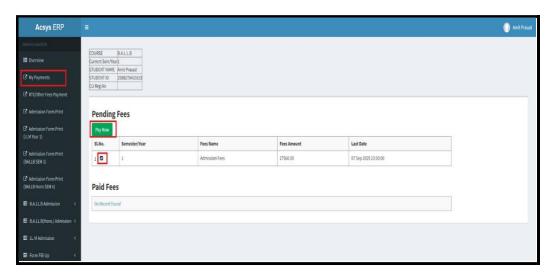


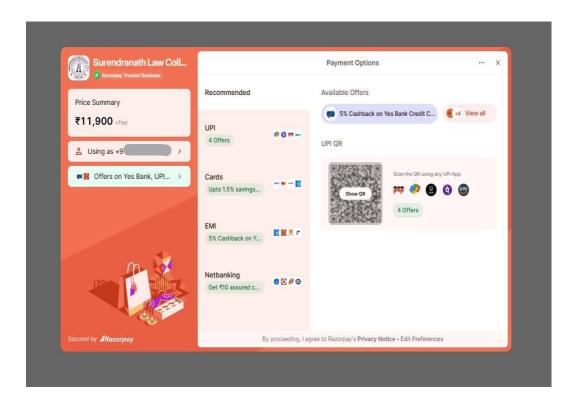
IMPORTANT NOTE-

- ✓ CU Registration, University Roll, and College Roll are optional fields, <u>if you</u> don't have them yet.
- ✓ In case you don't have necessary information for any field, enter 'o' if the question is asking for numerical information such as Mobile number/Aadhar Number/Income. Mobile number must have 10 digits. Aadhar Number must have 12 digits. In case you don't have necessary information for anynon- numerical information, enter 'NA'.
- ✓ Document upload is not required if you had already uploaded them during admission application.

3. FEE PAYMENT

From the left-side menu, click My Payment Option. Select the checkbox, then click Pay





4. AFTER SUCCESSFUL PAYMENT, <u>DOWNLOAD YOUR PAYMENT RECEIPT</u> FROM THE MY PAYMENTS SECTION.

5. PRINT YOUR ADMISSION FORM

From the left-side menu, click Admission Form Print (BALLB Sem

1). Download and print your admission form for future reference.

