SURENDRANATH LAW COLLEGE
24/2, Mahatma Gandhi Road, Kolkata-700009
Phone No. 23503896
Email: snlcollege@gmail.com
Website: www.snlawcollege.ac.in

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

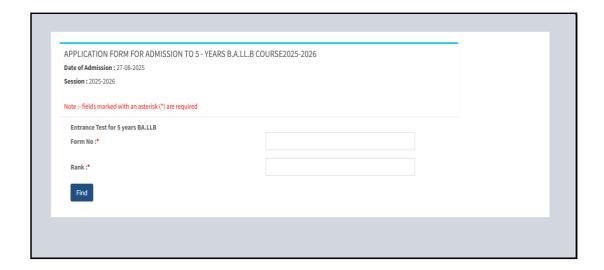## PLEASE FOLLOW THE USER MANUAL TO COMPLETE YOUR ADMISSION PROCESS
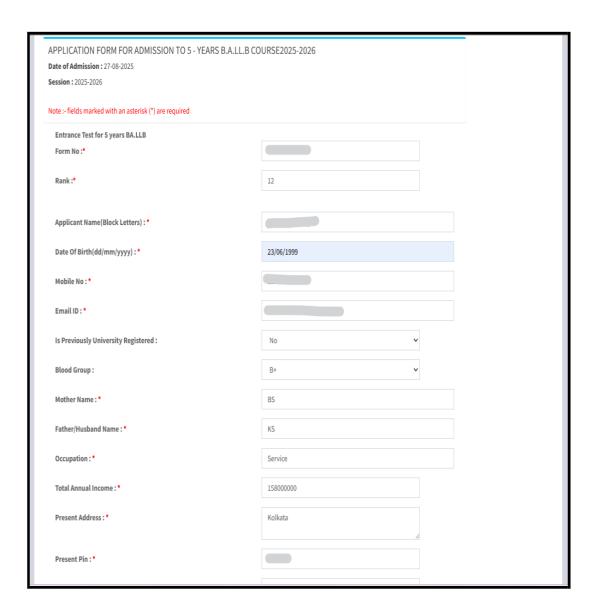

<u>IMPORTANT</u>

- ✓ 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
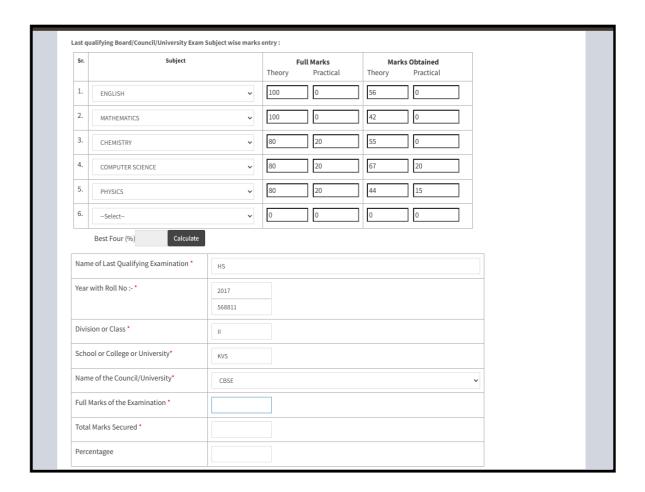- ✓ FOR ADMISSION RELATED QUERIES- email: admission@snlawcollege.ac.in

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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.)**

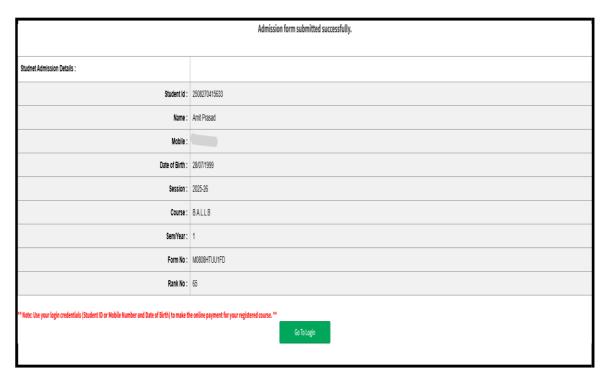APPLICATION FORM FOR ADMISSION TO 5 - YEARS B.A.LL.B COURSE2025-2026

Date of Admission : 27-08-2025

Session : 2025-2026

Note :- fields marked with an asterisk (*) are required

Entrance Test for 5 years BA.LLB

Form No :*

Rank :*

Find

APPLICATION FORM FOR ADMISSION TO 5 - YEARS B.A.LL.B COURSE2025-2026

Date of Admission : 27-08-2025

Session : 2025-2026

Note :- fields marked with an asterisk (*) are required

Entrance Test for 5 years BA.LLB

Field	Value
Form No :*	
Rank :*	12
Applicant Name(Block Letters) : *	
Date Of Birth(dd/mm/yyyy) : *	23/06/1999
Mobile No : *	
Email ID : *	
Is Previously University Registered :	No
Blood Group :	B+
Mother Name : *	BS
Father/Husband Name : *	KS
Occupation : *	Service
Total Annual Income : *	158000000
Present Address : *	Kolkata
Present Pin : *	

Last qualifying Board/Council/University Exam Subject wise marks entry :

Sr.	Subject	Full Marks		Marks Obtained	
		Theory	Practical	Theory	Practical
1.	ENGLISH	100	0	56	0
2.	MATHEMATICS	100	0	42	0
3.	CHEMISTRY	80	20	55	0
4.	COMPUTER SCIENCE	80	20	67	20
5.	PHYSICS	80	20	44	15
6.	--Select--	0	0	0	0

Best Four (%) [ ] [Calculate]

Name of Last Qualifying Examination *	HS
Year with Roll No :- *	2017
	568811
Division or Class *	II
School or College or University*	KVS
Name of the Council/University*	CBSE
Full Marks of the Examination *	
Total Marks Secured *	
Percentagee	

4

Document Upload Area:

Downloaded Admission Slip – BELOW 150 KB . FILE TYPE JPG**(Mandatory)** [Choose file] No file chosen

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

Father Income Certificate(either ITR or Payslip) UPLOAD- BELOW 150 KB . FILE TYPE JPG(Optional) [Choose file] No file chosen

Besides those mentioned below following documents are also mandatory, if applicable :

Physically Challenged Certificate UPLOAD- BELOW 150 KB . FILE TYPE JPG(Optional) [Choose file] No file chosen

EWS Certificate UPLOAD- BELOW 150 KB . FILE TYPE JPG(Optional) [Choose file] No file chosen

Cast Certificate UPLOAD- BELOW 100 KB . FILE TYPE JPG(Optional) [Choose file] No file chosen

BPL Certificate UPLOAD- BELOW 100 KB . FILE TYPE JPG(Optional) [Choose file] No file chosen

Migration Certificate UPLOAD- BELOW 100 KB . FILE TYPE JPG(Optional) [Choose file] No file chosen

Equivalence Certificate UPLOAD- BELOW 100 KB . FILE TYPE JPG(Optional) [Choose file] No file chosen

Registration Certificate (for already registered candidates) UPLOAD- BELOW 100 KB . FILE TYPE JPG(Optional) [Choose file] No file chosen
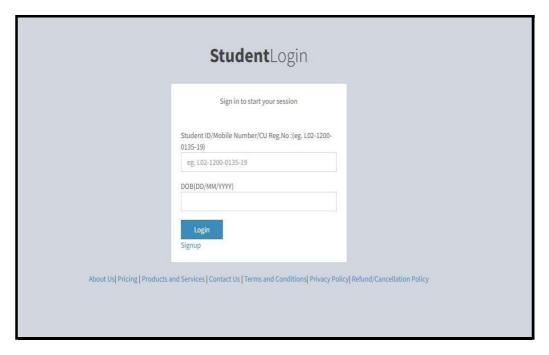
[Submit]

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

Admission form submitted successfully.	
Studnet Admission Details :	
Student Id :	2508270415633
Name :	Amit Prasad
Mobile :	
Date of Birth :	28/07/1999
Session :	2025-26
Course :	B.A.L.L.B
Sem/Year :	1
Form No :	M0808HTUU1FD
Rank No :	65

** Note: Use your login credentials (Student ID or Mobile Number and Date of Birth) to make the online payment for your registered course. **

<div align="center">Go To Login</div>

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

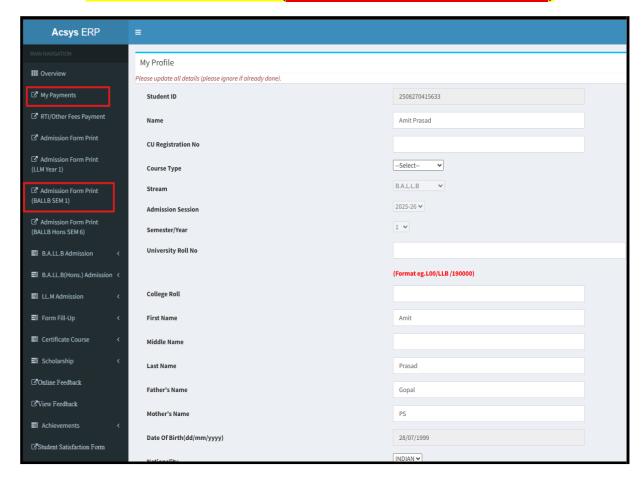2. <mark>**LOGIN TO YOUR ERP PROFILE AND COMPLETE THE FORM**</mark>

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

StudentLogin

Sign in to start your session

Student ID/Mobile Number/CU Reg.No :(eg. L02-1200-0135-19)

eg. L02-1200-0135-19

DOB(DD/MM/YYYY)

Login
Signup

About Us| Pricing | Products and Services | Contact Us | Terms and Conditions| Privacy Policy| Refund/Cancellation Policy

- Mobile Number OR Student ID (generated after submission of 1st form)
- Date of Birth (DD/MM/YYYY)
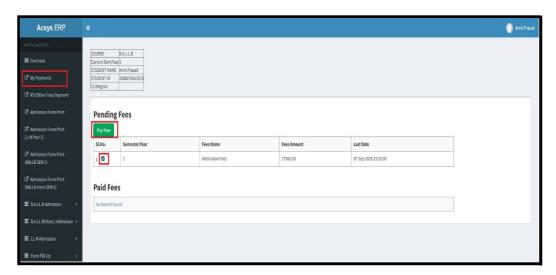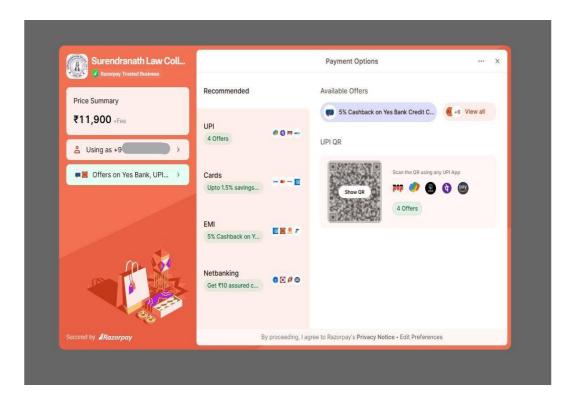
COMPLETE YOUR PROFILE (BEFORE PROCEEDING TO PAYMENTS)

IMPORTANT NOTE-

- ✓ **CU Registration, University Roll, and College Roll are optional fields, if you don't have them yet.**
- ✓ **In case you don't have necessary information for any field, enter '0' 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 any non-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, <mark>DOWNLOAD YOUR PAYMENT RECEIPT</mark> 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.