

## Instructions for 2<sup>nd</sup> list

- 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 (Locking the seat)
- b) Apply for upgrade
- c) Exit from CLAT admission process

### 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.

### 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.

**Please complete your fees payment before 12<sup>th</sup> Oct 6 PM. It is mandatory to update your payment information in your login account.**

- 2) If you had applied for upgrade in 1<sup>st</sup> list, please check the status of your seat in 2<sup>nd</sup> list and do the following:

### 2.1 Exercise option

- a) Accept the allotted seat (Locking the 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 might have to pay any difference amount as specified by the university. After the fee payment is completed, update the fee payment information in your CLAT account.

**Please complete your fees payment before 12<sup>th</sup> Oct 6 PM. It is mandatory to update your payment information in your login account.**

- 3) If you had either accepted the seat allotted in the 1<sup>st</sup> list or exited from the 1<sup>st</sup> list, you do not have to do anything.
- 4) If the university has rejected your seat allotted in 1<sup>st</sup> list, you can check the status of the same in your login. If your seat has been rejected, please contact the university for details.