

Five year BBA LL.B. (H) & Five year B.COM LL.B. (H) (SCHOOL OF LEGAL STUDIES) AND Five year B.Sc. LL.B(Hons.) [COMPUTER SCIENCE] (ICREP)

ALLOTMENT /ADMISSION INSTRUCTIONS 2025

Details of allotments received, if any, in respect of candidates who are included in the rank lists of BBA LLB (H), BCom LLB (H) or BSc LLB (Hons.) [Computer Science] will be available in the candidate profile.

The allotment is based on the rearranged / default options for BBA LLB (H), BCom LLB (H) or BSc LLB (Hons.) [Computer Science]. If no re-arrangement is done, option will be taken in the order the candidate has applied during registration for CAT 2025 (ie, the default option).

- ❖ **Candidate who gets an allotment shall pay the applicable fees by way of online payment on or before the stipulated date for payment of fees to confirm the allotment received.**
- ❖ **Once a candidate gets an allotment, lower option, if any, of the candidate will be automatically cancelled; however, if the candidate has any higher option left, it will be retained for considering in subsequent allotments, if any.**
- ❖ **The allotment received will be cancelled if the candidate doesn't make the fee payment within the stipulated period.**
- ❖ **During the period of online allotment, candidates need not come to the University. Also, candidates are directed to check status of the allotment / latest updates in <https://admissions.cusat.ac.in/> on a daily basis till the allotment process is completed.**
- ❖ *Admission will be provisional and is subject to physical verification of originals of all certificates/documents by School of Legal Studies /ICREP Officials concerned before the commencement of classes or before a specified date, that will be published later by Department.*

Certificates to be uploaded before fee payment

I. Upon receiving allotment to BBA LL.B (H), BCom LL.B (H) or BSc LL.B.(Hons.) (Computer Science), applicants shall upload the following documents.

- **S.S.L.C / 10th Standard Certificate & Mark List.**
- **Certificate of the Qualifying examination**
- **Mark List of the qualifying examination**

(If the same is not available, such candidates shall submit a declaration with signature affixed, stating that "Mark list of the qualifying examination / qualifying degree will be produced later, but before the registration for the first semester examinations. I am aware of the fact that, University reserves the right to cancel my candidature / remove me from the rolls if I fail to produce the document to substantiate my educational qualification before the registration for first semester examinations.")

- **Transfer Certificate from the institution last attended**
- **Conduct Certificate from the institution last attended**
- **Other Certificates, if any**

II. Certificates to be furnished as Proof for availing communal/special reservation

1. **Kerala Scheduled Caste (KSC)/Kerala Scheduled Tribe (KST) Candidates** should produce a valid & original Community Certificate issued by the Tahasildar.
2. **SEBC candidates** i.e. Ezhava /Thiyya/Billava (ETB), Muslim(MSM), Latin Catholic or Anglo-Indian(LCC), Other Backward Christian (OBX), Other Backward Hindus (OBH), Dheevara (DHV), Kudumbi (KMB), Pot Making Communities (PMC) and Viswakarma (VSK) etc. should a valid & original Community Certificate and Non-Creamy Layer certificate issued by the Village Officer. If the community/category is clearly specified in the Non-creamy layer certificate, no separate community certificate is required.
3. **OBH candidates eligible for fee concession as applicable to OEC candidates** should also produce a valid & original income certificate issued by competent authority to prove their eligibility.
4. Applicants belonging to “**General**” category and have claimed reservation under “**Economically Weaker Section - EWS**” should furnish a valid & original Certificate issued by the competent authority for the purpose of claiming EWS reservation.

III. Non-resident Indian (NRI) Seats (Applicable to all Programmes for which NRI seats are available):

1. *NRI status is not compulsory but, at the time of admission candidates who select NRI seats should submit the ‘Declaration’ given in **Annexure I**.*
2. *For NRI seats candidates should have applied for the same at the time of application registration. Others cannot get admission under NRI seats. However, they can participate in NRI spot admission if seats are available.*

IV. Other certificates (if applicable) Relevant certificates such as Sponsorship Certificates issued by Competent Authority for substantiating claim for any other reservation seats mentioned under supernumerary seats if the candidate is allotted to seats under that category / e.g **No objection certificate by those who receive allotment to seats reserved for Kerala Police Academy** etc should be produced at the time of verification.

V. Keralite Status: Proofs accepted for Keralite Status: Candidates claiming the Keralite status should submit the originals of any one of the following certificates:

1. The certificate of Birth / Residence of the candidate or his/her father or mother from the Village Officer / Tahsildar or from a competent authority of local body.
2. The ‘Certificate showing school studies in Kerala from Standards VIII to XII’ from the Head of School where the candidate completed his / her study in Standard XII.
3. Relevant page of the SSLC of the candidate’s father / mother showing the place of birth in Kerala with corroborative evidence showing the relationship between the candidate and the parent.
4. Relevant page of the passport of the candidate or either of parents issued by the Government of India showing place of birth in Kerala with corroborative evidence showing the relationship between the parent and candidate.
5. Birth certificate of candidate or his / her, father / mother showing the place of birth in Kerala with corroborative evidence showing the relationship between the candidate and father / mother whose birth certificate is being produced.
6. For claiming Keralite - AIS (All India Service), certificate from competent authority should be furnished.

Please note that it is mandatory to upload copy of the S.S.L.C / 10th Standard Certificate & Mark List and the Certificate of the qualifying examination at the time of allotment confirmation.

Verification of original documents

Upon receiving allotment, applicants should invariably produce the originals of **all** the above documents at the time of verification. Admission will be provisional and is subject to physical verification of originals of all certificates/documents by Concerned Department / School / Officials concerned before the commencement of classes / or before a specified date. The concerned departments will communicate regarding the document verification process to the candidate.

HOW TO MAKE ONLINE FEE PAYMENT

For making online payment of fees the candidates who got allotment should follow the instructions given below:

1. Login to your home/login page using your Username (email id) and Password in the Admission Portal <https://admissions.cusat.ac.in/>
2. The details of the allotments received will be displayed with a button to confirm allotment.
3. Upon clicking the 'Allotment confirmation/ payment' button, you will be directed to the page for uploading the certificates, programme confirmation and fee payment. You have to enter your aadhar number and then click on the 'PAY' button. You can make payment through Credit card or Debit Card /through Net Banking/UPI. Note: It may be noted that payment through some Debit Cards has a monetary ceiling and, in such cases, opt for other payment options.
4. Refer admission website <https://admissions.cusat.ac.in/> for the fee structure.
5. **Candidates are advised to confirm the payment status as successful after the payment in their profile. After successful payment, the allotment status will show as "Provisionally Admitted" to the programme allotted. In case if there are any issues contact or inform our help desk before the last date of payment.**

Candidates need to pay the additional fees of PTA/Department Development Fund (if applicable), CUSAT Alumni fee (if applicable), Matriculation fee (if applicable) etc directly, later at the Department/School as per the instructions received from the concerned Department/School.

Note:

- ❖ If a candidate fails to submit the required certificates before the stipulated time, his claim for admission to the programme under the category claimed by him will be forfeited. The sole responsibility for such incidents will rest with the candidate only.
- ❖ The documents will be verified by the department concerned at a later stage. Any discrepancies in the reservation claim and document produced to substantiate the claim may lead to disqualification. Similarly, failure to produce relevant documents to substantiate the communal reservation / Special reservation will disqualify your claim for admission in the respective reservation category. The candidate alone will be responsible for such incidents.
- ❖ Candidates are directed to check the status of the allotment on a daily basis till the allotment process is completed.
- ❖ Regarding the commencement of classes please contact the concerned Departments

Annexures

1. Annexure I – Declaration for NRI Candidates
2. Annexure II – Declaration to be submitted by Candidate stating Nationality.

Annexure I – Declaration for NRI Candidates

DECLARATION

I hereby declare that I am a Non Resident Indian and the applicant Shri/Smt/Kum
..... is my Son/Daughter/Ward/Dependent (*Strike out which is not applicable*) coming under the definition of NRI candidate as per section 2(o) of Act XIX of 2006. My
Passport No. is and I am Employed / residing at
.....
..... (*Fill the details of Foreign Employment/ Place of residence*).

I hereby undertake to abide by the rules and regulations of Cochin University of Science And Technology in connection with the admission of the above applicant under NRI.

Place :

Signature of the Declarant:

Date :

Name and Full Address:
with Contact number

Annexure II – Declaration to be submitted by Candidate stating Nationality

DECLARATION

I am a citizen of (name of Country) and my register number for CUSAT CAT 2025 is I am aware of the fact that, the University (CUSAT) reserves the right to cancel my candidature / remove me from the rolls, if, at a later stage it is found that I am not eligible to be allotted/admitted to the seat to which I am allotted/admitted to.

Place :

Signature of the Candidate:

Date :

Signature of the Parent / Guardian: