Instructions for Online Admission Process

1. Candidates shall log on to https://jblawcollegeguwahati.com/

Note:

Details of Courses offered, fees structure and dates are available online itself.

2. Fresh applicants need to click on **"Apply Online"** to fill up the form. After registration, Registered applicants need to login via email ID and password for filling up of registration form, editing of registration form and uploading of Photograph, Signature, Relevant Documents and to print the registration/submission form.

3. Before he/she proceeds to apply, the candidates must ensure that he/she has read and understood the eligibility criteria cited in the instructions carefully. In case, he/she fail to upload any relevant marksheet or any other document relevant for the particular stream, during the time of document verification or at any stage; his/her candidature for the relevant stream will summarily rejected at any stage whatsoever.

Filling and submission of the Registration form:

4. Applicants must have a valid email address and phone no before applying.
5. Applicants must fill all the compulsory fields (marked with *) which inter-alia includes Date of Birth (DOB), Address, Name, Category, qualification etc. and click the submit button.

Uploading of Photograph and Signature:

6. **Uploading of Photograph:**   Photograph must be a recent passport size coloured photo. Make sure that the picture is in colour, taken against a light-coloured, preferably white background, and has no harsh shadows. If you wear glasses make sure that there are no reflections so that your eyes can be clearly seen. Also, ensure that both ears are visible in the picture. **The image should only be in .jpg format. Size of file should not be more than 50 kb.**

Note: Uploading of Photograph is a onetime process. After uploading the same, the Applicant cannot edit or change the same after submission. If any error in uploading persists, Applicant needs to apply fresh for registration.   Keep ready your soft copy of the Photo for uploading.

7. **Uploading of Signature:** Sign on white paper with Black ink pen and scan it. Please scan the signature area only and not the entire page and ensure that the size of the scanned image is not more than 50 kb. Please note that this signature will appear on the Admit Card, and if it does not match the signature on the answer sheet at the time of the written test or at any further stages, the candidature will be cancelled. **The image should only be in .jpg format. Size of the file should not be more than 50 kb.**

Note: Uploading of Signature is a onetime process. After uploading the same, the Applicant cannot edit or change the same after submission. If any error in uploading persists, Applicant needs to apply fresh for registration. Keep ready your soft copy of the Signature for uploading.

8. Uploading of Documents:

Applicants need to upload all relevant documents for the Applied Stream. Marksheet for HSLC is compulsory, Caste Certificate as per category selected by applicant and GAP certificate wherever applicable. PRC/Voter ID of self or parent/NRC of Self or Parent/AADHAR Card of Self or parent/BPL Card of family/Birth Certificate issued by Registrar of Birth and Death/Passport of Self or parent.
HSLC Marksheet to be uploaded should only be in .jpg format. Size of file should not be more than 100-200 kb.
Other documents to be uploaded should only be in .pdf format. Size of file should not be more than 100-200 kb.

Without uploading compulsory relevant documents, Applicants cannot submit his/her registration form.

Note: Uploading of Documents is a onetime process. After uploading the same, the Applicant cannot edit or change the same after submission. If any error in uploading persists, Applicant needs to apply fresh for registration. Keep ready your soft copy of the relevant documents for uploading.

Editing the details of the Application/Registration form:

9. After uploading the photo, signature and relevant documents, the **"Preview and Final Submit"** button will be activated and the Applicant may preview the Application/Registration form and finally submit the Application form by clicking the **"Final Submit"** button.

10. In case of any updation/correction, candidate may edit the details of the application at the time of preview of Application/Registration form by clicking onto the top right side of the screen with the **"Edit your Application/Registration form"** button. Once the **"Final Submit"** button is clicked, the Applicant cannot edit the Application/Registration form.

Print of Submission form:

Applicant may login at any time for taking print of the Online **Submission** form but before the closing date. Applicant must print the final online **Submission** form which will bear **Registration ID** and other details, which will be used for future logins.

Caution:

1. Kindly note that your registration will not be completed unless photo, signature, relevant documents are uploaded.
2. Registration ID in the Final Submission Form will be used for all future logins for admission.

Helpdesk:

You may call onto 8486652931 from 10:00 am to 05:00 pm on working days for any queries relating to filing up of Application/Registration form, uploading of Photo, Signature, Documents.   Other queries will not be entertained.