

VIDYA PRASARAK MANDAL'S TMC LAW COLLEGE, THANE

FIRST YEAR LL.B. ADMISSION

As per MH-CET Admission Process

STEP-BY-STEP PROCEDURE

For detailed information, please visit the College Website:

https://vpmtmclc.org/fy_llb_admission.html

STEP 1 - DOWNLOAD & FILL THE REQUIRED FORMS

Fill following forms online- QR for the same is given, take a print, sign and submit

- University Form
- College Form
- ABC Form
- Anti-Ragging Form

Attach the printouts of these forms to the respective document sets.

STEP 2 - PREPARE 3 DOCUMENT SETS

Prepare **THREE COMPLETE SETS** of the following documents in the given order:

1. CAP Application Form
2. CET Allotment Letter
(3 copies for the document sets + 1 copy to be retained by the student)
3. CET Option Form
4. CET Score Card
5. Educational Qualification Documents:
 - ✓ 10th Mark Sheet
 - ✓ 11th Mark Sheet (*Optional*)
 - ✓ 12th Mark Sheet
 - ✓ Graduation – FY, SY & TY (*each semester*)
 - ✓ Post-Graduation – (*each semester, wherever applicable*)
6. Marks Conversion Certificate of UG/PG Degree, wherever applicable
7. Birth Certificate / School Leaving Certificate / Domicile Certificate
(*Document must mention Place of Birth, wherever required*)
8. Community Certificate
9. Caste Certificate & Caste Validity Certificate, wherever applicable
10. Non-Creamy Layer Certificate (*Latest*)
Required for all reserved categories except SC & ST
11. EWS Certificate (*Latest*), wherever applicable
12. Income Certificate (*Latest*), wherever applicable
13. Aadhaar Card
14. Attendance Undertaking

Arrange all documents in the same order in all three sets.

STEP 3 – DOCUMENT VERIFICATION

Get all **THREE** sets verified by the Admission Committee.

✚ Bring **ALL ORIGINAL CERTIFICATES/DOCUMENTS** for verification.

Verification Venue:

Classroom No. L-6, First Floor

STEP 4 – SUBMIT DOCUMENTS IN PDF FORMAT

After your documents are verified and your admission is approved by the Admission Committee:

- Send the documents from your verified sets in **PDF format**.
- **DO NOT** merge all documents into one PDF.
- Prepare **ONE SEPARATE PDF FOR EACH DOCUMENT**.

Example:

10th Mark Sheet → **One separate PDF**

12th Mark Sheet → **One separate PDF**

CET Score Card → **One separate PDF**

Send the PDFs to: fylaw2026@gmail.com

STEP 5 – ONLINE VERIFICATION

Complete your **Online Verification** at:

✚ College Office Counter – First Floor

STEP 6 – PAY THE ADMISSION FEES

After completion of Online Verification:

Pay the prescribed admission fees through the given online payment link.

⚠ **NO CASH PAYMENT WILL BE ACCEPTED.**

STEP 7 – SUBMIT PAYMENT PROOF

After making the payment:

- ❖ Collect/save your **Fee Payment Receipt**.
- ❖ Get the **College Seal** on your copy of the CET Allotment Letter.
- ❖ Prepare a PDF containing:
 - ✓ Fee Payment Receipt
 - ✓ Allotment Letter

Send the PDF to: fylaw2026@gmail.com

STEP 8 – COLLECT ADMISSION ACKNOWLEDGEMENT

Collect the **Admission Acknowledgement** after your admission is confirmed.

STEP 9 – SUBMIT PHOTOGRAPH FOR IDENTITY CARD

Send your **recent passport-size photograph** to: fylaw2026@gmail.com

The photograph will be used for preparation of your College Identity Card.

STEP 10 – JOIN THE COLLEGE COMMUNICATION GROUP

Join the official **College WhatsApp Group**