## Steps for registration process & to fill the online application for KSLU's services

- ➤ Compulsorily use <u>Google chrome internet browsing application</u> for registration process. Open the google chrome, go to settings privacy and settings site settings pop-ups and redirects then allow it. Close the window and restart the computer. Then try to registration process.
- > Student <u>Aadhaar card number</u> with linked phone <u>number</u> is compulsory for successful registration. If fails, you are not able to complete the registration process.
- After successful registration, compulsorily <u>use Mozilla Firefox internet browsing</u> application to apply for services/login.
- ➤ Open the Mozilla Firefox, go to settings options privacy and security permissions uncheck the block pop-up window option then close the tab.
- ➤ Then login with registered phone number and get OTP to apply for services.
- After login, under menu, click on apply for services, select view all available services.
- ➤ Under search row, type LAW, the list of KSLU's services will appear.
- > Choose the required services.
- $\triangleright$  Fill the eligibility application carefully and compulsorily attached the  $10^{th}$ ,  $12^{th}$  marks card for 5yr LL.B and  $10^{th}$ ,  $12^{th}$ , degree all marks card for 3yr LL.B. The information/data given in the application will reflect in the output document. So fill the application carefully.
- ➤ While making payment for services, sometimes error will occur. So visit to seva sindhu's homepage, under English version website, click on FAQ tab.
- ➤ Then page will open, at the bottom of the page, click on <u>please view the document and follow the instruction</u>.
- Follow the steps up to 5, make <u>Changing value from "True" to "False".</u>
- ➤ Then close the particular tab, then make a payment. Sometimes your bank had blocked ATM card for online transaction. So make it confirm or contact your home branch to resolve this problem.
- After successful payment, your application will be submitted successfully and you will get Sakala Acknowledgement with application number.
- > By application number you can track and get the status of your application.

\* \* \* \* \*