USER GUIDE TO FILL THE ONLINE APPLICATION FORM FOR APLAWCET & APPGLCET-2023

The candidates are required to be ready with the **following mandatory / optional details** to fill in the appropriate fields before filling the Online Application Form:

The Mandatory / Optional details are as follows:

S.NO	Details Required	Document to be Referred
1	Credit card or Debit card details	Credit Card / Debit Card/Net Banking
	(If payment is being made through Credit	Account User ID and its password
	card / Debit card/Net Banking)	
2	Qualifying Examination appeared or	Marks memos / Hall Ticket Number
	passed	of Degree / Intermediate / 10 th
	Hall ticket Number of the Qualifying	
	Examination	
3	Test Applied for 3-year LLB, 5-year LLB,	AP LAWCET/PGLCET-2023, Eligibility
	Postgraduate LLM	Criteria
4	Date of Birth	10 th or Equivalent Certificate
5	Hall Ticket Number of SSC or Equivalent	10 th or Equivalent Certificate
	examination Certificate	
6	Income of Parents	Income certificate issued by
		Competent Authority
7	STUDY DETAILS	Study certificates from Class 6 to
		10+2 / degree or diploma / PG
8	Category (SC, ST, BC, etc.) and Application	Caste Certificate issued by the
	number of the Caste Certificate (in case of	Competent Authority

	SC/ST/BC only)	
9	Special Category (NCC, PH, Sports, CAP,	The Certificate issued by Competent
	Etc.)	Authority
10	Aadhaar Card details	12 digits Aadhaar Card Number

The following system requirements need to be available for comfortable browsing of AP LAWCET & AP PGLCET-2023 official website https://cets.apsche.ap.gov.in/lawcet

SYSTEM REQUIREMENTS:

For better viewing of AP LAWCET & APPGLCET 2023 website

https://cets.apsche.ap.gov.in/lawcet and smooth Application submission through

ONLINE mode, the candidates are hereby informed that the following computer system

Requirements are most desirable:

Google Chrome Latest Version

Adobe Acrobat Reader Latest Version

Disable the pop-up blocks and uninstall all the Script blockers.

AP LAWCET & AP PGLCET 2023 - FEE PAYMENT AND ONLINE APPLICATION FORM FILLING PROCESS

VISIT www.cets.apsche.ap.gov.in/lawcet

On your Internet Browser, type the website address https://cets.apsche.ap.gov.in/lawcet
Press **Enter**, the following screen is displayed on the computer screen.



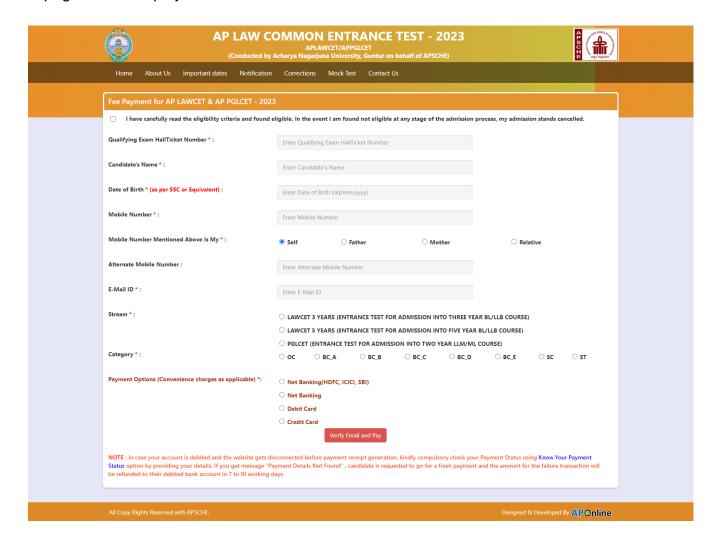
There are 4 **Steps** in filing the AP LAWCET/AP PGLCET online application.

- **Step-1**: **Eligibility Criteria & Fee Payment:** Candidate can make Online Fee Payment through this option.
- Step-2: Know your payment status: Candidate can check Success/Failure status of Fee Payment
- **Step-3**: **Fill Application (Only After Fee Payment):** After fee payment, candidate should fill in the Application form through this option.
- Step-4: Print Application Form (Only After Submitting Application Form): After application form submission, candidate can print the submitted form.

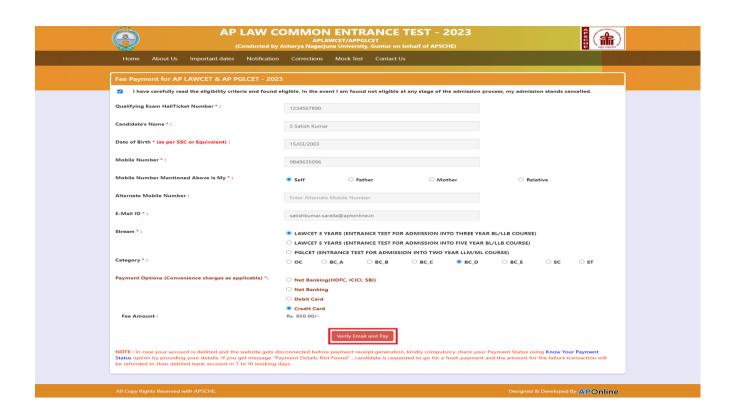
Step 1: Select **Eligibility Criteria & Fee Payment** Tab from AP LAWCET/PG LCET home page as shown in the screen below.



After clicking on **Eligibility Criteria & Fee Payment** Tab, a fee payment web page will be displayed asshown in the screen

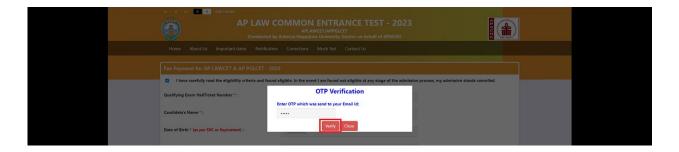


Fill in ALL the mandatory details given in the web page. The details are Qualifying Examination Hall Ticket No., Candidate's Name, Date of Birth, Mobile Number, Mobile No Mentioned above belongs to Self or Father or Mother or Relative, Alternate Mobile Number, E-Mail ID, Stream LAWCET (admission into 3-year LLB) or LAWCET (admission into 5-year LLB) or PGLCET (admission into LLM), Payment Options, Fee Amount (FROZEN) (will be populated automatically based on the stream/category/payment option selected by the candidate).



Course	OC	ВС	SC/ST
3 Year/5 Year LL.B. Courses (AP LAWCET)	Rs.900/-	Rs.850/-	Rs.800/-
Post Graduate Law Course LL.M. (AP PGLCET)	Rs.1000/-	Rs.950/-	Rs.900/-

After filling the mandatory details and clicking on **Verify Email and Pay** button, the system will send an OTP to the Email ID should be entered in the OTP Verification pop up field and click on **Verify** button as shown in the screen below.



After entering OTP, click on the "Verify" button and the control will automatically take you to the **BANK PAYMENT GATEWAY** screen.

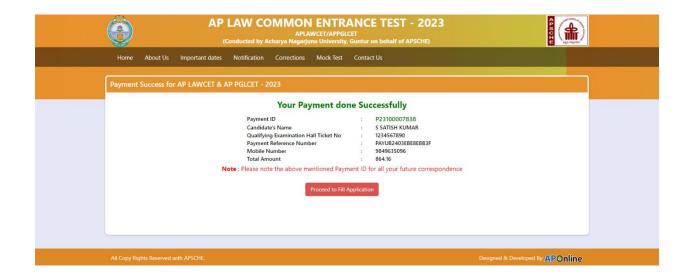
(NOTE: During the Payment processes, DO NOT double click on buttons or click on Back / Refresh buttons or DONOT close the Browser web page abruptly; instead maintain patience as prompted on the screen).

Clicking on **Verify** button, the following page will be displayed, fill in all the **Debit/Credit** card details and click on **Pay Now** button as shown in the screen below.



Alternatively, the payment can be made through Net Banking also.

The confirmation of successful payment of Registration Fee is shown with the "Transaction is successful" message along with Payment ID.



Note: Preserve Payment reference ID (after payment) for future correspondence.

Candidate has two options either to proceed to fill in the application immediately or at a later date [** Refer to last dates]. Click on "Proceed to Fill Application" to fill the application immediately and you will be taken to the Application screen as described in step 3. If you choose another day to fill the application, simply close the window and in such case, you need to start from step3.

In a rare case, if the amount is deducted from your account and message of "Transaction is successful" or the payment ID is not displayed, wait for few hours and check your payment status as described in step 2.

Otherwise pay the registration fee again as in step 1. The amount deducted from your account made in the first attempt will be refunded or rolled back into your account.

Step 2: Know Your Payment Status

The candidate can also check the status of payment made through this option.

Click on **Know Your Payment Status** tab for checking the status of the payment as shown in the below screen.



After clicking on **Know Your Payment Status** Tab, the following page will be displayed. Furnish the same qualifying hall ticket number and mobile number as given in step 1 and click on **Check Payment Status** button as shown in the screen below.

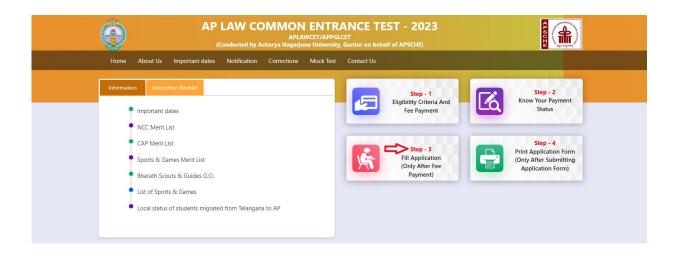


After clicking on **Check Payment Status** button, the following success/Failure page will be displayed as shown in the screen below.



Step 3: Fill Application (Only After Fee Payment)

The candidate can start filling the application by selecting the tab "Fill Application (Only after fee payment)"



Fill in the details of payment reference ID, Qualifying examination Hall ticket number, mobile number and date of birth and click on **Proceed to fill application** button.



In the application form, the fields marked with (*) symbol are MANDATORY which cannot be left blank without providing information. The details provided during the Registration Fee payment are frozen and cannot be edited.



AP LAW COMMON ENTRANCE TEST - 2023



 Payment Reference ID *
 Qualifying Examination Hall Ticket No *
 Mobile Number *
 Date of Birth * (dd/mm/yyyy)

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the existing law. I am responsible for the correctness of the above details filled in by me and the CONVENER, AP LAWCET & AP PGLCET - 2023 is not responsible in any way. Mere appearing for the entrance examination does not confer any right for me to take admission.

SAVE: Will record the partially filled details in the Database. The same can be retrieved at your convenience and you can continue to fill the rest and submit the form.

PREVIEW / SUBMIT: You will have a chance to preview your application and then finally confirm your application by clicking on Confirm button.

Candidates need to fill in the following details in the application form:

Candidate Details:



Candidate Name: Name of candidate as entered in fee payment screen will be displayed here and cannot be modified or edited.

Father's Name: The candidate has to enter his / her father's name as per 10th class records in the provided space in CAPITAL LETTERS.

Mother's Name: The candidate has to enter his / her mother's name as per 10th class records in the provided space in CAPITAL LETTERS.

Date of Birth: Date of Birth as entered in fee payment screen will be displayed here and cannot be modified or edited.

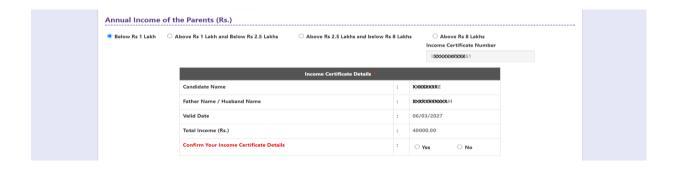
Gender: Select your Gender among the three options given.

Aadhaar Card Number/Enrollment No.: Enter your 12-digit Aadhar identification number provided by UIDAI.

Ration Card Number: Enter the Ration card number of your family.

Annual Income of the Parents (in Rs.): Select the any one of the four options provided as given below regarding the "Annual Income of the Parents (Rs.):" A valid income certificate issued by competent authority and its number shall be entered.

Note: Annual Income of the Parents will be auto populated on entering Income Certificate Number. Select Yes or No to confirm the details populated by the application system as shown in the screen below.



If the candidate's **Annual Income of the Parents** is not auto populated on entering **Income Certificate Number**, candidate should enter the **Income Certificate Number** manually and proceed.

Caste Category: Caste category is Frozen in the application as it is furnished in the Fee Payment page. Enter the caste certificate number issued by the competent authority.

Note: Caste Certificate Details will be auto populated on entering Caste Certificate

Number. Select Yes or No to confirm the details populated by the application system as shown in the screen below.



If the candidate's **Caste Certificate Details** are not auto populated on entering **Caste Certificate Number**, candidate should enter the **Caste Certificate Number** manually and proceed.

Eligible for EWS (Economically Weaker Sections): Click on Yes if you are eligible for EWS and have a valid EWS certificate issued by competent authority. Afterclicking on 'Yes' you have to enter the EWS certificate number manually.

Note: EWS option in the application will be visible only if the candidate belongs to OC category.



Special Reservation Category: Reservations are provided for candidates with NCC, CAP, Sports & Games, Scouts & Guides and Anglo-Indian categories also. Select the applicable categories for which supportive certificates are available and should be upload as shown in the screen below.

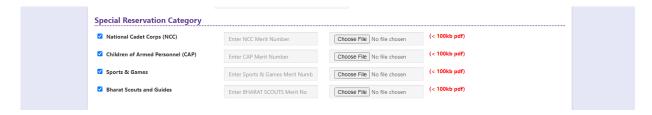
National Cadet Corps (NCC): Enter NCC Merit Number and upload certificate in .PDF file format

Children of Armed Personnel (CAP): Enter CAP Merit Number and upload certificate in .PDF file format

Sports & Games: Enter Sports & Games Merit Number and upload certificate in .PDF

Anglo Indian: Upload certificate in .PDF file format.

Bharat Scouts and Guides: Enter Bharat Scouts and Guides Merit Number (refer list of priorities) and upload certificate in .PDF format.



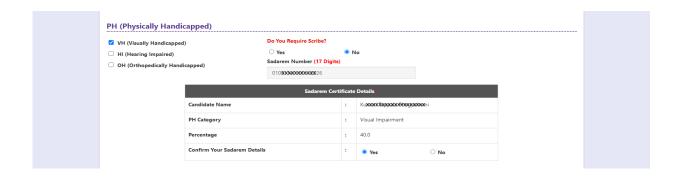
Physically Handicapped:

In case of PH, the medical board certificate issued through SADAREM shall be entered.

Note: If the candidate is Physically Handicapped, select the type of disability Visually impaired (VH) Hearing Impaired (HI), Physically/Orthopedically disabled (OH) check box and enter Sadarem Number.

Sadarem Certificate Details will be auto populated on entering Sadarem Number.

Select Yes or No to confirm the details populated by the application system as shown in the screen below. If the candidate's Sadarem Certificate Details are not auto populated on entering Sadarem Number, candidate should enter the Sadarem Number manually.

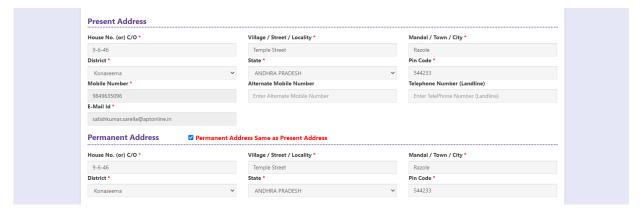


Minority/ Non-Minority: If the candidate belongs to any of the minority communities such as Muslim, Christian, Buddhist, Sikh, Jain, Zoroastrian or Other minority, click on Minority button and select the applicable minority. Otherwise, if the candidate does not belong to a Minority community, then the non-Minority option has to be clicked.



Address:

Candidate should enter his/her Present/Permanent address with the following fields House No or C/O, Village/Street/Locality, Mandal/Town/City, District, State, Pin code, Mobile No & Email ID as shown in the screen below.



House No. (Or) C/O: Candidate should enter House Number.

Village/Street /Locality: Candidate should enter Street Number or Locality Number or Village Name.

Mandal/Town/City: Candidate should enter Mandal Name or Town Name or City Name.

District: Candidate should enter District Name.

State: Candidate should enter State Name.

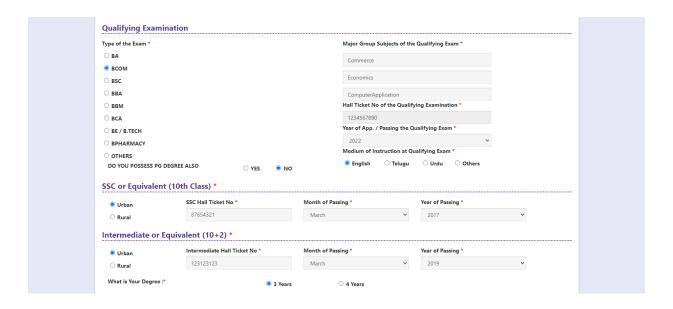
Pin Code: Candidate should enter Pin Code Number.

Mobile Number & Email ID: (Mobile No & Email ID will be auto populated which was furnished at the time of Fee Payment I.e., in Step 1).

Alternate Mobile Number, Telephone Number (Landline): Candidate can enter another contact number or Land Line Number which will be used to contact in case of not reachable Primary Mobile Number.

Note: Select **Permanent Address** check box if the present address is your **Permanent Address**

Qualifying Examination:



Select the appropriate type of qualifying examination and also enter the names of the major group subjects (other than language subjects). Also mention whether you are also a postgraduate by selecting yes or no buttons.

Enter the hall ticket number of the qualifying examination (Intermediate or degree or

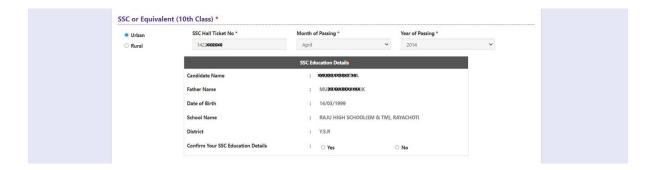
LLB as applicable) and the year of passing the qualifying examination / appearing for the final year of qualifying examination.

DO YOU POSSESS PG DEGREE ALSO: Select YES/NO if the candidate holding PG degree also.

Medium of Instruction at Qualifying Exam: Enter the medium of instruction at the qualifying examination (Intermediate or degree or LLB as applicable).

SSC or Equivalent (10th Class): Candidate should select Urban or Rural location where he pursued his 10th class study, Enter the SSC (10th class) or Equivalent Hall Ticket No., Month of Passing and Year of Passing.

On entering SSC Hall Ticket No, Month of Passing & Year of passing, Candidate details will be populated as shown in the screen below.



Intermediate or Equivalent (10+2): Candidate should select Urban or Rural location where he pursued his 10+2 classes of study Enter the Intermediate / 10+2 or Equivalent Hall Ticket No., Month of Passing and Year of Passing.

What is Your Degree: Candidate need to furnish whether the degree studied for 3/4 years.

Places of Study: The candidate has to select the district name from the drop-down values related to his study for each of Class. However, if a candidate has studied in a state other than Andhra Pradesh or Telangana, then select OTHER STATE. If studied outside India, select OTHER COUNTRY.



Local Area: Based on the places of study during the preceding 7 years of the qualifying examination, local area is decided.

On entering the candidate's places of study, local area of the candidate is auto populated by the application system i.e., AU, SVU, OU or NL. However, these credentials will be verified based on the certificates produced at the time of admission.

Details of Common Entrance Test



Stream/Entrance Exam: Stream field options are populated automatically from the data the candidate has chosen or furnished at the time of payment of Registration fee.

- LAWCET (Admission into 3-year LLB)
- LAWCET (Admission into 5-year LLB)
- PGLCET (Admission into LLM)

Test Centre Preference:

Candidates are given option to choose two or more preference of centers from primary and secondary districts of their choice (based on availability) as shown in the screen below.



However, Convener reserves the right to allot candidates to any other center(s) in unavoidable circumstances.

Are you appearing for AP Ed.CET-2023 also?

As APLAWCET / APPGLCET and APEdCET are scheduled on same day this year, and the qualification for admission is same, you are required to submit whether you are appearing for APEdCET also-Yes or No.

Photo and Signature:



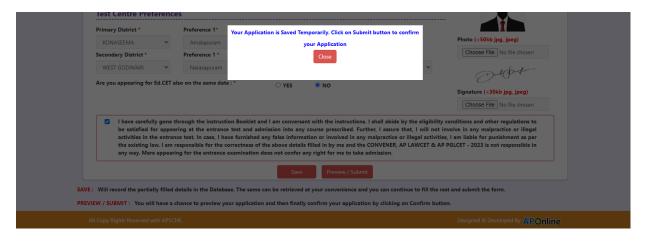
DON'T FORGET to upload your Photograph & Signature. A good quality passport size photograph in .jpg or .jpeg of less than 50Kb and signature signed with a black pen on a white paper shall be scanned and saved as .jpg or .jpeg of less than 30Kb shall be uploaded by clicking on browse button under the photograph and signature panels and selecting the files already kept ready.

Save and Preview/Submit

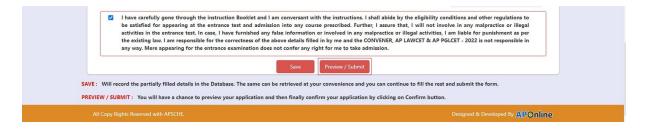
After furnishing ALL the required data and correct particulars, read the declaration at the end of the page and select the check box if you are done with Online Application Form filling. Then, click on save to save the data.



Clicking on Save button will save the entered details partially and displays a message as shown in the screen below.



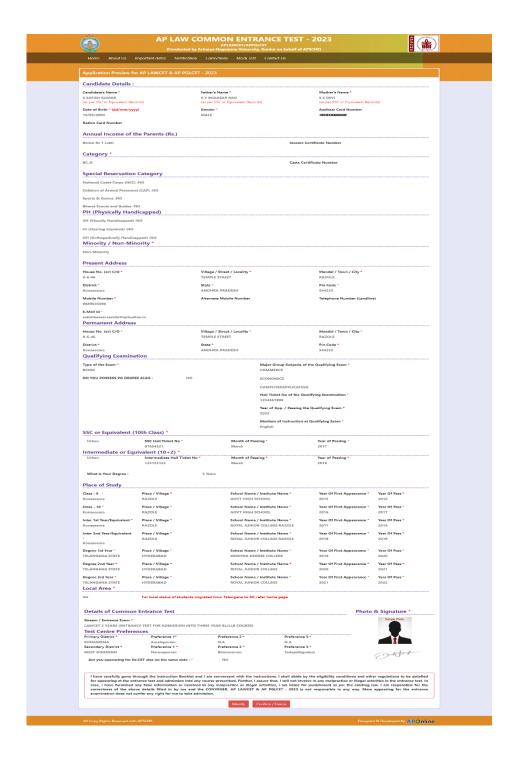
If you are sure of the data entered, you can Preview/submit the online application.



Further, the same will be displayed at the bottom of the page. If all the details are furnished, then the screen will change to the next page after the **Preview/Submit** button is clicked.



Clicking on **Preview/Submit** button will display the preview page where candidate can review application as shown in the screen below.



Modify and Confirm/Freeze

Once the online application is **Submitted**, two buttons pop up **MODIFY** and **CONFIRM** / **FREEZE**.

A click on **Modify** button enables the candidate to re-inspect the entire application to correct any errors or mistakes in the submitted application. **This is only a last chance to rectify the data.**



After the data is modified and saved, the data need to be confirmed by clicking on **CONFIRM/FREEZE** to submit the application finally. The data in the application is frozen and no more editing is allowed.

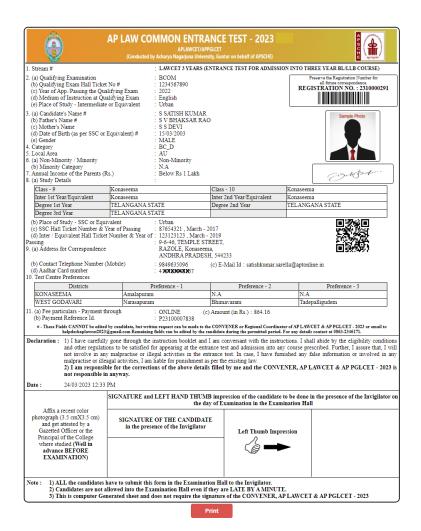


After clicking on Confirm button, the application will be submitted and a pop-up message will be displayed as shown in the screen below.



"Your application is submitted successfully. Please note your Registration Number for further reference".

Candidate can take print out of the application by clicking on **Print** button present bottom of the application which is useful for further correspondence. The same should be submitted in the test center. Use the **Registration number** for future reference.



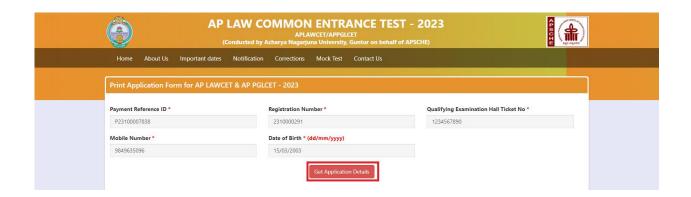
Step 4: Print Application Form (Only After Submitting Application Form)

Candidate can print the submitted application form through this option.

Click on Print Application Form tab from AP LAWCET -2023 Home page as shown in the screen below.



After clicking on Print Application Form tab in AP LAWCET -2023 Home page, the Print Application Form for AP LAWCET-2023 page will be displayed then enter all the mandatory details and click on **Get Application Details** as show in the screen below.



After entering all the mandatory details and clicking on Get Application Details, the print copy of the AP LAWCET-2023 will be displayed for printing as show in the screen below.



1. Stream #

AP LAW COMMON ENTRANCE TEST - 2023



LAWCET 3 YEARS (ENTRANCE TEST FOR ADMISSION INTO THREE YEAR BL/LLB COURSE)

(a) Qualifying Examination
(b) Qualifying Exam Hall Ticket No #
(c) Year of App. Passing the Qualifying Exam
(d) Medium of Instruction at Qualifying Exam
(e) Place of Study - Intermediate or Equivalent BCOM 1234567890 2022 English Urban

(e) Place of Study - Intermediate or Equivalent 3, (a) Candidate's Name # (b) Father's Name # (c) Mother's Name (d) Date of Birth (as per SSC or Equivalent) # (e) Gender (- Category 5, Local Area 6, (a) Non-Minority / Minority (b) Minority Category 7, Annual Income of the Parents (Rs.) 8, (a) Study Details

: Urban
: S SATISH KUMAR
: S V BHAKSAR RAO
: S S DEVI
: 15/03/2003
: MALE
: BC D
: AU
: Non-Minority
: N.A
: Below Re 11 akh N.A Below Rs 1 Lakh

REGISTRATION NO. 2310000291





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	Class - 9	Konaseema	Class - 10	Konaseema
	Inter 1st Year/Equivalent	Konaseema	Inter 2nd Year/Equivalent	Konaseema
	Degree 1st Year	TELANGANA STATE	Degree 2nd Year	TELANGANA STATE
	Degree 3rd Year	TELANGANA STATE		

(b) Place of Study - SSC or Equivalent
(c) SSC Hall Ticket Number & Year of Passing
(d) Inter / Equivalent Hall Ticket Number & Year of

Urban 87654321, March - 2017 123123123, March - 2019 9-6-46, TEMPLE STREET, RAZOLE, Konaseema, ANDHRA PRADESH, 544233 Passing (a) Address for Correspondence

(b) Contact Telephone Number (Mobile) (d) Aadhar Card number 10. Test Centre Preferences (c) E-Mail Id : satishkumar.sarella@aptonline.in

Districts	Preference - 1	Preference - 2	Preference - 3				
KONASEEMA	Amalapuram	N.A	N.A				
WEST GODAVARI	Narasapuram	Bhimavaram	Tadepalligudem				
(a) Fee particulars - Payment through (b) Payment Reference Id.	: ONLINE (c : P23100007838	Amount (in Rs.): 864.16					

(b) Payment Reference Id.

P23100007838

Thus Fields CANYOT be additate, but writer requer can be made to the CONYENE or Regional Coordinator of APLAWCET & APPCLCET. 2023 or small to be be be added to the CONYENE or Regional Coordinator of APLAWCET & APPCLCET. 2023 or small to be be depended to the conversation of the conversation of the property of the conversation of the property of the conversation of the instruction of the

24/03/2023 12:33 PM Date :

SIGNATURE and LEFT HAND THUMB impression of the candidate to be done in the presence of the Invigilator on the day of Examination in the Examination Hall

Affix a recent color photograph (3.5 cmX3.5 cm) and get attested by a Gazetted Officer or the Principal of the College where studied (Well in advance RFFORF advance BEFORE EXAMINATION)

SIGNATURE OF THE CANDIDATE in the presence of the Invigilator

Left Thumb Impression



Note: 1) ALL the candidates have to submit this form in the Examination Hall to the Invigilator.
2) Candidates are not allowed into the Examination Hall even if they are LATE BY A MINUTE.
3) This is computer Generated sheet and does not require the signature of the CONVENER, AP LAWCET & AP PGLCET - 2023