



# Admission Fee Payment Process & Instructions

**Sikkim National Law University**

Step-by-Step Guide

# Important Instructions for Candidates

- **Seat Booking Amount:**

Each selected candidate must pay a seat booking amount of **₹30,000 (Rupees Thirty Thousand only)** on or before **12/07/2026** to reserve their allotted seat.

- **Seat Booking Deadline:**

All selected candidates are required to complete the seat booking process by **12/07/2026 before 11:59 PM**. The seat booking amount must be successfully received by the University on or before this date. Any payment made **after 12/07/2026 shall not be treated as a valid seat booking, shall not confer any right or claim to admission, and the amount so paid shall not be refundable under any circumstances.**

- **Adjustment of Fees:**

The seat booking amount of **₹30,000** shall be adjusted against the total admission fee payable by the candidate upon confirmation of admission.

- **Payment of Balance Fee:**

The remaining admission fee must be paid at the time of the counselling process to confirm the candidate's admission to the programme.

# Important Instructions for Candidates

- **Confirmation of Admission:**

Payment of the seat booking amount alone does not constitute final admission. Admission shall be confirmed only after:

- a) Successful verification of original documents during counselling;
- b) Payment of the balance admission fee; and
- c) Fulfilment of all eligibility requirements prescribed by the University.

- **Refund Policy:**

If a candidate pays the seat booking amount **on or before 12/07/2026** but subsequently decides not to take admission at SNLU, the candidate shall be eligible for a refund **after deduction of ₹10,000 (Rupees Ten Thousand only)** from the seat booking amount, provided that the candidate:

- a) Informs the University in writing of the decision to withdraw **before the commencement of counselling process**; and
- b) Completes all prescribed withdrawal formalities.

Accordingly, **₹20,000** shall be refunded to the candidate, and the remaining **₹10,000** shall be retained by the University towards administrative and processing charges. No refund shall be admissible if the prescribed withdrawal formalities are not completed or if the request for withdrawal is made after the completion of the counselling process.

# Important Instructions for Candidates

- **Mode of Payment:**

The seat booking amount must be paid only through the payment mode specified by the University.

Candidates are advised to retain proof of payment for future reference.

- **Important Note:**

Failure to deposit the seat booking amount by **12/07/2026** shall be treated as the candidate's unwillingness to accept the offered seat, and the University reserves the right to offer the vacant seat to the next eligible candidate. Any payment received after the prescribed deadline shall not be accepted for seat booking purposes and shall not be eligible for refund

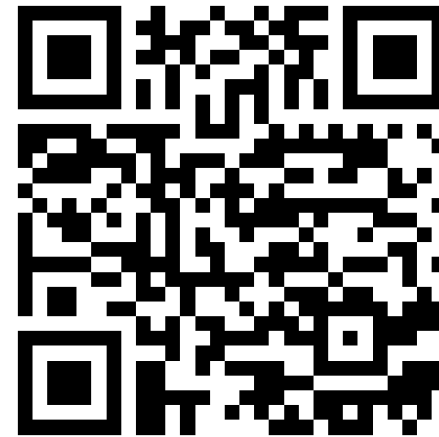
# Step-by-Step Guide for Payment of Seat Booking Amount

## Step 1: Access the Portal of SBI Collect

Begin by navigating to the official SBI Collect Home Page. This is Centralized portal for all Sikkim National Law University Online Payments.

[Open Payment Portal](#)

*or SCAN the QR Code*

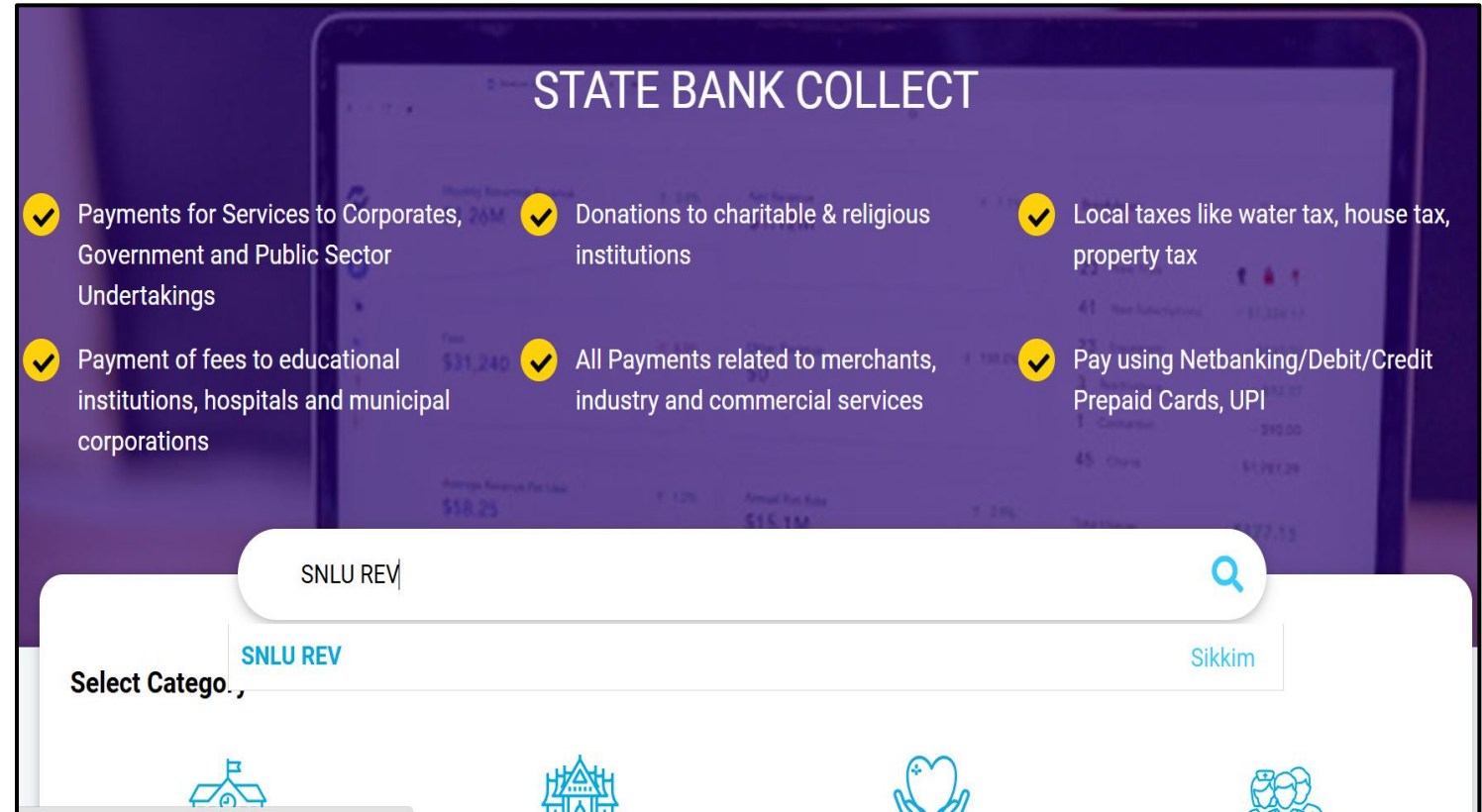


## Step 2: Search for the Institution

Identify Sikkim National Law University. Once on the SBI Collect Site, use the search functionality to locate University's Payment Profile.

*Enter the following text in the search box:*


SNLU REV



## Step 2: Enter Profile Info & Payment Details

### Fill the Following Details:

- Applicant's Name;
- Fathers Name;
- Type last 3 digits of your application number in the section of **Registration/Roll No.**
- Choose Your Course Name;
- Choose Semester I;
- Mention Amount (i.e., Rs. 30,000 Only);
- Mobile Number;
- Email ID.



**SNLU REV** | SIKKIM NATIONAL LAW UNIVERSITY ASSAM LINGZEY,(SICUN BUILDING) PAKYONG,SIKKIM, , East District-737135

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#### Enter Payment Details

Payment Category *	FEE
NAME *	Sourav Gupta
FATHER NAME *	Sagar Gupta
REGISTRATION/ROLL No.	123
DATE	06/07/2026
COURSE *	BALLB
SEMESTER *	I
AMOUNT	20000
Remarks :	Seat Booking Fee

If your Application Number is: **26/SNLU/BALLB/123**

← Only write last three digits here

# Step 4: Verify Transaction

100%

Accuracy Check

## Review Summary

The system will display a summary of the details entered. It is crucial to verify the amount and enrollment information before clicking 'Confirm'.

*\*Transactions once processed cannot be easily reversed.*

# Step 5: Completion of Payment



**Complete Payment:** Choose your preferred mode (Net Banking, Card, or UPI) and enter your credentials securely on the banking page.



**Print Receipt:** Once the transaction is "Successful," an e-receipt is generated. Click on the **Print Receipt** button to download the PDF.

**! Note: Always save a copy of the Transaction ID for future reference.**

# Pro-Tips for Success



## **Avoid Peak Hours**

Try making payments early morning or late night for faster gateway response.



## **Do Not Refresh**

Never refresh the page or click 'Back' while the transaction is being processed.



## **Check Email**

A copy of the transaction confirmation is often sent to your registered email.

# Help & Support

Encountering an issue? Our helpdesk is ready to assist you.



## Email Support

info@sikkimnlu.ac.in  
riturajbhowal@sikkimnlu.ac.in  
ongmula@sikkimnlu.ac.in



## Contact Number

03592-295497  
8101195170  
8826860266

Office Hours: 10:00 AM – 5:00 PM (Mon-Fri)