

TS LAWET /PGLCET-2021 Admissions

User Guide for Online Submission of Certificate

NOTE : This Web application runs effectively on desktops and laptops and work only in Google chrome or mozillafirefox browsers

STEP1: Open the website <https://lawcetadm.tsche.ac.in> . The following Homepage is displayed:

Important Links

- Paper Notification **NEW**
- Important Dates **NEW**
- Special Categories Schedule **NEW**
- Detailed Notification **NEW**
- G.O.Ms No 244 for EWS
- Local area definition as per G.O Ms No 64 & 116
- GO with regard to Age for Scholarships
- Instructions to PWD (PH) Candidates
- Attention to CAP Candidates
- Attention to NCC Candidates
- Attention to Sports Candidates

Application Link

Apply for online certificate verification

Slot Booking for Special Category certificate verification

Steps to be followed

- Registration
- Create Login
- Pay Processing Fee
- Upload Original Certificates
- Preliminary Online Certificate Verification
- Exercise Web Options
- Seat Allotment
- Download Fee Payment Challan and Joining Report
- Report to the allotted College along with Original Certificates, Fee Paid Challan and Joining Report
- Verification of original Certificates at the Allotted College
- Receive Allotment order at the college

Technical Support
Ph: 040-
Timing : 10:30 AM to 5:00 PM.
WhatsApp Support
Email Service

Step 2: Click the link [Apply for online certificate verification](#) link. The following login screen will be displayed

TS LAWET & PGLCET 2021 Admissions
Telangana State Council of Higher Education
HOME

Login Here

Enter Hallticket Number

Number

Enter Rank

Number

Login

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Step 3: Enter your [TS LAWET Hall ticket Number](#) and [TS LAWET Rank](#) and click “LOGIN” button to proceed. After successful login you get a registration form.

Step 4: Click on the **Login**. The following registration screen is displayed. Read the Instructions carefully. Also, go through the important certificates to be uploaded. Keep all the scanned copies of the original certificates required ready for uploading. The scanned copies are to be saved either in JPEG/JPG format only. The file size of each scanned copy should be greater than 100kB and not exceeding 500kB. Click the **I Accept** button to proceed.

Instructions to Upload Documents

1. Eligibility to the online counseling is based on the original certificates / documents uploaded.
2. Take utmost care while uploading the original certificates / documents
3. Make sure all scanned copy of original certificates / documents uploaded are clear and visible.
4. Preview the certificate / document images before uploading to the website.
5. Scanned certificate / Document image size must be greater than 100kb and less than 500kb.
6. Scanned certificate / Document image resolution must be within 1500 pixels width and 1500 pixel height.
7. Remove any unwanted space or things around the Scanned certificate / Document

Important Certificates to Upload

1. SSC/10th/ or its equivalent marks memo
2. Intermediate/ 10+2 Memo-cum pass certificate/ or its equivalent
3. Qualifying degree consolidated marks memo
4. Qualifying Provisional/Original Qualifying Degree certificate
5. Study certificates from 9th class to Qualifying degree
6. Residence certificate for preceding 7 years of the qualifying examination i.e. Graduation in respect of candidates who have private study without any institutionalized education(Open/Distance Mode).
7. Residence certificate of either of parents in Telangana for 10 years in case of non-local candidates excluding the period of employment outside the state. This certificate should be obtained from the Tahsildar.
8. Residence certificate from Tahsildar/M. R. O either of parents in Telangana for 10 years in case of non-local candidates
9. In respect of Non-Local candidates in order to consider them for allotment of unreserved seats the following certificates needs to be submitted.
Residence Certificate: Candidates who has resided in the State for a total period of 10 years excluding periods of study outside the State; or either of whose parents have resided in the State for a total period of 10 years excluding periods of employment outside the State.
or
Employer Certificate: Candidates who are children of parents who are in the employment of this State or Central Government, Public Sector Corporations, Local bodies, Universities and other similar Quasi Public Institutions within the State at the time of applying for TS LAWCET & PGCET - 2021 entrance test.
10. Latest Integrated community certificate (Caste Certificate) issued by the competent authority in case of BC/SC/ST candidates, if applicable
11. Candidates claiming Muslim and Christian Minority should upload the "TC" of the SSC containing Minority status (or) in the absence of TC, a Certificate mentioning minority status issued by the Head of the institution in which the student studied/appeared for SSC or its equivalent examination.
12. Special category certificates NCC / CAP / PWD (PH) / SPORTS.
13. Latest Parental Income Certificate(If applicable) issued by Tahsildar/M.R.O., Telangana Govt. after 01.01.2021.
14. Latest EWS Certificate(for O.C. candidates only) (If applicable) issued by Tahsildar/M.R.O., Telangana Govt. after 01.01.2021.

I Accept

Step 5: A screen showing the images of sample **Correct** and **Incorrect** scanned copies is displayed. The certificates should be scanned as shown in Correct Scanned copy image. **Incorrect scanned certificates will be rejected.** Click **I Accept** button to proceed.

(A) Correct Scanned Copy Images (Accepted)



Clear and visible

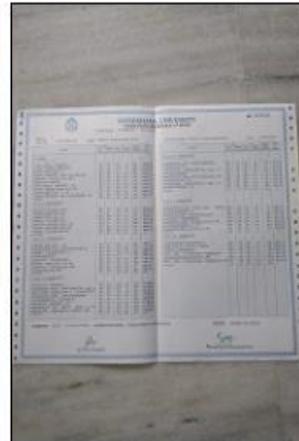
(B) Incorrect Scanned Copy Images (Rejected)



Small Image



Blur Image



Unwanted space in the Image

I Accept

Step 6: Verify/Fill the information provided/required in the Registration Form. Be careful while entering the information and make sure it is correct as per the directions given. Click **Save & Next** button.

Register Here

Register Pay Fee Qualification details Local Area Category Minority Other Details

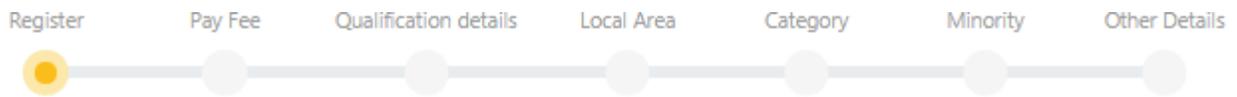
Candidate Name	<input type="text"/>	Father Name	<input type="text"/>
Mother Name	<input type="text"/>	Gender	<input type="text" value="F"/>
Parental Income for fee reimbursement	<input type="text" value="Parental Income"/>	Minority	<input type="text" value="Non-Minority"/>
Mobile Number	<input type="text"/>	Email ID	<input type="text"/>
DOB	<input type="text" value="11"/> <input type="text" value="08"/> <input type="text" value="1998"/>	Aadhar Number	<input type="text"/>
Local Area Region What is Local Area ?	<input type="text" value="OU"/>	Create Login Password	<input type="text" value="Password"/>
Category	<input type="text" value="OC"/>	Confirm Password	<input type="text" value="Confirm Password"/>

Step 7: **Verify and confirm** all the data shown in the Registered Details. To make corrections click the Back Button. Click **Save & Next** button to confirm the information. You will receive **OTP on your registered mobile number and EmailID**. Enter the OTP sent to your registered mobile number and Email ID.

Registered Details

Register Pay Fee Qualification details Local Area Category Minority Other Details

Name	<input type="text"/>	Father Name	<input type="text"/>
Mother Name	<input type="text"/>	Gender	<input type="text" value="F"/>
Parental Income	<input type="text" value="NA"/>	Minority	<input type="text" value="Non-Minority"/>
Mobile Number	<input type="text"/>	Email ID	<input type="text"/>
DOB	<input type="text" value="11/08/1998"/>	Aadhar Number	<input type="text"/>
Local Area	<input type="text" value="OU"/>	Category	<input type="text" value="OC"/>



Enter OTP which is sent to your mobile phone [REDACTED]
and to your Email ID [REDACTED]

Mobile OTP

Email OTP

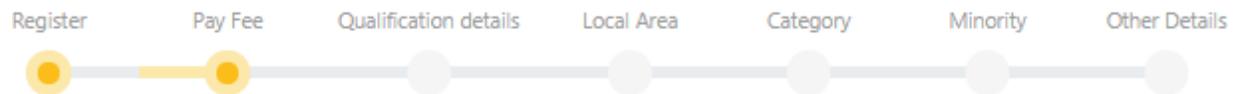
[ResendOTP](#)

Step 8: After Successful verification of OTP. You are redirected to the payment page where the registration cum certificate verification fee has to be paid.

Click on **Pay Now** button. You are redirected to payment gateway page to complete the payment process.

Note: Please note down the payment transaction ID for future reference (In case of payment issues)..

Certificate Verification Fee Details

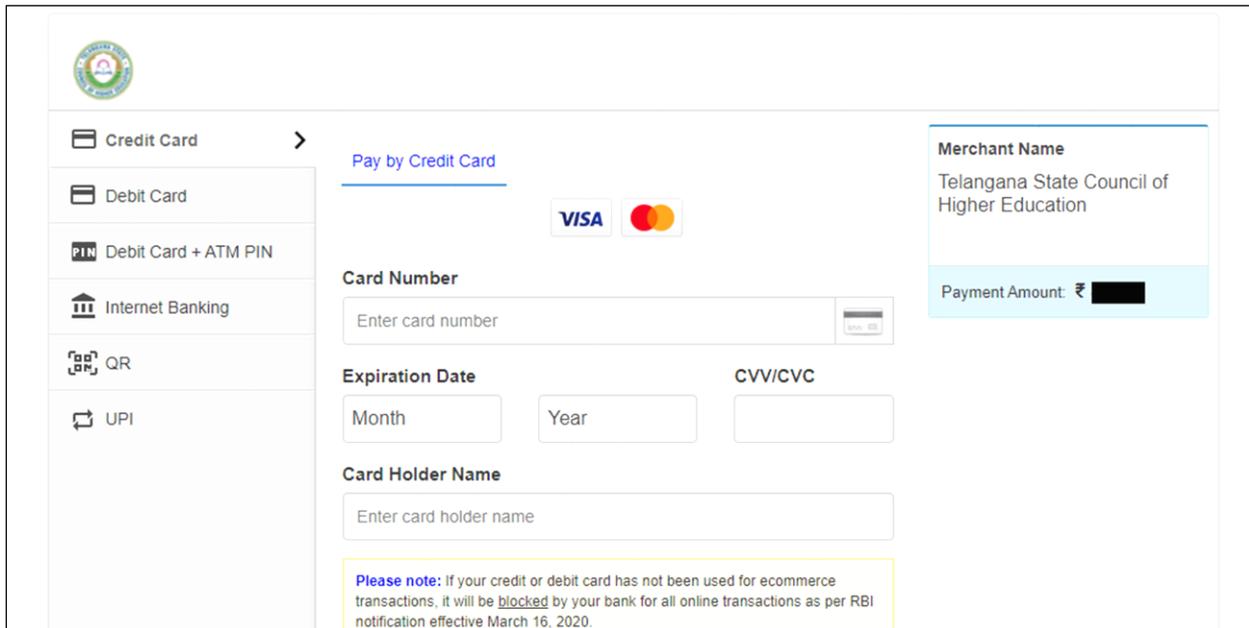


Please note down the payment transaction ID for further reference

Hall ticket Number [REDACTED]
Candidate Name [REDACTED]
Category SC
Payment Transaction ID **TCV134857**
Fee To be Paid [REDACTED]

Step 9: Complete the payment process by selecting the various options provided. After Completion of payment online certificate verification application is displayed.

Note: If payment is done through UPI or QR code scan or any other method wait patiently and **do not** browse or refresh the page or move pages back and forth on the computer system till the transaction is complete. Poor internet speed at your end may delay the process.



The screenshot shows a payment interface for credit cards. On the left, there is a sidebar menu with options: Credit Card (selected), Debit Card, Debit Card + ATM PIN, Internet Banking, QR, and UPI. The main area is titled "Pay by Credit Card" and features logos for VISA and Mastercard. Below the logos, there are input fields for "Card Number" (with a "Show QR" button), "Expiration Date" (split into "Month" and "Year" fields), and "CVV/CVC". A "Card Holder Name" field is also present. On the right, a box displays the "Merchant Name" as "Telangana State Council of Higher Education" and the "Payment Amount" as ₹ [redacted]. A "Please note" box at the bottom states: "If your credit or debit card has not been used for ecommerce transactions, it will be blocked by your bank for all online transactions as per RBI notification effective March 16, 2020."

Step 10: Please wait till you see a page showing **Your Payment is Successful**. Click on [Click here to continue](#) link to move to the next step.



Your Payment is Successful

[Click here to continue](#)

Step 11: Enter the details of SSC/10th/ or equivalent along with the place of study and upload the Study/Bonafide certificate and SSC/equivalent certificate. Click [Save & Next](#) Button if the image is properly uploaded and seen in the preview.

SSC /10th/or Equivalent Details

Register Pay Fee Qualification details Local Area Category Minority Other Details

SSC Hallticket Num.

SSC Year of Pass

SSC Certificate Number

Place of Study

Type of study

Upload Study / Bonafide Certificate No file chosen [Sample Image](#)

Upload SSC Certificate No file chosen [Sample Image](#)

Image JPEG/JPG format and size must be greater than 100kb and less than 500kb

Step 12: Enter the particulars related to your Intermediate/ 10+2/ or its equivalent, place of study and upload the Study/Bonafide certificate and Intermediate/ 10+2/ or its equivalent certificates. Preview the certificates/documents uploaded. Click **Save & Next** Button if the image is properly uploaded.

Intermediate/ 10+2/ or Equivalent Details

Register Pay Fee Qualification details Local Area Category Minority Other Details

Intermediate Hallticket Num.

Intermediate Year of Pass

Intermediate Certificate Number

Place of Study

Type of study

In how many colleges did you studied Intermediate

Upload Study / Bonafide Certificate for College No file chosen [Sample Image](#)

1

Upload Intermediate Certificate No file chosen [Sample Image](#)

Image JPEG/JPG format and size must be greater than 100kb and less than 500kb

Step 13: Enter the particulars related to your qualifying Degree / or its equivalent, place of study and upload the Study/Bonafide certificate and qualifying Degree / or its equivalent. Click **Save & Next** Button if the image is properly uploaded and seen in the preview.

In case of non-availability of consolidate memo (**Option NO**) then you are required to upload all semester wise marks memos.

Qualifying degree details

Register Pay Fee Qualification details Local Area Category Minority Other Details

Qualifying Degree Hallticket Num.	<input type="text" value="Enter Degree Hallticket Num."/>
Secured marks	<input type="text" value="Enter Secured marks."/>
Maximum marks	<input type="text" value="Enter Max marks."/>
Board or University Name	<input type="text" value="Enter University"/>
Qualifying Degree Year of Pass	<input type="text" value="Enter Year of Pass"/>
Qualifying Degree	<input type="text" value="BPharm (BACHELOR OF PHARMACY)"/>
Qualifying Specialization	<input type="text" value="PHARMACY"/>
Place of Study	<input type="text" value="Select"/>
Type of study	<input type="text" value="Select"/>
How many colleges did you studied Degree	<input type="text" value="Select"/>
Upload Study / Bonafide Certificate for college 1	<input type="button" value="Choose File"/> No file chosen
Provisional Certificate Number	<input type="text" value="Provisional Certificate Number"/>
Upload Provisional Certificate	<input type="button" value="Choose File"/> No file chosen <small>JPEG/JPG format and size must be less than 500KB</small>
Transfer Certificate Number	<input type="text" value="Transfer Certificate Number"/>
Upload Transfer certificate	<input type="button" value="Choose File"/> No file chosen <small>JPEG/JPG format and size must be less than 500KB</small>
Do you have consolidated memo ?	<input type="radio"/> YES <input type="radio"/> NO
Consolidated Memo Number	<input type="text" value="Consolidated Memo Number"/>
Upload Consolidated Memo	<input type="button" value="Choose File"/> No file chosen <small>JPEG/JPG format and size must be less than 500KB</small>

Step 14: Enter the certificate name like 1st year I Semester and select semester memo and press **add to list**. That certificate is added to the list of memos. Similarly upload all the semester marks memos. After uploading all semester marks memos to the list click the **Save & Next** button. Preview all the uploaded image and click **Save & Next** Button.

Qualification Details

Register Pay Fee Qualification details Local Area Category Minority Other Details

Upload Individual Memo (Semester memo) Certificates

Add Individual Memo (Semester memo) Certificates to the below list

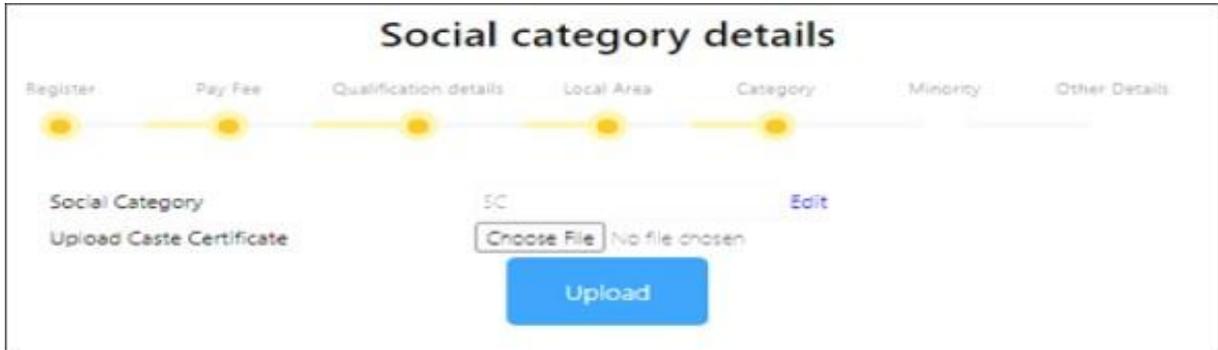
Name of the certificate

Upload Certificate No file chosen

List of Individual Memo (Semester memo) certificates

Sno	CertificateName	Delete
1	1	Delete
2	2	Delete
3	2	Delete

Step 15: Upload Social category (Cast) certificate in case of BC, SC, ST candidates



The screenshot shows a progress bar with seven steps: Register, Pay Fee, Qualification details, Local Area, Category, Minority, and Other Details. The 'Category' step is highlighted. Below the progress bar, the form is titled 'Social Category'. It contains a dropdown menu with 'SC' selected, an 'Edit' button, and a file upload section with a 'Choose File' button, the text 'No file chosen', and an 'Upload' button.

Step 16: Upload EWS certificate in case of OC candidates who belong to EWS (Economically Weaker Sections) category



The screenshot shows a progress bar with seven steps: Register, Pay Fee, Qualification details, Local Area, Category, Minority, and Other Details. The 'Category' step is highlighted. Below the progress bar, the form is titled 'EWS details'. It contains a dropdown menu with 'Select EWS' selected, an 'Edit' button, and a file upload section with a 'Choose File' button, the text 'No file chosen', and an 'Upload' button.

Step 17: Upload Minority Certificate in case you belong to minority Category.



The screenshot shows a progress bar with seven steps: Register, Pay Fee, Qualification details, Local Area, Category, Minority, and Other Details. The 'Minority' step is highlighted. Below the progress bar, the form is titled 'Minority details'. It contains a dropdown menu with 'Non-Minority' selected, an 'Edit' button, and a file upload section with a 'Choose File' button, the text 'No file chosen', and an 'Upload' button.

Step 18: Special category Confirmation Yes/No.



The screenshot shows a progress bar with seven steps: Register, Pay Fee, Qualification details, Local Area, Category, Minority, and Other Details. All steps are highlighted. Below the progress bar, the form is titled 'Special Category details'. It contains a question 'Do you have CAP/NCC/PH/Sports certificates' with radio buttons for 'YES' (selected) and 'NO'. Below this are four checkboxes: 'CAP', 'NCC', 'PH', and 'Sport'. An 'Upload' button is at the bottom.

Step 19: Upload the relevant Special category certificate.

Special Category details



Do you have CAP/NCC/PH/Sports certificates

YES NO

CAP NCC PH Sport

Upload CAP Certificates

Upload Appendix A No file chosen

Upload Appendix B No file chosen

Upload NCC Certificates

Upload Pdf file with All Certificate Scanned Copies No file chosen

Step 20: Upload Latest Parental income certificate from MRO (for candidate eligible for fee reimbursement), Aadhar card and custodian (Optional) in case candidate has xerox copies of original certificates.

Note: Provisional admission letter and joining report will be issued only after successful verification of the original certificates at the time of reporting at the allotted college).

Other details

Register Pay Fee Qualification details Local Area Category Minority Other Details

Parental Income for fee reimbursement: Below one Lac [Edit](#)

Upload Parental Income Certificate from MRO: No file chosen

Upload Aadhar Card: No file chosen

Upload Custodian certificate (Optional): No file chosen

Self Declaration

I hereby declare that I have furnished correct information to the best of my knowledge while filling the online application form and uploading the scanned copies of original certificates.

I understand that furnishing incorrect information would render my admission null and void

Step 21: Successfully completed the application process of online certificate verification.

Certificates Verification Status

