

## GUIDELINES FOR UPLOAD IMAGES & CERTIFICATES

For applying LL.M, candidate has to upload scanned images of photograph and signature to the application portal.

### Guidelines for Upload Images

Upload scanned images of photograph and signature of candidate.

#### Photograph of Candidate:

For applying online, the candidates must have scanned/digital image of their photograph.

Specification of photograph image should be as follows (to be strictly followed):

- Photograph must be in colour with a light colour background, white is preferable. It must be taken in a professional studio. Photo taken by mobile phone/tab is not accepted.
- Photograph should be in passport size format. Front view of full face and shoulder portion of candidate is to be seen clearly in the photograph.
- The face of the candidate should be straight and at the centre.
- Photo, wearing caps and dark glasses will be rejected.
- Scanned image file should be in **jpg format** (Jpeg).
- Image file should be **between 15 kb and 100 kb** file size.

If the face in the photograph is not clear, your application is liable to be rejected.



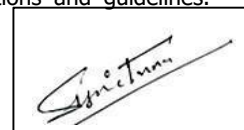
#### Very Important :

*Acceptable format of  
Sample Photograph*

1. If the face in the photograph is not clear or the image is not as per the above guideline, your application is liable to be rejected.
2. A clear uploaded photograph will help the Invigilator/admission authority to identify the candidate at the examination hall/admission desk. So strictly follow and adhere the specifications and guidelines.

#### Signature of Candidate


- On a plain white sheet, the candidate should put his/her signature with black/blue ink. Signature should be clear.
- Scan this signature and crop around the signature.  
Do not scan the full sheet. Scanned image file should be in **jpg format**. (Jpeg)
- Image file should be between **4 kb** and **100 kb** file size.



Upload Photograph & Signature

[Guidelines for Uploading Photograph and Signature](#)

### Photograph




Photograph Specifications:

- Photograph image file should be in jpg format (jpeg).
- Dimensions of the photograph should be 150 pixels width and 200 pixels height.
- Image file should be between 15 kb and 100 kb file size.

☒ I hereby declare that the Photograph shown is my own and face on the Photograph is clear to identify me

### Signature



Signature Specifications:

- Scanned image file should be in jpg format (jpeg).
- Dimensions of the signature image should be 150 pixels width and 100 pixels height.
- Image file should be between 4 kb and 100 kb file size.

☒ I hereby declare that the Signature shown is mine and it is legible

Note:- After Finishing Upload Images, further changes in Photograph & Signature is not permitted.

Activate Windows  
Go to Settings to activate Windows.

Subsequent to select the two images, candidate needs to verify whether the photograph shown in the screen is candidate's own, clear and sufficient to identify the candidate. If so, check the declaration stated against the row of photograph. Similarly, verify the genuiness and clarity of signature, then **Accept the Declarations** indicated against each. Press '[Finish Upload Images](#)' button to upload all images to the application portal.

The images once uploaded cannot be changed after completing this step.

## Guidelines for Upload Certificates

Upload all necessary certificates as a proof of various claims made in the application form.

- Make sure the uploaded certificates are original and in color.
- The file format of certificates should be in **PDF format**.
- The file size must be **between 10 kb and 500 kb**.
- They should be authenticate, legible, clear and readable.
- Same certificate can be uploaded for different claims (eg: Birth certificate, having date of birth and place of birth, can be uploaded against the column 'Proof for Date of Birth' and 'Proof for Keralite')
- Remember, originals of the certificates uploaded should be preserved to produce before the admission authority as and when required.

Proof for Nationality is mandatory for completing this session. Subsequent to upload this certificate, candidates can take Printout of Acknowledgement page for future reference. Other certificates(Sl. No. 3 to 8) has to be uploaded only if the candidates desire to get the respective claim. Candidate can upload these certificates even after taking the Printout of Confirmation Page. Refer notification for the last date to upload these certificates.

Types of Certificates			
SNo	Certificate	Upload/Change	Upload/Status
1	Proof for Nationality	No file selected	
2	Proof for Date of Birth	No file selected	
3	Proof for Nativity	No file selected	
4	Community/Non-Creamy Layer (EWS) Certificate	No file selected	
5	Inter-Caste Marriage Certificate	No file selected	
6	Income Certificate	No file selected	
7	Physical Disability Certificate	No file selected	
8	Certificate to prove children of Fisherman / Inmates of Sri Chitra Home, Nidhaya Home, Juvenile Home	No file selected	

Remember - Original Certificate must be kept in hand and to be produced before the authority as and when required.

**For any further help, contact us :**

General Enquiry : 0471-2525300

Helpline - 24 hours : 0471-155300 , 0471-2335523 (Citizen's Call Centre).

Fax : 0471-2337228. Email : [ceekinfo@cee.kerala.gov.in](mailto:ceekinfo@cee.kerala.gov.in).

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