

Counselling: getting the seat

JoSAA, CSAB, MCC, DU CSAS, CLAT, UCEED and state counselling, step by step. Checked 27 September 2026; confirm every date on the official portal.

How to fill your choices

- Put choices strictly in the order you would really prefer to join.
- Only list places you would actually join.
- Fill many choices. Every system considers you only for what is on your list, even if seats lie empty elsewhere.
- Use last year's opening and closing ranks (published by JoSAA, MCC and others) as a rough guide only.
- Keep a mix: a few dream choices at the top, many realistic ones in the middle, and several safe ones at the bottom.
- Check each college's fee, bond, hostel and location before listing it, especially deemed and private colleges.
- Use mock allotments (JoSAA) or simulated ranks (DU) to adjust your list while choice filling is still open.
- Do not wait for the last hour to lock choices or pay.
- Before every round, re-read what each option means in that round.

Red flags

- Anyone who promises a seat for money.
- Agents who offer to fill your form or choices.
- Calls, messages or emails claiming to be from the counselling body.
- Websites that look official but are not.
- Requests for your login ID, password or OTP.
- Payment asked outside the official portal.
- "Management quota" or "direct admission" offers for money.

Documents to keep ready

Exam admit card and scorecard or rank letter; Class 10 certificate or mark sheet (proof of date of birth), or birth certificate; Class 12 mark sheet and passing certificate; Photo identity proof, such as Aadhaar, PAN, driving licence or passport; Recent passport-size photographs (MCC asks for eight, the same as on the application); Category certificate if claiming SC, ST, OBC-NCL or EWS, in the Government of India format and issued by the competent authority; OBC-NCL and EWS must be current; PwD certificate or UDID card, if claiming PwD; Domicile or residence certificate, for state quota or home-state seats; Transfer or migration certificate and character certificate (asked by NLUs and many colleges at joining); OCI or PIO card, or passport, if applicable; Medical certificate (on the JoSAA suggested list; many colleges also ask for one at joining); Scanned copies of all the above in the required size and format, plus a working bank account in the candidate's or a parent's name; refunds go only to the account used to pay.

JoSAA (Joint Seat Allocation Authority)

B.Tech, B.Arch and similar seats at IITs, IISc, NITs, IEST, IIITs and other government-funded technical institutes (GFTIs). IITs and IISc go by JEE (Advanced) rank; NITs, IIITs and GFTIs (the "NIT+ system") go by JEE (Main) rank.. Portal: josaa.nic.in

1. **Register on the JoSAA portal.** Registration is compulsory even if you only want an IIT.
2. **Fill choices (institute plus programme) in order.** List every programme you are willing to join, most wanted first.
3. **Watch the two mock allocations.** JoSAA runs two mock seat allocations during the choice-filling window (in 2026, from choices saved on 7 June and 9 June).
4. **Lock your choices.** Lock before the deadline. If you forget, your last saved list is locked automatically.
5. **Seat allocation rounds.** In each round you check the portal.
6. **Online reporting (all three parts, in the same round).** 1) Accept the seat and choose Freeze, Float or Slide. 2) Upload documents (if not uploaded earlier). 3) Pay the seat acceptance fee (if not prepaid).
7. **Report again if you move between systems.** If you move from an IIT seat to an NIT+ seat for the first time (or the other way), your documents are checked again by the new system and you must watch for and answer its queries in that round.
8. **Pay the Partial Admission Fee (NIT+ seats only).** After the last round, everyone holding an NIT+ system seat must pay the Partial Admission Fee (PAF) on the JoSAA portal by the deadline (22 to 24 July in 2026).
9. **Report to the institute.** Follow the institute's instructions for physical reporting and fee payment.

Freeze: You accept this seat and want no further rounds.

Float: You accept this seat, but if a higher choice anywhere on your list (any institute) comes up in a later round, you move to it automatically.

Slide: You accept this seat, but you want to move only to a higher choice within the same institute.

Changing option: You can move from Float to Slide or Freeze, or from Slide to Freeze, in any round except the last.

Upgrade is automatic and final: If Float or Slide moves you up, the earlier seat is cancelled automatically and you cannot go back to it.

Withdraw: You give up a seat you already accepted and leave JoSAA completely (IITs and NIT+ both).

Exit: For someone who has not been allotted any seat and wants to stop.

Traps: Not paying the seat acceptance fee, not uploading documents, or not answering a query in time: the seat is cancelled and you cannot take part in later rounds. Getting a seat and doing nothing, thinking you will wait for a better round: this counts as rejecting the seat and you are out. Filling too few choices: JoSAA only considers programmes on your list.

CSAB Special Rounds (after JoSAA)

Seats left vacant in NITs, IEST, IIITs, SPAs and other GFTIs after JoSAA ends. Not for IITs or IISc: there is no spot or special round for them.. Portal: csab.nic.in

1. **Register afresh.** Fresh registration is compulsory for the Special Rounds, even if you were in JoSAA.
2. **Pay the Special Round Enrolment Fee.** Paid at registration. It includes a non-refundable processing fee.
3. **Fill choices.** If you are holding a JoSAA NIT+ seat (by paying the Partial Admission Fee), that seat is treated as your last choice.
4. **Seat allotment and willingness option.** Check the portal. After an allotment, choose Freeze, Float, Slide, Surrender or Withdraw, upload documents and pay the second instalment (IAF-II) in time.
5. **Online reporting and document verification.** After paying IAF-II you must complete online reporting and document verification, or the seat is cancelled.

Freeze: Accept the seat and take no further part.

Float: Accept the seat, but move to any higher choice if offered in the next round.

Slide: Accept the seat, but move only to a higher programme in the same institute.

Surrender: Reject this seat but stay in the process for the next round; you will only be considered for choices higher than the surrendered seat.

Withdraw: Reject the seat and leave completely, including any seat held from JoSAA.

No option chosen: You are moved to the next round with Float by default (Freeze if it was your first choice).

Traps: Assuming JoSAA registration carries over: CSAB Special Rounds need fresh registration. Not paying IAF-II or not completing online reporting in time: the seat is cancelled; in Special Round II there is no refund. Surrender or Withdraw on a retained JoSAA seat: you lose that seat too.

MCC counselling for NEET-UG

MBBS, BDS and B.Sc. Nursing seats under the 15 per cent All India Quota of government colleges, 100 per cent of seats in deemed universities, central universities (DU, AMU, BHU, Jamia), AIIMS, JIPMER, AFMC and ESIC seats as listed in the bulletin. The other 85 per cent of state government seats and private colleges under the state are filled by state counselling.. Portal: mcc.nic.in

1. **Register and pay.** Register once on mcc.nic.in, using the same mobile number and email as your NTA registration (OTPs go there).
2. **Fill and lock choices.** There is no limit on the number of choices; list them in order of preference.
3. **Round 1 result.** If allotted a seat, decide: Freeze (keep this seat, report physically to the college with originals) or Float (want an upgrade in Round 2; give willingness online, no physical visit).
4. **Round 2.** Fill fresh choices; earlier choices do not carry over, and if you do not fill fresh choices you are not considered in Round 2.
5. **Round 3.** Fill fresh choices again. After the Round 3 result, everyone allotted in Round 3, and Float candidates who were not upgraded, must report physically.
6. **Online Stray Vacancy Round.** For seats still vacant after Round 3 and deemed university seats.
7. **Joining the college.** Report in person with originals.

Freeze (MCC, new in 2026): You are happy with the seat and do not want an upgrade.

Float (MCC, new in 2026): You want an upgrade in the next round.

Free exit (Round 1 only): A Round 1 seat can be left without losing the security deposit, and you stay eligible for Round 2.

Exit with forfeiture (Round 2 onwards): If you are allotted a seat in Round 2 or later and do not join, or resign after joining Round 2, you lose the security deposit.

Resignation: Allowed online (Float) or at the college (Freeze) within the MCC window, for Round 1 and Round 2 seats only.

Traps: Treating Round 2 or Round 3 lightly: from Round 2 a seat you do not join costs you the security deposit (Rs 2,00,000 if you registered for deemed universities).
Joining a Round 3 seat you did not really want: it cannot be resigned, and you cannot take part in any further counselling. Not filling fresh choices in Round 2 or Round 3: old choices do not carry over.

CSAS (UG) for the University of Delhi

Undergraduate programmes in Delhi University colleges and departments, admitted on CUET (UG) scores.. Portal: ugadmission.uod.ac.in (information at <https://admission.uod.ac.in>)

1. **Phase I: apply to DU.** Fill the CSAS form with personal and academic details, upload documents and pay the one-time application fee.
2. **Phase II: fill preferences (programme plus college).** Choose as many combinations as you like, in order.
3. **Simulated ranks.** Before Round 1, DU shows tentative simulated ranks on the dashboard.
4. **Phase III: allocation rounds.** Log in and check. If allotted, click Accept before the deadline.
5. **College verification.** The college checks your uploaded documents online and approves or rejects.
6. **Pay the admission fee.** After approval, pay the college fee online within the time given.
7. **Upgrade or Freeze.** After the fee is paid, choose Upgrade or Freeze before the round closes.
8. **Later rounds, Mid-Entry and Spot rounds.** DU may run more rounds for vacated seats.

Accept: Confirms you want the allotted seat so the college can verify you.

Upgrade: Keep this seat but be considered for higher preferences in later rounds.

Freeze: Keep this seat for good. You will never be considered for any upgrade after this.

Neither: If you do nothing after admission, you keep the seat but are not considered for upgrades.

Withdraw: Leave the admission through the dashboard only.

Traps: Not clicking Accept in the round: the seat is treated as declined. Not paying the admission fee in time after approval: the seat is cancelled and you are not considered in later regular rounds. Ignoring a query on the dashboard: may lead to cancellation.

CLAT counselling (Consortium of National Law Universities)

Five-year integrated UG law programmes (and LL.M.) at the National Law Universities that take CLAT.. Portal: consortiumofnlus.ac.in

1. **Wait for the invitation.** Eligible candidates are invited by email, SMS and on their CLAT login, according to rank and each NLU's seat matrix.
2. **Update NLU preferences.** Give at least 15 NLU preferences for UG (at least 5 for PG); you may give more.
3. **Pay the counselling registration fee.** Pay by the registration deadline.
4. **Allotment rounds.** In each round, if allotted, choose Freeze, Float or Exit within that round and pay the confirmation fee for Freeze or Float.
5. **Pay the balance university fee.** Those who Freeze must pay the remaining university fee to the NLU by the date given (in 2026, 24 April for rounds 1 to 3 and 30 May for rounds 4 and 5).

Freeze: Accept this NLU seat and stop. Pay the confirmation fee in that round, then the balance university fee by the given date.

Float: Hold this seat (after paying the confirmation fee) and move up if a higher-preference NLU comes in a later round.

Exit: Leave counselling at any time after registering.

No option chosen: Treated as "Not Interested": you lose the seat and are removed from all later lists.

Traps: Giving only the minimum 15 preferences: you are considered only for NLUs you list, even if seats lie empty elsewhere. Missing the registration fee deadline: no late requests are accepted. Not choosing any option in a round after an allotment: you lose the seat and are out of all later lists.

UCEED B.Des seat allocation (IIT Bombay)

B.Des seats at IIT Bombay, IIT Delhi, IIT Guwahati, IIT Hyderabad, IIT Indore, IIT Roorkee and IIITDM Jabalpur (2026-27).. Portal: www.uceed.iitb.ac.in

1. **Apply separately for B.Des admission.** Passing UCEED is not an application.
2. **Allotment rounds.** Five rounds. Provisional allotment letters are emailed; you then pay the seat acceptance fee online before the round's deadline.
3. **Join the institute.** The admitting institute verifies documents and confirms admission after fees and formalities.

Freeze (accept): Accept this seat and stop. If you got your first choice, it is Freeze or decline.

Float: Accept this seat but move up if a higher-preference institute is offered later; the earlier seat is forfeited automatically when you move.

Decline or not paying: Your application is cancelled and you are not considered in later rounds.

Withdraw: Allowed only in the set windows.

Traps: Not applying for B.Des admission after the result: there is a separate application window. Not paying the seat acceptance fee in the round: application cancelled. Paying in Round III or later and then changing your mind: no refund.

State counselling (general)

State quota seats in government and private colleges: for NEET-UG, the 85 per cent state quota and private colleges under the state; for engineering and other courses, the state's own entrance or JEE (Main) based admission.. Portal: Only the official state government website named in the state's own brochure.

1. **Register separately with your state.** State counselling is separate from MCC or JoSAA.
2. **Check domicile and eligibility rules.** Each state decides who counts as a resident and what documents prove it.
3. **Fill choices and follow the state's rounds.** Most states run a few rounds, then a mop-up or stray round.
4. **Watch both calendars at once.** If you are in central and state counselling together, decide which seat to keep before each deadline.

Varies by state: Options such as accept, retain, upgrade, surrender or mop-up differ by state.

Traps: Assuming the central (MCC or JoSAA) rules apply: deposits, resignation windows and forfeiture differ. Missing a state deadline while waiting for a central round result, or the other way round. Holding two seats (central and state) past the last date to leave one: you can lose a deposit or be blocked from a later round.