



**Application Form for  
Duplicate Transcript/ Duplicate Graduation Certificate/ Migration  
Certificate/ Transfer Certificate/Character Certificate/ Provisional Certificate/  
Bonafide Certificate**

1. Name (in block letter): \_\_\_\_\_
2. Current Address : \_\_\_\_\_  
\_\_\_\_\_
3. Correspondence Address: \_\_\_\_\_  
\_\_\_\_\_
4. Contact No and email id: \_\_\_\_\_
5. Registration No: \_\_\_\_\_
6. Course/ Batch/ Semester: \_\_\_\_\_
7. Department/Institution: \_\_\_\_\_
8. Year of Admission : \_\_\_\_\_
9. Year of Passing: \_\_\_\_\_
10. Document required: \_\_\_\_\_
11. Amount Paid: \_\_\_\_\_
12. Challan /Draft No. and date: \_\_\_\_\_
13. Receipt No. and Date: \_\_\_\_\_

Signature

**HOD / Coordinator/ Heads of Affiliate Institutes**

Signature of the applicant

Documents to be attached (photocopied and self attested)

- a) Transcripts of all semesters (*for current students*) / Cumulative Transcript (*for graduated students*)
- b) Original Accounts Office Copy of paid Challan / Demand Draft

Amount required for the following Certificates

Sl. No.	Certificate Type	Amount*
1	Semester Transcript(in duplicate)	Rs 500
2	Migration Certificate	Rs 500
3	Cumulative Transcript(in duplicate)	Rs 1000
4	Graduation certificate(in duplicate)	Rs 1500

\* Students will have to pay an extra amount of Rs 150 for postage.

**All payments are to be made in the form of a draft or Challan (collected from the University office) in favour of MLCU payable at Shillong.**