



**Application for admission to the IX Convocation**

1. Name: \_\_\_\_\_
2. Degree applied for: \_\_\_\_\_
3. Registration No.: \_\_\_\_\_
4. Year of Passing: \_\_\_\_\_
5. Degree to be received in:                      a. Person                      b. Absentia
6. Name of the Department/College: \_\_\_\_\_
7. Address: \_\_\_\_\_
8. Contact No.: \_\_\_\_\_
9. Email address: \_\_\_\_\_
10. DD/Challan No.: \_\_\_\_\_
11. Date: \_\_\_\_\_

Signature of HoD / Principal (With seal)

Signature of the Applicant

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**Instructions**

1. All applications must be submitted by the **18<sup>th</sup> August, 2016** to the Evaluation Department, Main Office.
2. The fee for receiving the degree in person or in absentia is **Rs 2000** (Two Thousand only) and for courses below or equal to **6 months** of duration is **Rs 1000** (One thousand only). Payment is to be paid by the University Challan or by DD drawn in favor of Martin Luther Christian University, Shillong payable at Shillong.
3. Students attending the convocation in person are to collect the traditional robe from the University Office on dates notified prior the convocation date.
4. All students are to return their robes immediately after the convocation.
5. An eligibility certificate will be issued from the evaluation office for collection of the convocation robes.
6. Students attending the convocation in person are to come for rehearsal on the 24<sup>th</sup> August, 2016 at the venue. Rehearsal timing is at 11am SHARP.
7. Attach a photocopy of the cumulative transcript along with this application and the accounts copy of the challan of the convocation fee paid or the DD.
8. Kindly check the University website [www.mlcuniv.in](http://www.mlcuniv.in) for the convocation date and the date for collection of robes.