

# MARTIN LUTHER CHRISTIAN UNIVERSITY MEGHALAYA



## Application for admission to the 11<sup>th</sup> Convocation 2018

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/Institution: \_\_\_\_\_
7. Address: \_\_\_\_\_
8. Contact No.: \_\_\_\_\_
9. Email address: \_\_\_\_\_
10. Online Transaction No and date: \_\_\_\_\_
11. Amount Paid: \_\_\_\_\_

Signature of Head (With seal)

Signature of the Applicant



**Convocation Date:** August 24, 2018, 11:00 a.m.

**Venue:** Windermere Resort, Umpling, Shillong, Meghalaya

**Last date of submission of applications:** 17<sup>th</sup> August, 2017 to the Evaluation Office.

**Convocation Fee:** For receiving the degree in person or in absentia is **Rs 2500 (Two Thousand Five Hundred only)** and for courses below or equal to 6 months of duration is **Rs 1000 (One thousand only)**.

Payment can be made online through NEFT/RTGS/IMPS/UPI/INTERNETBANKING/MOBILE BANKING OR though Federal Bank Payment Gateway log in to <https://epay.federalbank.co.in/easypayments/> using the students **Virtual Account Number**.

## INSTRUCTIONS FOR GRADUATING STUDENTS

1. Collect the cumulative transcript from the Evaluation Office using the clearance certificate.
2. After payment of convocation fee, attach a photocopy of the cumulative transcript and the **e-payment receipt** for those who paid online along with this application showing the payment of convocation fee.
3. A convocation eligibility certificate will be issued from the Evaluation Office for collection of the convocation robes upon producing the convocation application form and proof of fee payment.
4. Students attending the convocation in person are to collect the traditional robe from the 4<sup>th</sup> Floor Admission Office from **AUGUST 1 to August 17, 2018 from 11:00 a.m.**
5. All students will receive their **Official Graduation Certificate** upon returning their robes immediately after the convocation in the designated tables in the venue. A fine of Rs 2500 only will be charged for lost or damage of the robes.
6. All students attending the convocation in person are to come for rehearsal on the **23<sup>rd</sup> August, 2017** at the venue. Rehearsal timing is at **11 a.m SHARP**. The allotment of seat numbers will be done on the rehearsal day.
7. Students applying in absentia can collect their certificates from the Evaluation Office at Nongrah, Shillong after the Convocation Day. If the students require their certificates to be sent to their addresses, they can write an application requesting for the same and indicating the reason and send an additional postal fee of Rs. 150 within India and if outside India, postal fee as applicable.
8. Students who cannot collect their own original documents are to issue an authorization letter attached with an attested photocopy of the student's ID who is issuing the authorization letter only after the Convocation day.
9. Please note that students from outside the Meghalaya State can also apply for convocation by sending an email to [admin@mlcuniv.in](mailto:admin@mlcuniv.in) and also attaching the scanned copy of the filled in convocation form along with a e-payment receipt or fee receipt from the Bank in case of Bank transfer. The originals can be sent through post or the students can bring the originals when they come for the Convocation. Gowns will be provided at the venue on the Convocation day for those attending in person only after prior information.
10. Applications can also be sent by post to this address: *MLCU Evaluation Office, Martin Luther Christian University, Block 1, Dongktieh, Nongrah, Shillong 793006, Meghalaya.*

Note: This Convocation Application form can be collected from the 4<sup>th</sup> Floor Evaluation Office, MLCU or Download from [www.mlcuniv.in/convocation](http://www.mlcuniv.in/convocation).