



Martin Luther Christian University

Nongrah, Dongktieh, Block-1, Shillong-793006, Meghalaya, India

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Admission Policy for Foreign Students

As per the resolution of the Administrative Committee held on 11th April, 2018, the Guidelines for the Admission Policy for foreign students has been approved. This guideline covers the whole admission process for foreign students who are applying to Martin Luther Christian University. Students who are either (a) Foreign Citizens or (b) Overseas Citizens of India are considered as foreign students.

A. Application and Submission

1. Download and fill the application form
2. A Scanned copy of the form and the required documents should be sent to admissions@mlcuniv.in
3. The application form and photo-copies of the required documents should be sent to the University either by post directly or through an authorized person. The postal address is:

Deputy Registrar
Martin Luther Christian University
Dongktieh, Block 1, Nongrah
Shillong-793006 Meghalaya, India

B. Selection Process

1. Only the application forms that have the complete list of required documents will be shortlisted.
2. The selection of the candidate will depend on the required eligibility of the course selected and the availability of seats.
3. Before confirming on the admission, the university shall verify the legal requirements in accordance to the laws pertaining to Foreign National in India.



C. Provisional Admission Letter

1. On being selected, the University will send a provisional admission letter with a provisional registration number to the applicant's address by post and e-mail within 15 working days.
2. With the provisional admission letter, the applicant can apply a Visa endorsed in the name of the university and no other.
3. There are two types of Visa that the student should choose from depending on the program that they are applying for;
 - a. **Student Visa** which is required to join an Undergraduate, Post Graduate, Diploma or Certificate programs
 - b. **Research Visa** which is required to join the MPhil/PhD program. For further details contact Research Office, MLCU at mlcu.phd@gmail.com
4. No other type of Visa other than these two will be accepted to join a program in the University.
5. For information concerning the required documents for VISA, please check the guidelines of the Bureau of Immigration, Government of India, www.boi.in

D. Arrival

1. Foreign Students are to report to the Foreign Registration Office in Shillong to get their necessary Residential Permit within fourteen days from the day of arrival.
2. They are to report to the University to complete their final admission process. They should bring all the original documents along with their VISA and the Residential Permit from the Foreign Registration Office within one week of receiving the Residential Permit from the Foreign Registration Office.

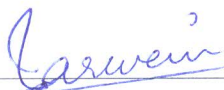
E. Transfer of Program

After the admission process, in case a student wants to transfer the program, it should be done within one month from the commencement of classes. After such, no request of transfer will be entertained.

F. Fee:

The Foreign students will follow the same fee structure as mentioned in the prospectus. However, they will have to pay an additional amount of Rs.10, 000 as processing fee.

Note: The processing fee is a one-time payment.



Dr Marina B Marwein
Registrar

