



Application form for different Certificates

1. Document required (*tick whichever applicable*):

- | | | |
|--|---|---|
| <input type="checkbox"/> Migration Certificate | <input type="checkbox"/> Provisional Certificate | <input type="checkbox"/> Original Re-issue for Cumulative transcript |
| <input type="checkbox"/> Transfer Certificate | <input type="checkbox"/> Bonafide Certificate | <input type="checkbox"/> Original Re-issue for Graduation Certificate |
| <input type="checkbox"/> Character Certificate | <input type="checkbox"/> Result Awaited Certificate | <input type="checkbox"/> Original Re-issue for semester transcript (specify) |

2. Amount Paid*(applicable only for Migration certificate/Transfer Certificate/Semester Transcript (original re-issue) /

Cumulative transcript (original Re-issue)/ Graduation certificate (original Re-issue): _____

3. Draft No. and date: _____

4. Receipt No. and Date: _____

5. Name (in block letters): _____

6. Address for Correspondence: _____

7. Contact No: _____ Email id _____

8. Registration No: _____

9. Course: _____ Batch: _____ Semester: _____

10. Department: _____

11. Year of Admission: _____

12. Year of Passing: _____

Signature

Signature of the applicant

HOD/Assistant HOD/Coordinator

Documents to be attached:

- Transcripts of all semesters/ Cumulative Transcript (*Self Attested Photocopies only*)
- Copy of receipt of payment

Amount required for the following Certificates only*

| Sl. No. | Certificate Type | Amount# |
|---------|--|----------|
| 1 | Migration Certificate | INR 500 |
| 2 | Transfer Certificate | INR 500 |
| 3 | Semester Transcript (reprinting for any reason) | INR 1000 |
| 4 | Cumulative Transcript reprinting for any reason) | INR 1500 |
| 5 | Graduation certificate (reprinting for any reason) | INR 2000 |

Postal Charges within India: INR 150.

Postal Charges outside India: Charges will be applicable as per norms laid by Indian Postal Service

Payment can be made online through NEFT/RTGS/IMPS/UPI/INTERNET BANKING

Account Name: Martin Luther Christian University

Account Number: 11905500002834

IFSC Code: FDRL0001190

N.B. Students who cannot collect their original documents can send an authorization email to collect the documents on their behalf.

Please email the filled in form along with attachments to deanstudent@mlcuniv.in