

GENERAL INSTRUCTIONS FOR GRADUATING STUDENTS

1. Apply for the cumulative transcript by sending an email to **transcript@mlcuniv.in** for online clearance by mentioning your Name, Registration Number and Course.
2. After receiving the Cumulative Transcript hard or soft copy, students can apply for the Graduation Certificate by sending an email to **graduation@mlcuniv.in** by mentioning the following details:
 - a) Full Name (in capital letters)
 - b) Registration No
 - c) Degree applied for
 - d) Scan copy of cumulative transcript
 - e) Attach a passport-size photograph in formal attire with a white background.
 - f) Confirm whether coming **in person** or **in absentia (for the Convocation 2024)**

N.B: For students from the Associate Institutions kindly send an email to: **accreditation.association@mlcuniv.in** by mentioning the following details:

- a) Full Name (in capital letters)
- b) Registration
- c) Degree applied for
- d) Scan copy of cumulative transcript
- e) Attach a passport-size photograph in formal attire with a white background
- f) Confirm whether coming **in person** or **in absentia (for the Convocation 2024)**
- g) Convocation fee of Rs 2500/- and Postal fee of Rs 150/- is to be paid to the university through bank transfer. Below are the bank details.

Bank Name: Federal Bank

Account Name: Martin Luther Christian University

Account Number: 11905500002834

IFSC Code: FDRL0001190

Kindly share the transaction details once payment is made.

3. Convocation:

- a) **Convocation Date: September 20, 2024, 10:00 a.m**
- b) **Registration on the Convocation day for in Person is 8:00 a.m to 9:30 a.m**
- c) **Venue:** Lariti International Centre for Performing Arts and Culture (LICPAC)
- d) **Last date for students applying in person: September 13, 2024**
- e) Students attending the convocation in person are to collect the traditional robe from the Main Campus, Ground Floor **Room 100 from August 19th, 2024 to September 13th, 2024 from 2:00p.m. to 5:00p.m.**
- f) All students attending the convocation in person are to come for rehearsal on the **19th September 2024** at the venue. Rehearsal timing is at **1 p.m. SHARP**. The allotment of seat numbers will be done on the rehearsal day.
- g) All students will receive their **Original Graduation Certificate** upon returning their robes immediately after the convocation at the designated tables in the venue. A fine of Rs 4500 only will be charged for lost or damaged of robes.

- h) All participating students must wear the prescribed academic regalia.
- i) Participants must arrive at the designated venue for registration at the time specified before the commencement of the ceremony.
- j) Participants must conduct themselves with dignity and respect throughout the ceremony.
- k) Graduating students will be allowed to enter the convocation hall only at the proper time interval.
- l) All late comers including graduates, faculty and guests will be allowed to enter the convocation hall and be seated only at three specific points: after the national anthem, after reading the holy books and after presenting the report of the university.
- m) Students applying in absentia can collect their certificates from the Evaluation and Examinations Department at Nongrah, Shillong one week after the Convocation Day. Students who are unable to collect their own original documents are required to issue an authorization letter or send an authorized email attaching a copy of their student's ID after the Convocation day.
- n) Students who wished their certificates be sent to their home address, they are required to send an email requesting for the same and an additional postal fee of Rs. 150/- (within India) will be applicable. However, for students outside India, postal fee will be charged as per the applicable fees.
- o) **NOTE:** On the day of convocation, parents/guardians who came along with the student will have to bring their invitation card given by Martin Luther Christian University.

N.B: Students from outside the State of Meghalaya **can collect the Convocation robes from the Evaluation and Examinations Department on the 18th and 19th September, 2024 from 10.30 a.m. to 4.30 p.m.**