

MARTIN LUTHER CHRISTIAN UNIVERSITY MEGHALAYA



Application for admission to the 12th Convocation 2019

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 21, 2019, 11:00 a.m.

Venue: Windermere Resort, Umpling, Shillong, Meghalaya

Last date of submission of applications: August 9, 2019.

Convocation Fee: For receiving the degree in person or in absentia is **Rs 2500 (Two Thousand Five Hundred only)**

Payment can be made online through NEFT/RTGS/IMPS/UPI/INTERNETBANKING

Account Name: **Martin Luther Christian University**

Account Number: **MLCU + Student Registration number (Eg: MLCUA111001)**

IFSC Code: **FDRL0001190**

OR through Federal Bank Payment Gateway by log in to <https://epay.federalbank.co.in/easypayments/> using the students **Virtual Account Number** (MLCU+ Regn No., Eg: MLCUA111001)

INSTRUCTIONS FOR GRADUATING STUDENTS

1. Collect the cumulative transcript and Convocation form from the Evaluation Office using the clearance certificate.
2. Fill up the Convocation form and make payment.
3. 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.
4. Students attending the convocation in person are to collect the traditional robe from the Main Campus, 4th Floor Room no 517 from **July 15, 2019 to August 9, 2019 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 **20th August, 2019** 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** 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, Dongkatieh, Nongrah, Shillong 793006, Meghalaya.*

Note: This Convocation Application form can be collected from the 4th Floor Evaluation Office, MLCU or Downloaded from www.mlcuniv.in/convocation

For any queries, contact: 0364 2535437

Martin Luther Christian University, Shillong, Meghalaya

12th Convocation

Placement and Career Services Information

1. Name of the Graduate: _____

2. Course: _____

3. Batch: _____

4. Contact Number: _____

5. Alternate Number: _____

6. Email Address: _____

7. Permanent Address: _____

8. Present Occupation:

a. Employed

b. Pursuing Higher Studies in India

c. Pursuing Higher Studies in Abroad

d. Preparing for Competative Ecaminations

e. Taking a break for a year

f. Joined Family Business

g. Started your own Business

h. No plans yet

i. Short Term Courses

j. Coaching

k. Would like to discuss further about future Career Plans with the Career Team at MLCU

9. If employed, kindly provide the following details:

a. Name of the Organization / Corporate / Office / Institution / Firm:

b. Designation: _____

c. Nature of employment:

i. Contractual

ii. Permanent

10. Any comments:

For any queries, contact:

Dr. S Maxwell Lyngdoh
Head & Associate Professor
Center for Career Development and Placement
Martin Luther Christian University
Shillong, Meghalaya

Mb: & WhatsApp: +91-9774815927

Email: mlcu.placement@gmail.com