

Graduation

Dear Students,

Greetings from MLCU.

We hope and pray that during this difficult time you and your families are safe and well. We are happy to announce that even amidst this pandemic, you have successfully completed the programmes you have pursued and MLCU is ready to grant you your much deserved degrees. Congratulations to all.

Please help us with these to complete the process of issuing you your documents.

Applying for a Scanned Transcript:

If you have not received your scanned transcript, please send email to mlcutranscript@gmail.com mentioning your Name, Course, Registration Number, and the Document/s you require.

Applying for a Graduation Certificate:

You can apply online through the website by clicking on this link:

<https://www.mlcuniv.in/graduation/>

- i. Before you apply for the certificate, please visit the ERP portal. The link is found below:
erp.mlcuniv.in
- ii. Please select Department only after selecting the Convocation Fee Detail.
- iii. **Please upload your photo in formal attire in a white background**
- iv. **Please name your photos/receipt/ cumulative transcripts with your name on all documents along with the type of document (example: your_namephoto/ your_namereceipt / your_namecumulative transcript).**

*If the online application fails due to network connectivity or unknown reasons, please download the form using the link given below, and send the filled in form to mlcugraduation@gmail.com or accreditation.association@mlcu.ac.in. by attaching the Cumulative Transcript and Photo Pass Port Size in formal attire in a white background separately.

Applying for a Provisional /Migration/Character/Transfer certificate etc

As the original graduation certificate cannot be issued before Convocation, students can apply for a Provisional Certificate by sending email to deanstudent@mlcuniv.in Similarly, the procedure can be followed for application of other certificates.

Please note that it is compulsory for students to apply transcript before they apply for Graduation Certificate, Provisional and other certificates.

Collection of the Original Transcripts and Graduation Certificate:

We shall notify you the dates of issue for the original transcripts. The original graduation certificate may be collected only after the convocation has taken place.

For outstation graduates, the original documents will, on request, be posted to you.