



The Light of Truth

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Martin Luther Christian University

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Policy for issuing of transcripts and certificates

The following are the criteria for issuing of semester transcripts, cumulative transcripts and graduation certificates:

For semester transcripts

1. All students will be issued a transcript at the end of every semester.
2. Transcript will still be issued in case a student gets an F or U grade.
3. Students are to clear all semester fee and obtain a clearance certificate from the HoD, librarian, accounts office, students data management (for pending documents during admissions) and evaluation office (for back subjects) for that semester.
4. No transcripts will be issued if a clearance certificate is not obtained or produced by the student.

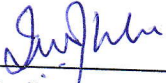
For Cumulative transcript, Provisional and Graduation certificates

1. All students will be issued a cumulative transcript, a student profile and a graduation certificate at the end of a course
2. A provisional certification after the completion of the all course work will be issued only after declaration of results in case declaration of the awards of the degree and the convocation has not been notified.
3. Cumulative Transcript will be issued only on completion of the course work as required for the awards of certificate, diploma or degree.
4. Cumulative transcripts of student with an F or U grade will not be issued, except on approval by the CoEE with specification on the total credits completed.
5. Students are to clear all semester fee and obtain a clearance certificate from the HoD, librarian, accounts office, students data management (for pending documents during admissions) and evaluation office (for back subjects) for the entire course of study.
6. No cumulative transcript, provisional or graduation certificate will be issued if a clearance certificate is not obtained or produced by the student.

Other Certificates

1. Other certificates like migration certificate, transfer certificate and character certificate will also be issued anytime as required by the student on submitting the application form along with the clearance certificate(s) from the HoD, librarian, accounts office and students data management (for pending documents during admissions).
2. Bonified certificate, verification certificate, result awaited certificate and certificates reissued in case of lost or reprinting of certificates will be issued anytime as required by the student on submitting the application form

Note: All applications can be downloaded from the website or apply directly through a link provided for the same.



Dr Iwamon W J Laloo

Registrar

Registrar
Martin Luther Christian University
Shillong, Meghalaya