



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. Receipt No. and Date: _____

4. Name (in block letters): _____

5. Address for Correspondence: _____

6. Contact No: _____ Email id _____

7. Registration No: _____

8. Course: _____ Batch: _____ Semester: _____

9. Department: _____

10. Year of Admission: _____

11. Year of Passing: _____

Signature

HOD/Assistant HOD/Coordinator

Documents to be attached:

- a) Transcripts of all semesters/ Cumulative Transcript (*Self Attested Photocopies only*)
- b) 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 No : **332705000209**

IFSC Code : **ICIC0003327**

Bank Name : **ICICI Bank Ltd**

Bank Branch : **Laitumkhrach**

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 studentwellbeing@mlcuniv.in

Signature of the applicant