

**Application Form for
Transcript/ Graduation Certificate/ Migration Certificate**

1. Name (in block letter):
2. Current Address:
.....
3. Correspondence Address:
.....
4. Contact No.:
5. Registration No.:
6. Campus:
7. Year of Admission:
8. Year of Passing:
9. Department:
10. Course:
11. Semester:
12. Document required:
13. Amount Paid:
14. Challan /Draft No. and date:
15. Receipt No. and Date:

Signature of the applicant

Signature
Department coordinator

Signature
Registrar

- * Documents to be attached
- a) ID Card.
 - b) Transcripts of all semester.

Note: Separate form is required for more than one document.

Amount required for the following Certificates

Sl. No.	Certificate Type	Amount*
1	Transcript(in duplicate)	Rs 300
2	Migration Certificate	Rs 300
3	Cumulative Transcript(in duplicate)	Rs 500
4	Graduation certificate(in duplicate)	Rs 500

* Students will have to pay an extra amount of Rs 50 for postage.

All payments are to be made in the form of a draft or Challan (collected from the University office) in favour of MLCU payable at Shillong.