**University of Sri Jayewardenepura**



**Faculty of Graduate Studies**

**Application for an Academic Transcript**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Full Name of the Applicant**  ( In Sinhala) |  | | | | | | |
| **Full Name of the Applicant**  ( In English) |  | | | | | | |
| **Name with Initials** | ***Rev. / Dr. / Mr. / Miss / Mrs :*** | | | | | | |
| **Name of the Degree** |  | | | | | | |
| **Registration Number** |  | | | **Index No ( If applicable)** | |  | |
| **NIC No.** |  | | | | | | |
| **Email Address** |  | | | | | | |
| **Contact Number** |  | | | | | | |
| **Postal Address** |  | | | | | | |
| **Title of the Thesis (Only applicable for M.Phil. & PhD programs)** |  | | | | | | |
| **Purpose for which the transcript is required** |  | | | | | | |
| **Number of transcripts required** |  | | | | | | |
| **Amount Paid ( Rs)** |  | | **Payment Receipt No** | | | |  |
| **Address(es) to which the Transcript should be sent: ( Please indicate the Designation of the relevant Officer)** | | | | | | | |
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***I hereby certify that the information given above is true and accurate, and that all dues to the University in connection with the issuance of an academic transcript have been settled.***

**Signature of the Applicant : ....................................................... Date : ……………………**

***NOTES***

1. *Only the duly completed application forms will be processed.*
2. *In case Addressed Transcripts are required for Scholarships/Higher Studies, Interviews, Employers, etc., recipient details should be provided.*
3. *Documents will be issued after 01 week from the date of submission of the application.*
4. *The following payments are applicable. Payments can be made to any branch of the People’s Bank using the paying in voucher enclosed in your payment portal or as card payments. A clear proof of payment should be attached to the Faculty of Graduate Studies with this application.*

***Transcript (Each per One Address) - Rs. 1000.00***

***Additional Copy –: Rs.150.00***