



Faculty of Graduate Studies

University of Sri Jayewardenepura

Gangodawila, Nugegoda, Sri Lanka

Tel: 0115 523 642 | Web: <https://www.graduate.sjp.ac.lk>

Application for Academic Transcript

Note:

1. Only duly completed applications will be processed.
2. Transcripts will be issued within 10 working days from the date of submission of the application.
3. Payments can be made at any branch of the People's Bank using the paying-in voucher available on the payment portal, or via card payment.
4. The completed application form, along with the payment receipt, should be submitted to the Faculty of Graduate Studies.

Fees: Academic Transcript - Rs. 1000.00 Additional Copy - Rs. 150.00

Student's Details

01	Name in Full: (English)			
02	Name with Initials:			
03	Postal Address:			
04	Telephone No:			
	Mobile No:		Alternate No:	
05	E-mail:			
06	Registration No:			
07	Board of Study:			
08	Program:			
09	Month & Year of the Final Examination:			
10	Number of Transcripts Required:			
11	Payment Details:			
	Amount Paid (Rs.):		Payment Receipt No/Reference No:	

I hereby certify that the information given above is true and accurate and that all due payments to the University related to the issuance of the academic transcript have been settled.			
Date:		Signature:	

Checklist

- ☐ Completed application form
- ☐ Payment receipt attached
- ☐ Number of transcripts requested

Note: Send the **completed application** form along with the **payment receipt** to **exam.fgs@sjp.ac.lk**