



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 Detailed Certificate

Instructions:

1. Only duly completed applications will be processed.
2. Certificates will be issued within 10 working days from the date of submission of the application.
3. If certificates are required for scholarships, further studies, interviews, or employment, please provide the details of the recipient to whom the certificates should be addressed.
4. 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.
5. The completed application form, along with the payment receipt, should be submitted to the Faculty of Graduate Studies.

Fees: Detailed Transcript (each) - Rs. 1000.00

Student's Details

01	Name in Full: (English)			
02	Name with Initials:			
03	Program:			
04	Registration No:			
05	Board of Study:			
06	Index No (if applicable):			
07	NIC No:			
08	Postal Address:			
09	Telephone No:			
	Mobile No:		Alternate No:	
10	E-mail:			
11	Title of the Thesis (only applicable for MPhil and PhD programs):			

12	Purpose for which the Detailed Certificate is Required:		
13	Payment Details:		
Amount Paid (Rs.):			Payment Receipt No/Reference No:
14	Address(es) to Which the Detailed Certificate(s) Should Be Sent:		
i	Address:		
	Email:		
ii	Address:		
	Email:		
iii	Address:		
	Email:		
iv	Address:		
	Email:		
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 detailed certificate have been settled.			
Date:			Signature:

Checklist

- ☐ Completed application form
- ☐ Payment receipt attached
- ☐ Address (and email where necessary) provided for certificate delivery

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