



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. If transcripts are required for scholarships, further studies, interviews, or employment, please provide the details of the recipient to whom the transcripts 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 and can be email to exam.fgs@sjp.ac.lk***

Fee Structure: Transcript (each) - Rs. 4500.00

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:		Alternative No:		
10	E-mail:				
11	Title of the Thesis (only applicable for MPhil and PhD programs):				

12	Purpose for which the Transcript is Required:		
13	Payment Details:		
Amount Paid (Rs.):			Payment Receipt No/Reference No:
14	Address/es to Which the Transcript/s Should Be Sent:		
i	Address: Email:		
ii	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 academic transcript have been settled.			
Date:			Signature of Applicant:

Checklist for Applicants

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