



Faculty of Graduate Studies, University of Sri Jayewardenepura

APPLICATION FORM FOR TRANSCRIPT/DETAIL CERTIFICATE

PART A

1. Full Name (in Sinhala)

Grid for Full Name (in Sinhala)

2. Full Name in English (Write in Block Letters)

Grid for Full Name in English

3. Name of the Degree/PGD

Grid for Name of the Degree/PGD

4. Registration No

Registration No input field

5. Index No:

Index No input field

5. Permanent Address

Grid for Permanent Address

PART B

1. Year of Examination

Year of Examination input field

2. Subject Offered

Table for Subject Offered

3. Title of the Thesis

Title of the Thesis input field

4. For transcript Applicant : Please write below the correct address of the Institution.

(Please Note : if you wish to apply more than three transcripts, attach separate address sheet with this application)

Table for Address 1, Address 2, Address 3

Please over leaf for instruction

- **Fee for Detail Certificate is Rs. 300.00 and fees for each transcript is Rs. 400.00 (fee for each additional copies of transcript for the same address is Rs. 150.00 )**

The above fees could be paid to any branch of the People's Bank using the paying in vouchers enclosed herewith. One of the paying in vouchers duly signed and endorsed by the Bank should be forwarded to Faculty of Graduate Studies.

I certify that the details given are true and correct.

**Date:** .....

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**Signature of the Applicant**

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**INSTRUCTIONS:**

- The Detail Certificate will be issued after one week from the date of submission of the application.
- Applicants should be clearly filled their registration number and index number due to avoid the delay of issuing detail certificate / transcript.
- Applicants are requested to collect their detail certificate within one month duration from the date of submission of the application, no more additional original certificates will be issued under any circumstances.
- Applicant should produce the student record book to collect the detail certificate.