



**University of Kelaniya, Sri Lanka**  
**Application for Academic Transcript**

**Postgraduate Students  
 Only**

Please forward my Academic Transcript to the following Address

.....  
 .....  
 .....  
 .....  
 .....  
 .....

(Address should be mentioned in block letters)

No. of originals required:  Date: Signature of Applicant: .....

1. a.) Name in Full: .....  
 (In block letters)  
 b.) Sex: .....  
 c.) Present Address: .....  
 d.) Telephone Nos: .....  
 e.) Student No: ..... f.) Index No: .....  
 g.) Faculty: .....  
 h.) Year of admission to the University: .....  
 i.) Year of leaving the University :  
 .....

(For Bachelor's Degree)

2. a.) Degree: .....  
 b.) Date of First examination : ..... c.) Index No: .....  
 d.) Date of Second examination : ..... e.) Index No: .....  
 f.) Date of Third examination : ..... g.) Index No: .....  
 h.) Date of Fourth examination : ..... i.) Index No: .....  
 j.) Valid date of Degree:  
 .....  
 k.) Final Result (Inclusive of class, if any) :  
 .....

(For Post Graduate Degree)

3. a.) Degree: .....  
 .....  
 b.) Date of Final examination : ..... c.) Student No: .....

4. a.) Transcript fee - amount paid : Rs. ....  
 b.) Receipt No. & Date : .....

**Transcript Fee (per one copy)**  
**Post Graduate** – National: Rs.1500/= (Postage Rs.50/=)  
 International: Rs.2000/= (Postage Rs.500/=)

**University of Kelaniya – 055 -100110667549 / People’s Bank – Kelaniya**

**Fees for the certificates are as follows – (Postgraduate)**

	<b>Detail</b>	<b>Current Rate (Rs.)</b>	<b>Revised Rate (Rs.)</b>
1.	Awaiting / Pending Results / Graduate Record	-	250.00
2.	Academic Record with Grades / Detail Certificates	600.00	1000.00
3.	Academic Transcripts with marks (Local)	600.00	1500.00
	(Foreign)	600.00	2000.00
	Postage – Local (Registered)		50.00
	Foreign		500.00
	(Registered)		
	<b>*Subject to change</b>		
4.	To certify as True Copy (per certificate)	-	200.00
5.	Medium Confirmation Letter	-	100.00
6.	Verifications		
	State Institutions (Public Organizations / Zonal Education Office)	-	free of charge
	Ministry of Foreign Affairs	-	500.00
	Private Institutions (Local)	-	2500.00
	Foreign Organizations	-	\$100
	Qualification Screening Organizations	-	\$150