



University of Kelaniya, Sri Lanka
Application for Academic Transcript

**Undergraduate / Diploma
 Students Only**

Please forward my Academic Transcript to the following Address

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(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)
First Degree – National: Rs.500/= (Postage Rs.50/=)
 International: Rs.1000/= (Postage Rs.500/=)

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

Fees for the Certificates (Undergraduate / Diploma are as follows)

	Detail	Current Rate (Rs.)	Revised Rate (Rs.)
1.	Awaiting / Pending Results / Grade Record	-	100.00
2.	Academic Record with Grades / Detail Certificates	150.00	200.00
3.	Academic Transcripts with Grades & Marks (Local)	250.00	500.00
	(Foreign)	500.00	1000.00
	* Postage – Local (Registered)		50.00
	Foreign (Registered) (Subject to change)		250.00
4.	To certify as True Copy (per certificate)	-	100.00
5.	Medium Confirmation Letter	-	100.00
6.	Verifications	-	free of charge
	State Institutions (Public Organizations / Zonal Education Office)	-	
	Ministry of Foreign Affairs	-	300.00
	Private Institutions (Local)	-	2000.00
	Foreign Organizations	-	\$50
	Qualification Screening Organizations	-	\$100