

# **Rajarata University of Sri Lanka**

## **Faculty of Applied Sciences**

Application for the Detailed Certificate

Instructions:-

1. The application form Attached herewith should be filled by the applicant and handed over to the senior assistant registrar's office with the recommendation of the respective heads Departments.
2. A receipt obtain by paying Rs.75/= to the Shroff counter should be attached to the filled application form.
3. If the applicant personally calls on to collect the certificate, he/she can collect it by forwarding University Identity Card. Sending the certificate by the post or sending it through a representative of the applicant could be done on applicant's written request.
4. Certificates are issued within 3 working days of the submitting of the application.
5. Incomplete applications are rejected.

**Section I – To be filled by the applicant**

1. **Name in Full** : .....

2. **Name with initials** : .....

3. **Certificate requested**

(Please ✓)

B.Sc. General

B.Sc. Special/honours/4 year/joint major


(Please Specify .....)

4. **Registration No** : .....

5. **Index No** : .....

6. **Subject followed**

First Year & Second Year

I. ....

II. ....

III. ....

Third Year

I. ....

II. ....

III. ....

Fourth Year

I. ....

II. ....

III. ....

7. **Laboratory Clearance**

i. ....Laboratory Rs. .... to be paid /No dues

.....

Signature of the Technical Officer

ii. ....Laboratory Rs. .... to be paid /No dues

.....

Signature of the Technical Officer

iii. ....Laboratory Rs. .... to be paid /No dues

.....

Signature of the Technical Officer

IV. ICT Laboratory Rs. .... to be paid /No dues

.....

Signature of the Technical Officer

iv. ....Audio Visual Unit Rs. .... to be  
paid /No dues

.....

Signature of the Technical Officer

**8. Recommendation of the library,**

No dues to the library. Books and cards returned. Rs. ....to be  
paid for the loss of books.

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Assistant Librarian

**9. Recommendation of the Physical Education Unit,**

No dues to the Physical Education Unit. Rs. ....to be paid for the  
loss of Physical education items.

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Director/ Physical Education

**10. Hostel payment and Dues Reported**

First year.....Hostel

Rs. .... to be paid /No dues. Signature of the Warden :-.....

Second year.....Hostel

Rs. .... to be paid /No dues. Signature of the Warden :-.....

Third year.....Hostel

Rs. .... to be paid /No dues. Signature of the Warden :-.....

Fourth year.....Hostel

Rs. .... to be paid /No dues. Signature of the Warden :-.....