

## APPLICATION FOR ACADEMIC TRANSCRIPT

1. Full Name of the Applicant : .....
2. Registration No. : .....
3. Index No. : .....
4. Address : .....
5. Year of Admission to the University : .....
6. Particulars of examinations passed : .....
7. Effective Date : .....

(Please indicate the subjects offered at each examination and the year of passing)

The name of the Degree awarded : .....

Address where the transcript should be sent : .....  
.....

Date: .....  
.....

Signature of Applicant

### Instructions

01. Fee: (I). Local transcript - Rs. 250/- (inclusive of postage) per copy and Rs. 150/- for every additional copy, if sent to the same address
- (II). Foreign Transcript Rs. 750/- (inclusive of postage) per copy and Rs. 500/- for every additional copy, if sent to the same address.

02. Each application must be accompanied by Postal Order or Money Order in favour of the Registrar, Rajarata University, Mihintale or University receipt for the prescribed fee or or direct payment to Account No – 6809656, Bank of Ceylon, Mihintale Branch to the favor of Faculty of Applied Sciences, Rajarata University of Sri Lanka.

03. Transcripts are sent only to the universities, Ministries, Embassies or any other recognized Institutes. Transcripts are not issued direct to the applicants as they are of confidential nature.