

# **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.250/= (with 2 certified true copies) to the Shroff counter 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 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.

.....  
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.

.....  
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 :-.....