## APPLICATION FOR ACADEMIC TRANSCRIPT

1.	Full Name of the Applicant	:
2.	Registration No.	:
3.	Index No.	:
4.	Address	:
5.	Contact Number	:
6.	Year of Admission to the University	:
7.	Particulars of examinations pa	ssed :
8.	Effective Date	:
9. The r	name of the Degree awarded	:
10. Addr	ress where the transcript should	be sent :
		(Please state the country at the end.)
Date		Signature of Applicant
Instruct	<u>cions</u>	
01. Fee:	(I). Local transcript -	Rs. 500/- (inclusive of postage) per copy and Rs. 150/- for every additional copy, if sent to the same address
	(II). Foreign Transcript	Rs. 2500/- (inclusive of postage) per copy and Rs. 500/- for everyadditional copy, if sent to the same address.
	(III).E-mail	Rs.500/- (if digital copy to be sent to the institute/University)

- 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, Bankof 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.