

Rajarata University of Sri Lanka

Faculty of Applied Sciences

Application for the Transcript & Refundable Fee (Library)

Instructions:-

1. The application form Attached herewith should be filled by the applicant and handed over to the Assistant Registrar's office with the recommendation of the respective heads Departments.
2. A receipt obtain by paying the settlement fees (see the attached invoice) to the Shroff counter or directly deposited to any branch of the BOC in favour of A/C No. **6809656**, Bank of Ceylon, Mihintale 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. **Registration No** :
3. **Index No** :
4. **Diploma/Degree followed** : PGD/M-Phil / Ph.D

Section II – No Dues To be filled by relevant officers

1. Recommendation of the Library

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

.....

Senior Assistant Librarian

2. Laboratory Clearance

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

.....

Date & Signature of the Technical Officer

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

.....

- iii. Date & Signature of the Technical Officer

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

.....

Date & Signature of the Technical Officer

3. Recommendation of Supervisors

- i. It is recommended/ not recommended that there are Dues /No dues to the Laboratory/Department of BS/PS/COM/HPT/CS Rs.
During the period of his/her studentship to be paid for the Lose/damage.

.....

Date & Signature of the Supervisor 1

- ii. It is recommended/ not recommended that there are Dues /No dues to the Laboratory/Department of BS/PS/COM/HPT/CS Rs.
During the period of his/her studentship to be paid for the Lose/damage.

.....

Date & Signature of the Supervisor 2

4. Recommendation of Head of Board of study

- i. It is recommended/ not recommended that he/she has fulfilled all the requirements for the completion of his/her degree programme.

.....

Date & Signature of the **Head of BoS**

Section III

Recommendation of the AR/SAR/DR Faculty of Applied Sciences for issuing the Transcript and Refundable Fees

It is recommended/ not recommended to issue the Academic transcript of Diploma/M.Phil/Ph.D programme and payment of refundable fees made during the registration.

.....

.....

Assistant Registrar

Date