

**UNIVERSITY OF RUHUNA**

**APPLICATION FOR OBTAINING A TEMPORARY CERTIFICATE/RESULT SHEET**

1. Full name of the Applicant (in English): .....
2. Full name of the Applicant in (Sinhala / Tamil): .....
3. Registration Number: .....
4. Index No: .....
5. National Identity Card No:  
.....
6. Date of Birth: .....
7. Address for Sending the Certificate (*Applicable postage for registered post should be paid together with fees for certificate/ certificates*):  
.....  
.....
8. Contact No:  
  
Home: ..... Mobile: .....
- E-mail Address: .....
9. Type of requesting certificate: .....

I do hereby declare that the details stated above are accurate to the best of my knowledge.

Date: .....

Signature of Applicant: .....

**FEES APPLICABLE AND RELEVANT CONDITIONS FOR OBTAINING  
CERTIFICATES FROM THE UNIVERSITY OF RUHUNA**

**FEES:**

a) Certificate of completion of all requirement for the award of degree	Rs.250.00
• Second copy of certificate (a)	Rs.250.00
b) Certificate with Course Units and Grades (This certificate is issued only for those who have successfully completed the degree and no dues.)	Rs.500.00
• Second copy of certificate (b)	Rs.500.00
c) Certificate of Proficiency in English. (This certificate is issued for those who have passed Level I, II and III of the Proficiency in English Examination.)	Rs.500.00
• Second copy of certificate (c)	Rs.500.00
d) For attestation of a copy of a certificate	Rs.100.00.

**Conditions:**

1. Any certificate will only be sent to given address by registered post only if the applicable postage for registration is paid along with fee for the certificate when submitting the application.
2. Duly completed application should be sent to the Deputy Registrar / Examinations, University of Ruhuna, Wellamadama, Matara along with the receipt of payment by post or an e-mail (*exam@admin.ruh.ac.lk*). (The payment can be credited to the Account No: **201011900000088** of the University of Ruhuna at the Uyanwatta Branch of the People's Bank, Matara. The bank receipt should attached when you submit the application.)
3. Please note that certificates are issued only after minimum period of at least four weeks upon the receipt of the application and availabilities of approved results at the Examinations Branch. However, it could be varied depending on the number or certificates to be issued.

**CLERANCE FORM**

01. Deputy Registrar / Examinations

University of Ruhuna

Rev/Mr./Ms. .... (Name with Initials) bearing  
Registration No ..... should not pay any dues/ should pay the following dues to the  
Faculty of ..... please specify the dues. (Dues under 2,3,4 not been included here.)  
.....  
.....

Date: ..... ..

Senior Assistant Registrar/ Assistant Registrar

Faculty of .....

---

02. Deputy Registrar / Examinations

University of Ruhuna

Rev/Mr./Ms. .... (Name with Initials) bearing  
Registration No ..... should not pay any dues/ should pay the following dues to the  
Library at .....for the Library books not returned Rs. ....

Date: ..... ..

Senior Assistant Registrar/ Assistant Registrar  
(Library Service)

.....  
Librarian

---

03. Deputy Registrar / Examinations

University of Ruhuna

Rev/Mr./Ms. .... (Name with Initials) bearing  
Registration No ..... should not pay any dues/ should pay the following dues to  
hostels. For hostel Fees: Rs..... (specify) .....

Date: ..... ..

Sub Warden (Male/Female Hostels)

Date: ..... ..

Senior Assistant Registrar / Assistant Registrar  
(Students' Affairs)

---

04. Deputy Registrar / Examinations

University of Ruhuna

Rev/Mr./Ms. .... (Name with Initials) bearing  
Registration No ..... should not pay any dues/ should pay the following to the Physical  
Education Unit  
Sport items not handed over: .....  
..... Rs. ....  
Any other charges: ..... Rs. ....  
(specify) .....

Datr: ..... ..

Director / Physical Education Unit

(N.B. You should get this form completed by the Relevant Department /Section and submit within one week after the final Examination)