

UNIVERSITY OF RUHUNA

APPLICATION FOR ACADEMIC TRANSCRIPT

(This is issued only to an institution recognized locally or Internationally.)

1. Full name of the Applicant:
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2. Address of the Applicant:
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3. E-mail address of the Applicant:
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4. Registration number:
5. Year of admission:
6. Contact telephone number of the Applicant:
7. Purpose for which the transcript is required (please attached official request):
.....
.....
8. Address to which the transcript should be sent:
.....
.....
.....
.....
9. Name of the degree awarded:
.....
10. Particulars of the Examinations passed:
 - I. Index no. :
 - II. Effective date of the Degree:

Date:

Signature of Applicant:

(Please turn over)

Note

1. Transcripts are sent only to the universities, ministries, embassies or any other recognized institutes. Transcripts are not issued direct to the applicant as they are of confidential nature.

Fees

Transcript:	Rs.750.00 + postage (Local / Foreign)
Additional copy	Rs.200.00

3. Transcript will be sent under the registered post or courier service and applicant should pay the necessary postage / charges in addition to the prescribed fee. Fees can be created to the account no: 201011900000088 of the University of Ruhuna at the Uyanwatta Branch of the People's Bank, Matara. The bank receipt should be attached when you submit the application.
4. Applications for transcripts should be sent by post to the Deputy Registrar/Examinations, University of Ruhuna, Wallamadama, Matara. or by an e-mail to the Examinations Branch (*exam@admin.ruh.ac.lk*)

Amount paid: Rs: Date of payment:

Branch of the People's Bank: