

## **APPLICATION FOR ACADEMIC TRANSCRIPT**

1. Full Name of the Applicant : .....

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2. Registration No. : .....

3. Index No. : .....

4. Address : .....

.....

5. Year of Admission to the University : .....

6. Particulars of examinations passed: .....

7. Effective Date : .....

(Please indicate the subjects offered at each examination and the year of passing)

The name of the Degree awarded : .....

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Address where the transcript should be sent: .....

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Date: .....

Signature of Applicant ..... ..

## **Instructions**

01. Fee:
  - i. Local transcript - Rs. 500/- (inclusive of postage) per copy
  - ii. Foreign Transcript Rs. 2500/- (inclusive of postage) per copy
02. Each application must be accompanied by Postal Order or Money Order in favors of the Registrar, Rajarata University, Mihintale or University receipt for the prescribed fee or direct payment to Account No – 82007506, Bank of Ceylon, Mihintale Branch to the favor of Faculty of Technology, 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.