



Examinations Unit
Faculty of Management Studies and Commerce
University of Sri Jayewardenepura, Sri Lanka

Ref No: _____

Application for Academic Transcript

Senior Assistant Registrar/FMSC (Examinations)

Please forward my Academic Transcript to the following address: **(In block letters)**

.....

Number of copies:

Dispatched by: Register Post Courier E-mail

Student Information _____

- a) Index No(CPM) :
- b) Registration No (MC) :
- c) Name in full : (Rev/Mr/Miss/Mrs).....

- d) Contact Telephone No :
- e) Email Address :

Payment Details _____

Amount Paid : Reference No:

Bank & Branch : Date :

Transcript fee:

One Copy (Local /Foreign) – Rs.500.00 | Additional Copy (Local /Foreign) – Rs.500.00
 Postal Charge (Foreign) – Rs.1200.00 | (Local) – Rs.130.00 (Not applicable for applicants who wish to courier the transcript)

Note:

1. You must get the approval of registrar before do payment.
2. Applicant, who wish to dispatch transcript via courier service should arrange courier service **within 3 days**. Otherwise, the transcript application will be cancelled.
- 3 To see the payment details and how to pay please visit the below link.
https://examfmsc.sjp.ac.lk/public/view_notice.php?Inknoticeid=1044

Date: Signature of Applicant:

Senior Assistant Registrar's Approval

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Date: Signature:

For Office Use Only

Received on : Signature :

Dispatched on : Signature :