



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) Present Address :
- e) Contact Telephone No :

Payment Details _____

Amount Paid : Receipt No :
 Bank & Branch : Date :

Transcript fee:

One Copy (Local /Foreign) – Rs.500.00 | Additional Copy (Local /Foreign) – Rs.500.00
 Postal Charge (Foreign) – Rs.310.00 | (Local) – Rs.45.00 (Not applicable for applicants who wish to courier the transcript)

Note:

1. Please attach a self-addressed, post card to this application.
2. Applicant, who wish to dispatch transcript via courier service should arrange courier service within 3 days. Otherwise, the transcript will be sent by register post.
3. Original copy of the bank receipt should be attached to the application form.

Date: Signature of Applicant:

Senior Assistant Registrar's Approval

.....

Date: Signature:

For Office Use Only

Received on : Signature :
 Dispatched on : Signature :