**FACULTY OF ARTS, UNIVERSITY OF PERADENIYA**

**APPLICATION FOR ACADEMIC TRANSCRIPT**

Name of the Applicant (Rev./Mr./Miss) : ………………………………………………...............................................

Address:………………………………………………………………………………………………...........................

Telephone No:…………………………… E-mail:…………………………………………………………

Year of Admission to the University:………………………. Registration No:…………………………………

**PARTICULARS OF EXAMINATIONS PASSED** **YEAR**  **Course code**

* GAQ / 100 / 1000 Levels ……………… ………………………………………..

LLB / B.SW / GIS ………………………………………..

* General /Combined Part I /SAQ ……………… …………………………………………

B.Com. Q / SP-I / B.Com. I / 200 / 2000 Levels …………………………………………

LLB / B.SW / GIS ………………………………………….

* General /Combined Part II / Special Part II ……………… …………………………………………

B.Com. II / 300 / 3000 Levels …………………………………………

LLB / B.SW / GIS ………………………………………….

* Special Arts Part III / B.Com. III ……………… …………………………………………..

 400 / 4000 Levels ………………………………………….

LLB / B.SW / GIS ………………………………………….

Results (Class Obtained, if any):………………………………………… Field of Study: …………………………....

Effective Date of the Degree:…………………………………………….. C.G.P.A.:………………………

The Address to which the transcript should be sent:

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Date:………………………………… Signature of Applicant:………………………………

**How to apply for the Transcript**

 Local Transcript Transcript to be issued within 5 working days - Rs. 250/-

 Transcript to be issued within 2 working days - Rs. 750/-

 Each additional copy for same address - Rs. 100/-

* Foreign Transcript Transcript to be issued within 4 working days - Rs. 750/-

 Transcript to be issued within 2 working days - Rs. 1500/-

 Each additional copy for same address - Rs. 100/-

* 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. (**Note: Only those**

**who have been graduated after 2015 can apply for the Academic Transcript on their own.)**

* **Application should be sent to: Senior / Assistant Registrar, Faculty of Arts, University of Peradeniya, Peradeniya (**E-mail: sar@arts.pdn.ac.lk)

* **Account Details:** People’s Bank - Peradeniya - C/A No: 057100121338023

 Bank of Ceylon - Peradeniya - C/A No: 0001273343.

(Certificates are issued only for money deposited in the above account numbers and we are not responsible for payments by money Oder or any other means.)

**For more information**: - 0812388345 – 0812392503 – 0812392506 – 0812392501

 E-mail: sar@arts.pdn.ac.lk