

CENTRE FOR OPEN AND DISTANCE LEARNING
SABARAGAMUWA UNIVERSITY OF SRI LANKA
APPLICATION FOR THE DUPLICATE/REPLACEMENT CERTIFICATE

Instructions to Applicant:

- I. You are required to submit an **Affidavit** and **Police Entry** in support of loss of the Certificate. In addition to Affidavit and the Police Entry, you are required to submit a **Grama Niladhari's Report** in case of loss or damage due to natural disaster.
- II. Other than the documents mentioned in I above, you are required to submit a copy of your **Certificate** and **Detail Certificate** issued by the University, if available with you for easy reference.
- III. Please note that your request will be submitted to the Senate of the University for approval.
- IV. After getting approval of the Senate, you will be issued a replacement certificate.
- V. You will be charged **Rs. 5,000/-** for the duplicate/replacement certificate (*The fees can be paid at any branch of the Bank of Ceylon to the credit to the Sabaragamuwa University of Sri Lanka, Account Number 0002246875 at Bank of Ceylon, Balangoda branch or directly to the Shroff of the University mentioning the reason for the credit. Payment receipt should be handed over to the Centre for Open and Distance Learning at the time of collecting the certificate.*)

Part 1 - Personal Information

1.1 Full Name :

 (in Sinhala)

1.2 Full Name(Rev./Mr./Ms.):

 (in English)

1.3 Address :

1.4 NIC No:

 1.5 Contact No:

1.6 E-mail :

Part 2 - Academic Information

2.1 Name of the Programme:

2.2 Registration No. :

 2.4 Index No. :

2.3 Year and Month of the Course Completed :

 (YYYY/MM) (Year and month of which the final exam held)

2.4 Course Effective Date :

 (DD/MM/YYYY)

2.5 Awarding Ceremony Date:

 (DD/MM/YYYY)

Part 3 - Reasons for applying for a Duplicate/ Replacement Degree Certificate (Pl. specify).

Supportive document(s) attached (Please X):

Affidavit	: <input type="checkbox"/>	A copy of the original Certificate	: <input type="checkbox"/>
Police Report	: <input type="checkbox"/>	A copy of the Detail Certificate	: <input type="checkbox"/>
		Grama Niladhari's Report	: <input type="checkbox"/>

I hereby certify, that the above particulars are furnished by me in this application are true and accurate to the best of my knowledge.

.....
 Date

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 Signature of the Applicant