

YEAR II SEMESTER II EXAMINATION

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YEAR III SEMESTER I EXAMINATION

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YEAR III SEMESTER II EXAMINATION

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YEAR IV SEMESTER I EXAMINATION

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YEAR IV SEMESTER II EXAMINATION

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I request you to issue an Academic Transcript to the destination University/Institution as per the details given above. I paid Rs. 1000.00 for the Academic Transcript and attached the receipt herewith.

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Date

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Signature of the Applicant

Instructions -

1. Applicants who have not paid the hostel fees, charges for damage done to the University property, not returned sports equipment, library books, etc. are not eligible to apply for an Academic Transcript. Therefore, applicants are advised to get clearance from the relevant departments before applying for an Academic Transcript.
2. The Academic Transcript is considered a confidential document and it will not be issued to any third party or, to the applicant under any circumstances.
3. The University will directly send the Academic Transcript to the requested University/Institution and you have to bear the cost incurred for the post/courier (You can make an inquiry regarding the postal charges from the Sri Lanka Post according to your destination or you have to arrange a courier, charges may depend on the service provider).
4. The Academic Transcript fee is **Rs. 1000.00** and you can be paid at any branch of the Bank of Ceylon to the credit of **Sabaragamuwa University of Sri Lanka, Account Number 0002246976 in the Balangoda Branch**, and the receipt should be attached with the application.
5. If the applicant wishes to send the Academic Transcript to a local University/ Institution, should be paid the local postal charges of **Rs. 110.00** in addition to the transcript fee.
6. Please attach the **Academic Transcript request letter** issued to you by the particular University/Institution with the application.
7. The Academic Transcript shall be late if any of the information given is incorrect. Therefore, you have to fill out the application accurately.