



Examination Unit
Faculty of Engineering
University of Sri Jayewardenepura, Sri Lanka

Ref No :

Application for Academic Transcript

Assistant Registrar/Faculty of Engineering (Examinations)

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

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Student information

- a) Registration No : EN.....
- b) Index No :/ENG/.....
- c) Name in full :
(Mr/Miss/Mrs).....

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

- f) Indicating the Minor field of Specialization in the Academic Transcript. Yes ☐ No ☐

g) If yes, please indicate the minor of Specialization:

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h) Optional subjects to be indicated in the Academic Transcript:

Course Code

Title

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Payment Details

- One copy (Local/Foreign) – Rs. 500.00 + courier charges* (on request)
- Additional Copy (Local/Foreign) Rs. 500.00 + courier charges* (on request) (Addressed)
- Please refer the <http://192.248.32.115/index.php> link for the academic transcript fees.

Note:

- Please attach a letter of the authorized person who requests the transcript, to this application.
- All the required information mentioned above, should be dully filled and the relevant payments need to be done to obtain the detail certificate.
- The copy/screenshot of the bank slip for the payments should be sent along with this application form to exam1_foe@sjp.ac.lk.
- Courier services should be arranged by the students within 3 days, those who wish to dispatch academic transcripts via courier service. If not, the transcripts will be sent by registered post. Postal payment will have to be paid by the student along with the academic transcript payment.

Date:

Signature of

Applicant:

For official use only

Assistant Registrar's Approval

Approved/ Not Approved.

Date :

Signature of the Assistant

Registrar:.....

For official use only

Received on :

Dispatched on: