

UNIVERSITY OF COLOMBO, SRI LANKA

APPLICATION FOR CERTIFICATES

1. Name with initials (Mr. / Miss/ Mrs. / Rev):
 - Name in Full:
 2. Address:
 -
 3. Contact No:
 4. E-Mail Address:
 5. Faculty:
 6. Registration No:
 7. Index No:
 8. Duration of the Course:
 9. Name of the Degree Awarded & Class Obtained of the Year:
 -
-

10. Undergraduate Courses

Year of Passing

Year

Year I

Year II

Year III

Year IV

Final Results

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Signature of Applicants

Date:

11. Certificates will not be issued, if there are any dues to the University. Please obtain Certifications from the following.

No Dues. Certificate could be issued.

Date:

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Welfare Senior Assistant Registrar / Student Welfare

Date:

.....

Librarian

Date:

.....

Senior Assistant Registrar / Faculty

12.FEES FOR THE CERTIFICATES ARE AS FOLLOWS

	Undergraduate	No of Copies
I. Awaiting/ Pending Results	Rs. 50/=
Each Additional Copy	Rs. 25/=
II. Temporary Certificate	Rs. 100/=
Each Additional Copy	Rs. 50/=
III. Statement of Results / Academic Transcript with Grades	Rs. 200/=
Each Additional Copy	Rs. 100/=
IV. Academic Transcript with marks & grades	Rs. 400/=
Each Additional Copy	Rs. 250/=
• Postage – Local (Registered)	Rs. 50/=
Foreign (Registered)	Rs. 175/=
• (Subject to Change)		
V. English Proficiency Certificates	Rs. 30/=
Each Additional Copy	Rs. 15/=
VI. <u>TO CERETIFY AS A TRUE COPY</u>	Rs. 50/=
VII. <u>VERIFICATIONS</u>		
State Institutions	Free of Charge	
Others	Rs. 500/=
Foreign Organizations	\$ 75
Qualifications Screening Organizations	\$ 100

All fees be paid at the Shroff Counter. Certificates will be posted to the address given in the application within 14 days from the date of application.

Please attach the receipt issued by the Shroff to this.

