

**CENTRE FOR DISTANCE & CONTINUING EDUCATION
UNIVERSITY OF PERADENIYA**

APPLICATION FOR AN ACADEMIC TRANSCRIPT

01. Registration No:
02. Full Name of the Applicant: Rev./Mr/Mrs/Miss.
.....
03. Postal Address:
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04. Particulars of Examinations Passed:
- | | Examination | Year | Index No. | Subjects |
|-----|---|-------------|------------------|-------------------------|
| (1) | First Examination in Arts/Science | | | |
| (2) | General/special Degree Examination in Arts/ Science | | | |
05. The Address to which the transcript should be sent:
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- Date: Signature of Applicant.

Please Note:

1. **FEES** (I) Local Transcript – **Rs. 500/-** per copy and **Rs. 50/-** for every additional copy if sent to the same address. An additional fee of **Rs. 500/-** is charged if the transcript be sent within 2 days.
- (II) Foreign Transcript – Rs. 1000/- per copy and **Rs. 125/-** for every additional copy if sent to the same address. An additional sum of **Rs. 750/-** is charged if the transcript be sent within 2 days.
2. ***Attach the slip of paying above amount to the Account No: 057-1001-4-1338036 of Peoples' Bank Peradeniya Branch or receipt obtained from the CDCE Shroff (Money orders will not be accepted).***
3. Transcripts are sent only to the Universities, Ministries, Embassies or any other recognized institutes. Transcripts are not issued direct to the applicants as they are of confidential nature.
4. Following documents should be attached to this application

- 1) **Copy of GAQ Results Sheet**
- 2) **Copy of BA Results Sheet**

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