



CENTRE FOR DISTANCE & CONTINUING EDUCATION  
UNIVERSITY OF PERADENIYA



APPLICATION FOR AN ACADEMIC TRANSCRIPT  
BBA (EXTERNAL) DEGREE PROGRAMME

1. Registration No :- .....

2. Full Name :- Rev./Mr./Ms. ....  
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.....  
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3. Postal Address :- .....

4. The address to which the transcript should be sent:  
.....  
.....  
.....

Date:- .....

.....  
Signature of the Applicant

**Please Note:-**

- Fees : (i) Local Transcript – **Rs. 1000/-** 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 send within 2 days.  
  
(ii) Foreign Transcript – **Rs. 2500/-** 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 sent within 2 days.
- Make the payment to any branch office of the Peoples’ Bank to the credit of account number **057-1-001-4-1338036** of the Centre for Distance and Continuing Education, University of Peradeniya. State your **Student Registration Number and Name** in the bank payment receipt.  
  
Or make the payment to the Shroff counter of the CDCE on weekdays from 9.00 am to 12.00 noon and 1.30 pm to 3.00 pm.
- Following documents should be attached to this application;
  - a) Original bank payment receipt / Payment receipt obtained from CDCE shroff.
- Application should be sent to **“Assistant Registrar, Centre for Distance & Continuing Education, University of Peradeniya, P.O. Box 43, Old Galaha Road, Peradeniya”**. State **“BBA (Online) Programme”** on top left hand corner of the envelope.
- Transcripts are sent only to the Universities, Ministries, Embassies or and other recognized institutes. Transcripts are not issued direct to the applicants as they are of confidential nature.