

Uva Wellassa University
Application for an Academic Transcript

Full Name of the Graduate (Please use block letters)																		
Name with Initials	<i>Mr. / Miss / Mrs.</i>																	
Gender	<i>Male / Female</i>				Date of Birth	DD			MM			YYYY						
Postal Address	<table border="1" style="width:100%; height:20px; border-collapse: collapse;"> <tr><td> </td></tr> </table>																	
Email Address																		
NIC No.																		
											Contact Number							
Year of Admission											Registration Number							
Faculty																		
Name of the Degree																		
Field of Specialization																		
Purpose for which the transcript is required (please attach the official request)																		
Number of transcripts required																		
Payment Receipt No.					Amount Paid													
Address(es) to which the transcript should be sent:																		
<p><i>I hereby certify that the information given above is true and accurate, and that all dues to the University in connection with the issuance of an academic transcript have been settled.</i></p> <p>Name of the Applicant : Signature of the Applicant :</p> <p>Date :</p>																		

NOTES

- Only the duly completed application forms will be processed.
- In case Addressed Transcripts are required for Scholarships/Higher Studies, Interviews, Employers, etc., recipient details should be provided. Additional sheets may be attached if above space is not enough. The transcripts will be directly posted to the requested addresses and the appropriate **postage** should be paid by the applicant.
- The following payments are applicable. Payments should be made to University Shroff and the duplicate of the receipt (green colour copy) should be attached to the application form.

Transcript (Local) - Rs. 750.00 each

Transcript (Foreign) - Rs. 1500.00 each

Additional Copy – Local : Rs.150.00 / Foreign : Rs: 500.00

FOR OFFICE USE ONLY			
DATE SUBMITTED	:	CHECKED BY	:
REMARKS	:	PRINTED BY	:

