

Uva Wellassa University
Application for a Duplicate Degree Certificate/ Academic Transcript

Degree Certificate

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												
Email Address												
NIC No.						Contact Number						
Year of Admission					Registration No.							
Faculty												
Name of the Degree												
Effective Date of the Degree												
Reason of requesting a duplicate degree certificate (please attach documents of proof)							<input type="checkbox"/>	DAMAGE				
							<input type="checkbox"/>	LOSS				
Payment Receipt No.						Amount Paid						
<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 the degree certificate have been settled.</i></p> <p>Name of the Applicant :..... Signature of the Applicant :.....</p> <p>Date :.....</p>												

NOTES

1. Only the duly completed application forms will be processed.
2. Applicant should substantiate the claim for damage/loss of certificate with acceptable documents as proofs. In the event of loss of the original certificate, a copy of the police complaint to that effect should be attached. In the event of damage to the original certificate, the damaged certificate should be surrendered to the University together with the application.
3. Convocation Docket will not be Re-issued.
4. 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.
Duplicate Degree Certificate – Rs.1500.00
Duplicate Academic Transcript – Rs.1000.00

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