

**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

- Only the duly completed application forms will be processed.
- Applicant should substantiate with the documents prescribed in the Guidelines.
- Convocation Docket will not be Re-issued.
- The following payments are applicable. Payments should be made to University Shroff or to the University Bank Account (07166821) 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
- Applicants may kindly note that it takes approximately 45 working days from the day of receiving the above documents to process an application for the issuance of a duplicate degree
- Decision of the University Senate / Registrar will be the final on all matters relating to the admissibility of application and affidavit.
- Applicant shall be solely responsible for correctness of the information filled up and veracity of all attached documents.

FOR OFFICE USE ONLY

DATE SUBMITTED : **CHECKED BY** :

PRINTED BY : **DUPLICATED ISSUED ON** :

SIGNATURE :

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