

**SECTION - V**

**To be filled by the Admissions, Examination & Evaluation Officer**

- The date of receipt of the Application
- Information furnished by the applicant is Accurate  Not Accurate
- Student Identify Card Returned  Not Returned
- Certificate/ Transcript Issued : on
- Document handed over to the Reception Counter on

Date :

.....  
Signature of Head, AEE

**SECTION - VI**

**Recommendation of Registrar**

Date :

.....  
Signature of Registrar

**Approval of Rector**

Date :

.....  
Signature of Rector

**SECTION - VII**

**To be filled by the Applicant**

I do hereby acknowledge the receipt or Certification, Certificate or Provisioned Certificate from the Dept. of Admissions, Examinations & Evaluation Today.

Date :

.....  
Signature of Applicant

**SECTION - VIII**

**(For Office Only)**

Date :

Checked by : .....



**D.A.E.E. :**

**APPLICATION FORM**

**FOR CERTIFICATION/ PROVISIONAL CERTIFICATE OR ACADEMIC TRANSCRIPT**

**Instructions for Applicants :**

1. Please use capital letters when completing this application.
2. It is necessary to use separate application forms for each Category.
3. No. Certificates/ transcripts will be issued to those who are in arrears of fees. Please obtain the clearance from warden/ Library/ Accounts Officer in the specific cage of this Application.
4. Academic Transcript is a confidential document. It will be sent directly to the place concerned.
5. All documents will be issued in order of receipt of applications by the receptionist.
6. Under no circumstances any of the documents referred to above will be issued if the applicant does not surrender the SIBA student Identity Card.
7. Please hand over the application duly filled to the Reception Counter and collect your documents from the same place after 03 days. Failing to do so, action will be taken to mail the documents to the address furnished by the application.
8. Applicants are required to make their payments as per the following fees structure.

Fees Structure		Ph. D.		M.A.		B.A./ BSc.		Higher Diploma		Diploma/ Certificate	
		Foreign Student	Local Student	Foreign Student	Local Student	Foreign Student	Local Student	Foreign Student	Local Student	Foreign Student	Local Student
Academic Transcript	One Day	US\$ 30	Rs. 3,000	US\$ 30	Rs. 3,000	US\$ 20	Rs. 1,500	US\$ 10	Rs. 1,000	US\$ 5	Rs. 500
	Three Days	US\$ 15	Rs. 1,500	US\$ 15	Rs. 1,500	US\$ 10	Rs. 1,000	US\$ 5	Rs. 500	US\$ 2.50	Rs. 250
Detailed Certificate	One Day	US\$ 20	Rs. 2,000	US\$ 20	Rs. 2,000	US\$ 7.50	Rs. 750	US\$ 5	Rs. 500	US\$ 2.50	Rs. 250
	Three Days	US\$ 10	Rs. 1,000	US\$ 10	Rs. 1,000	US\$ 5	Rs. 500	US\$ 3	Rs. 300	US\$ 2	Rs. 200
Provisional Certificate	One Day	US\$ 10	Rs. 1,000	US\$ 10	Rs. 1,000	US\$ 5	Rs. 500	US\$ 3	Rs. 300	US\$ 2	Rs. 200
	Three Days	US\$ 7.50	Rs. 750	US\$ 7.50	Rs. 750	US\$ 2.50	Rs. 250	US\$ 2	Rs. 200	US\$ 1.50	Rs. 150
Pending Certificate	One Day	US\$ 10	Rs. 1,000	US\$ 10	Rs. 1,000	US\$ 5	Rs. 500	US\$ 3	Rs. 300	US\$ 2	Rs. 200
	Three Days	US\$ 7.50	Rs. 750	US\$ 7.50	Rs. 750	US\$ 2.50	Rs. 250	US\$ 2	Rs. 200	US\$ 1.50	Rs. 150
Certification Only	One Day	US\$ 5	Rs. 500	US\$ 5	Rs. 500	US\$ 2.50	Rs. 250	US\$ 2	Rs. 200	US\$ 2	Rs. 200
	Three Days	US\$ 2.5	Rs. 250	US\$ 2.5	Rs. 250	US\$ 2	Rs. 200	US\$ 1.50	Rs. 150	US\$ 1.50	Rs. 150
Postal Charges	Rates Approved by the Postal Dept of Sri Lanka										

SECTION - I  
To Be Filled By The Applicant

Application for : Academy Transcript  Detailed Certificate  Provisional Certificate   
Pending Certificate  Certification

Other (please specify) .....

Name in Full : Ven.  Mr.  Ms.  .....

National Identity Card Number/ Passport Number : .....

Course of Study : ..... Student No. : .....

Year and Month of Passing the Final Examination

Address : .....

Phone No. : .....

E-mail : .....

Address to which the Certification/ Certificate or transcript to be sent

.....

.....

Date :

Signature of Applicant

Remarks if any :

SECTION - II  
Certification by the Librarian

This applicant has to pay Library dues of Rs.

This Applicant has no dues

Date :

Signature of Librarian

SECTION - III  
Certification by the Warden

This applicant is in arrears of Rs.

This applicant is not in arrears

Date :

Signature of Warden

SECTION - IV  
Certification by the Accounts Officer

This applicant was in arrears of

Paid Vide Receipt No.

This applicant is not in arrears

Date :

Signature of Accounts Officer