University of Moratuwa, Sri Lanka.
Application for an Academic Transcript
(Semester Batches Only)

For Office Use Only

FULL NAME OF GRADUAND * (Use Block Letters as this will appear in your Transcript)				
NAME WITH INITIALS	*Mr. / Miss / Mrs.*			
GENDER *	*Male / Female*	**DATE OF BIRTH ***	DD MM YYYY	
POSTAL ADDRESS				
EMAIL ADDRESS				
NIC NO.		**CONTACT NUMBER**		
YEAR OF ADMISSION		**REGISTRATION NO ***		
FIELD OF SPECIALIZATION				
INCLUDE THE MINOR IN THE TRANSCRIPT	*Yes / No*	**MINOR ***		
PAYMENT RECEIPT NO		**AMOUNT PAID** [4]		

DETAILS OF THE TRANSCRIPT APPLIED FOR (Please ☑)

☐ **OPEN TRANSCRIPT** [2] ☐ **ADDRESSED TRANSCRIPT** [3] **(Forwarding Copy)** **NUMBER REQUIRED** .....

I hereby certify that the information given above is true and accurate and I have no arrears due for the University Library, the Hostels, the Welfare Division & the Department. On Receipt of the Transcript(s) I will return the University Identity Card and get the Student's Record Book invalidated.

APPLICANT'S NAME [6] **:**..... **APPLICANT'S SIGNATURE :**.....

DATE :.....

* Items that appear in the Transcript

NOTES

1. *Only the duly completed application forms will be processed.*
2. *A graduand is entitled to obtain **ONLY ONE** Open Transcript from the University.*
3. *Attach a separate sheet of addresses including the persons to whom the Transcripts shall be addressed in case Addressed Transcripts are required for Scholarships/Higher Studies, Interviews, Employers, etc. The Transcripts will be directly posted to the requested addresses and the necessary **postage** should be paid by the applicant to enable the SAR Examinations & Registration to send the Transcripts by post.*
4. *The following payments shall be made when applying for Transcripts. Payments should be made to University Shroff and the duplicate of the receipt (blue colour copy) received, should be attached with the application form.*

   Open Transcript .....Rs.1,000/=

   Addressed Transcript (Forwarding Copy) .....Rs.1,000/= each
5. *No claim certificates from the Library, Hostel office, Welfare Division & the Department to which the applicant belongs to should be attached (see the reverse side of this form). The Transcripts will be issued only upon the submission of the University Identity Card.*
6. *Open Transcripts will only be issued to the Graduand.*
7. *Only the first four (04) Transcripts will be issued in the priority order when more than four (04) Addressed Transcripts have been applied.*
8. ***You are requested to surrender the Student Identity Card issued by the University to the examination division before collecting the Transcript and submit the Student's Record Book for invalidation.***

FOR OFFICE USE ONLY

DATE SUBMITTED : ..... **PRINTED BY : .....**

REMARKS : **CHECKED BY : .....**

NO CLAIM CERTIFICATES (Applicable Only for M.Sc. Architecture)

The Library,

…../…../20..….

SAR/Examination,

I certify that Mr./Miss/Mrs.…….. is not in arrears* /is in arrears amounting to Rs……in connection with the library services.

……
Signature of Librarian

Hostel Office,

…../…../20..….

SAR/Examination,

I certify that Mr./Miss/Mrs.…….. is not in arrears* /is in arrears amounting to Rs……in connection with the hostel services.

……
Signature of Warden

Welfare Division,

…../…../20..….

SAR/Examination,

I certify that Mr./Miss/Mrs.…….. is not in arrears* /is in arrears amounting to Rs……in connection with the welfare services.

……..
Signature of SAR/Welfare

Dept. of ……

…../…../20..….

SAR/Examination,

I certify that Mr./Miss/Mrs.…….. is not in arrears* /is in arrears amounting to Rs……in connection with the departmental services.

……..
Signature of Head of Dept.