

Amount Paid: Rs
Date of Payment:
Receipt No:
(Please attach the Receipt)

Deputy Registrar
Examination Branch
University of Ruhuna

UNIVERSITY OF RUHUNA
APPLICATION FOR OBTAINING A TEMPORARY CERTIFICATE/RESULT SHEET

1. Full name of the Applicant in English:
2. Full name of the Applicant in Sinhala/Tamil:
3. Registration No:
4. Index Number:
5. National Identity Card No:
6. Date of birth:
7. Address for sending the certificate (*Applicable postage for registered post should be paid together with fees for certificate / certificates*):
.....
.....
.....
8. Contact No:

Home: Mobile:
E-mail address:
9. Type of requesting certificate:

I do hereby declare that the details stated above are accurate to the best of my knowledge.

Date:

Signature of the Applicant:

**FEES APPLICABLE AND RELEVANT CONDITIONS FOR OBTAINING CERTIFICATES
FROM THE UNIVERSITY OF RUHUNA**

FEES:

- | | |
|---|------------|
| a) Certificate of completion of all requirements for the award of degree | Rs. 50.00 |
| b) Certificate with Course Units and Grades
<i>(This certificate is issued only for those who have successfully completed the degree and no dues.)</i> | Rs. 100.00 |
| c) Certificate for Proficiency in English.
<i>(This certificate will be issued for those who have passed level I, II and III Proficiency in English Examination.)</i> | Rs. 100.00 |
| d) Academic transcript:
<i>(confidential academic transcript is issued only to an institution recognized locally or internationally. The application must mention the reason for the request and address of the institution that the certificate to be sent. Further, he/she must pay the postage when submitting the application.)</i> | Rs. 250.00 |
| e) For attestation of a copy of a certificate | Rs. 50.00 |

Conditions:

1. Any certificate will only be sent to given address by registered post only if the applicable postage for registration is paid along with fee for the certificate when submitting the application.
2. Duly completed application should be sent to the Deputy Registrar/Examinations, University of Ruhuna, Wellamadama, Matara along with the receipt of payment. (The payment can be credited to the account no: **201011900000088** of the **University of Ruhuna at the Uyanwatta Branch of the People's Bank, Matara**. The bank receipt should attach when you submit the application.)
3. Please note that the certificate are issued only after minimum period of at least four weeks upon the receipt of the application and availabilities of approved results at the Examination Branch. However, it could be varied depending on the number of certificates to be issued.

CLEARANCE FORM

1. Deputy Registrar / Examinations
University of Ruhuna

Rev/Mr./Ms. (Name With Initials) bearing
Registration No Should not pay any dues / should pay the following dues to the
Faculty of please specify the dues. (Dues under 2,3,4 not been
Included here)

Date :
.....
Senior Assistant Registrar/Assistant Registrar
Faculty of

2. Deputy Registrar / Examinations
University of Ruhuna

Rev/Mr./Ms. (Name With Initials) bearing
Registration No Should not pay any dues / should pay the following dues to the
Library at For the Library books not returned
Rs

Date
.....
Senior Assistant Registrar/ Assistant Registrar
(Library) or
.....
Librarian

3. Deputy Registrar / Examinations
University of Ruhuna

Rev/Mr./Ms. (Name With Initials) bearing
Registration No Should not pay any dues / should pay the following dues to hostels.
For Hostel Fees: Rs (specify)

Date
.....
Sub Warden (Male / Female Hostels)
Date
.....
Senior Assistant Registrar / Assistant Registrar
(Students Affairs / Faculty of)

4. Deputy Registrar / Examinations
University of Ruhuna

Rev/Mr./Ms. (Name With Initials) bearing
Registration No Should not pay any dues / should pay the following dues to the Physical
Education Unit .
Sport items not handed over :
..... Rs.
Any other charges: Rs.
(specify).....

Date
.....
Director / Physical Education Unit

N.B. You Should get this Form Completed by the Relevant Department / Section and Submit Within one week after the final Examination.