

Amount paid :.....

Date of payment :.....

Receipt No :.....

Money Order No :.....

Senior Assistant Registrar / Deputy Registrar, Examinations
University of Ruhuna

Application for a Certificate of thesis submission / Certificate of completion of viva-voce examination / Certificate of completion / Certificate for GPA/ Attested Copy of a certificate – MPhil/PhD

01. Full name of the Applicant in Sinhala :.....

.....

02. Full name of the Applicant English

:.....

.....

03. Registration No :

04. National Identity Card No:

05. Name of the degree program followed :

06. Address :

(Applicable postal charges should be paid separately for the registered post)

07. Telephone No. (Home) :.....(Mobile) :

08. Type of the certificate applied (see the over leaf):

I certify that the above details are correct.

Date:

Applicant's Signature:

Report on dues

Deputy Register / Senior Assistant Registrar / Examinations

University of Ruhuna

This is to certify that, there are following dues/ no outstanding dues from.
(RU/PG/.....) to the Department of Study, Library, and Faculty of Graduate Studies. Issuing
of Certificate of thesis submission / Certificate of completion of viva-voce examination / Certificate
of completion / Attested Copy of a certificate is recommended /not recommended until pay
following dues.

Please specify the dues.

Deputy Registrar / Senior Assistant Registrar
Faculty of Graduate Studies

Date

Fees & conditions to get certificates for research degree from University of Ruhuna

Certificate		Fee (Rs.)
(a)	Final degree certificate	Include in the convocation fee
(b)	Certificate of thesis submission (issued to the candidates who have submitted the draft thesis)	500.00 + Postal Charges
(c)	Certificate of completion of viva-voce examination (issued to the candidates who have faced the viva-voce examination: will not be issued if the thesis is rejected)	750.00+ Postal Charges
(d)	Certificate of completion (issued to the graduates after the final results board: including the Effective date of the degree, the thesis title, Field of Study)* Request will be considered submitted by the students who have no due payments to the University.	3000.00 + Postal Charges
(e)	Attested copy of a certificate	250+ Postal Charges
(f)	A letter issued on the request by the students (* Will be issued to the graduates who have no outstanding dues to their University)	250.00+ Postal Charges

Please note:

- (01) All of certificates will be issued only on registered post (Additional Postal charge has to be paid) or for personal collection.
- (02) Certificate fee and the postal charges should be paid to the **Collection Account** of the University of Ruhuna through the Peoples Bank (any branch) and the **office copy should be attached to the application.**
(The payment voucher format with relevant reference number can be downloaded from the Web site of the Faculty of Graduate Studies www.fgs.ruh.ac.lk)
- (03) Duly completed applications should be sent to Deputy Registrar / Faculty of Graduate Studies, no.115, Sri Dharmarama Mawatha, fort, Matara
- (04) Certificate will be issued / posted by the Examination Division of the University of Ruhuna, Wellamadama, Matara.