

Deputy Register/ Examinations
University of Ruhuna

Amount paid :.....
Date of payment :.....
Receipt No :.....
Money Oder No :.....

**Application for a Certificate of completion / Academic Transcript / Certificate of completion of examination/
Attested Copy of a certificate – Postgraduate Taught Programs**

01. Full name of the Applicant in Sinhala.....
.....
02. Full name of the Applicant in English:
.....
03. Registration No:
04. National Identity Card No:
05. Name of the 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

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 completion / Academic Transcript / Certificate of completion of examinations/ Attested Copy of a
certificate is recommended /not recommended until pay following dues.

Please specify the dues

Date.....

Deputy Register / Assistant Registrar Faculty of
Graduate Studies

Fees & conditions to get certificates from University of Ruhuna

1. For postgraduate courses

Certificate		Fee (Rs.)
(a)	Final degree certificate (After Convocation)	Include in the convocation fee
(b)	Certificate of completion (certifies that all requirements were completed for the award of the degree) *Request will be considered submitted by the students who have no due payments to the university)	2500.00 + Postal Charges
(c)	Academic Transcript* (Certificate with subject names & gradings: Issued for candidates, who completed all exams & other requirements to get the degree, This Confidential academic transcript is issued only to an institution recognized locally or internationally)	3000.00 + Postal Charges
(d)	A Certificate subject to confirmation by the Senate	500.00 + Postal Charges
(e)	Attested copy of a certificate.	250.00 + Postal Charges
(f)	A letter issued on the request by the students	100.00 + 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, University of Ruhuna, No.115, Sri Dharmarama Mawatha, Fort - Matara,
- (04) Certificate will be issued / posted by the Examination Division of the University of Ruhuna, Wellamadama, Matara