

Instructions for Obtaining a degree certificate

Step 1: Obtain and Complete Application Form

- 1.1 Go to the Faculty of Graduate Studies (FGS) website.
- 1.2 Navigate to **Downloads → Applications → Application for Degree Certificate**.
- 1.3 Download the form.
- 1.4 Fill in all required fields accurately.
- 1.5 Attach all required copies and supporting documents.

Step 2: Pay Applicable Fees

- 2.1 Check the **Transcript Fee** details under:
Downloads → By-Law and Regulation → Fee Structure for Issuing Certificates.
- 2.2 Choose a payment method:
 - (a) Deposit at any **People's Bank** branch using the FGS reference number, **or**
 - (b) Use the **online payment portal** on the FGS website.
- 2.3 Obtain the **payment proof** (bank slip or online receipt).
- 2.4 Attach the payment proof to the completed application form.

Step 3: Submit Application

- 3.1 Submit the Completed Application Form along with Payment Proof (bank slip/receipt) to the **Deputy Registrar**, Faculty of Graduate Studies, University of Ruhuna, No. 115, Sri Dharmarama Mawatha, Ginigasmulla, Fort, Matara: **can be sent via email :fgs@fgs.ruh.ac.lk**

Step 4: Processing

- 4.1 The FGS office verifies the application and payment.
- 4.2 Processing time is **approximately 5-10 working days** from the date of complete submission.

Step 5: Collection or Dispatch

- 5.1 Once prepared, the **sealed and certified transcript** is:
 - (a) Handed over personally to the applicant, **or**
 - (b) Mailed directly to the institution/recipient specified in the application form.