Application for Duplicate Certificate

1. Full Name: ....
   ....

2. National ID No: ....

3. Address: ....

4. Contact Number: ....   5. Email Address: ....

6. Degree Awarded: ....

(Please annex if a copy of the original certificate of transcript is available with application.

7. Faculty: ....

8. Effective Date: ....   9. Date of Award of the degree: ....

10. Reason for applying for a duplicate certificate *(please see note 1):*

    ....

11. Address where it should be posted to (Applicable only to applicants residing abroad. Please see note 3):

    ....

(Applicants residing abroad and who wish to receive their duplicate certificate to their foreign address are advised that the University will forward duplicate certificate to the Sri Lankan Diplomatic Mission only. Please note that applicants not living abroad should collect their duplicate certificate in person.)

I do hereby certify that above information furnished by me are true and accurate.

....

      Date: Applicant's Signature

Note

1. If the original certificate is lost, documentary evidence (Affidavit or Police Report) should be produced along with the application by the applicant to prove that the original is lost.

2. **Payment**
   The University will charge Rs 5000/= per duplicate. Applicant will be notified by the University to make the payment after the applicant's results is verified by the Examination Branch. Applicants are strongly advised not to make payments until they are informed to do so by the University. Applicants can make the payment either directly to the University shroff counter of the relevant sum should be credited to collection Account No- 086-1- 001- 1-1189653, University of Colombo, Peoples Bank, Thimbirigasyaya, Colombo 05, Sri Lanka and Forward the bank receipt to the Examination Branch. Please note that duplicate certificates cannot be collected until the receipt is produced for the relevant payment to the Examinations Branch.

3. **Overseas Applicants**
   If overseas applicants are unable to collect the duplicate certificate personally arrangements can be made with the Sri Lankan High Commission/ Embassy for the application to collect it personally form the foreign country of residence. However, the application should state the closest Sri Lankan Diplomatic Mission nearest to the applicant's residence. University will not bear any cost for damage of loss that may occur due to delivery by post.

OFFICE USE ONLY

Results of the above student checked by *(Name of the subject clerk):* ....

Payment *Receipt number:* ....

Date: ....   Signature: ....

Results confirmed by AR/SAR/DR/Examination

....

....

Date: ....   Signature: ....

Approver by the Registrar:

Date: ....   Signature: ....