

# APPLICATION FOR ACADEMIC TRANSCRIPT

## BACHELOR OF INFORMATION TECHNOLOGY PROGRAMME

| To be filled by the Applicant   |  |                                       |  |
|---|--|---------------------------------------|--|
| Index No:   |  | Registration No:                      |  |
| Name with Initials:   | .....                                  |                                       |  |
| Name in Full:   | .....<br>.....                         |                                       |  |
| Permanent Address:  | .....<br>.....<br>.....                |                                       |  |
|   | Tele: .....                            |                                       |  |
| Requesting Transcript:  | With Grades : <input type="checkbox"/> | With Marks : <input type="checkbox"/> | No. of copies : <input type="checkbox"/> |
| Transcript Fees:  | Amount Paid : ..... Date Paid: .....   |                                       |  |
| (Please pay the relevant fees to People's Bank and send the payment voucher to EDC) |  |                                       |  |
| Date : .....  | Applicant's Signature: .....           |                                       |  |

| To be filled by the Applicant |           |        |        |        |        |        |        |                   |        |        |                              |                             |
|-------------------------------|-----------|--------|--------|--------|--------|--------|--------|-------------------|--------|--------|------------------------------|-----------------------------|
| <b>Year 1 Courses</b>         | IT1101    | IT1201 | IT1301 | IT1401 | IT2101 | IT2201 | IT2301 | IT2401            |        |        |                              | <b>Remarks / (DIT) Year</b> |
|                               | IT1102    | IT1202 | IT1302 | IT1402 | IT2102 | IT2202 | IT2302 | IT2402            |        |        |                              |                             |
|                               | IT1103    | IT1203 | IT1303 | IT1403 | IT2103 | IT2203 | IT2303 | IT2403            |        |        |                              |                             |
|                               | IT1104    | IT1204 | IT1304 | IT1404 | IT2104 | IT2204 | IT2304 | IT2404            |        |        |                              |                             |
|                               | IT1105    | IT1205 | IT1305 |        | IT2105 | IT2205 | IT2305 | IT2405            | EN1101 | EN1201 | EN1301                       |                             |
|                               | Attempt 1 |        |        |        |        |        |        |                   |        |        |                              |                             |
| Attempt 2                     |           |        |        |        |        |        |        |                   |        |        |                              |                             |
| Attempt 3                     |           |        |        |        |        |        |        |                   |        |        |                              |                             |
| Attempt 4                     |           |        |        |        |        |        |        |                   |        |        |                              |                             |
| Attempt 5                     |           |        |        |        |        |        |        |                   |        |        |                              |                             |
| <b>Year 2 Courses</b>         | IT3101    | IT3201 | IT3301 | IT3401 | IT3501 | IT4101 | IT4201 | IT4301            | IT4401 | IT4501 | <b>Remarks / (HDIT) Year</b> |                             |
|                               | IT3102    | IT3202 | IT3302 | IT3402 | IT3502 | IT4102 | IT4202 | IT4302            | IT4402 | IT4502 |                              |                             |
|                               | IT3103    | IT3203 | IT3303 | IT3403 | IT3503 | IT4103 | IT4203 | IT4303            | IT4403 | IT4503 |                              |                             |
|                               | IT3104    | IT3204 | IT3304 | IT3404 | IT3504 | IT4104 | IT4204 | IT4304            | IT4404 | IT4504 |                              |                             |
|                               | IT3105    | IT3205 | IT3305 | IT3405 | IT3505 | IT4105 | IT4205 | IT4305            | IT4405 |        |                              |                             |
|                               | Attempt 1 |        |        |        |        |        |        |                   |        |        |                              |                             |
| Attempt 2                     |           |        |        |        |        |        |        |                   |        |        |                              |                             |
| Attempt 3                     |           |        |        |        |        |        |        |                   |        |        |                              |                             |
| Attempt 4                     |           |        |        |        |        |        |        |                   |        |        |                              |                             |
| <b>Year 3 Courses</b>         | IT5101    | IT5201 | IT5301 | IT5401 | IT5501 | IT6101 | IT6201 | IT6301            | IT6401 | IT6501 | <b>Remarks / (BIT) Year</b>  |                             |
|                               | IT5102    | IT5202 | IT5302 | IT5402 | IT5502 | IT6102 | IT6202 | IT6302            | IT6402 | IT6502 |                              |                             |
|                               | IT5103    | IT5203 | IT5303 | IT5403 | IT5503 | IT6103 | IT6203 | IT6303            | IT6403 | IT6503 |                              |                             |
|                               | IT5104    | IT5204 | IT5304 | IT5404 | IT5504 | IT6104 | IT6204 | IT6304            | IT6404 | IT6504 |                              |                             |
|                               | IT5105    | IT5205 | IT5305 | IT5405 | EN5101 | IT6105 | IT6205 | IT6305            | IT6405 | IT6505 |                              | EN6502                      |
|                               | Attempt 1 |        |        |        |        |        |        |                   |        |        |                              |                             |
| Attempt 2                     |           |        |        |        |        |        |        |                   |        |        |                              |                             |
| Attempt 3                     |           |        |        |        |        |        |        |                   |        |        |                              |                             |
| Attempt 4                     |           |        |        |        |        |        |        |                   |        |        |                              |                             |
| Prepared by (EDC):            |           |        |        |        | Date:  |        |        | Checked by(EDC) : |        |        | Date:                        |                             |
| Issued by (EDC) :             |           |        |        |        | Date:  |        |        | Remarks:          |        |        |                              |                             |

### Processing Fee

| Type of the Transcript  | Fee (Rs.)     |
|---|---------------|
| • Degree/Diploma Current Status Letter  | <b>250.00</b> |
| • Academic Transcript with Grades   | <b>500.00</b> |
| • Each Additional Copy  | <b>500.00</b> |
| • Academic Transcript with Marks (sent only to Foreign Institutions named by the student) | <b>750.00</b> |
| • Each Additional Copy  | <b>750.00</b> |
| • Postage – Local (Registered post)   | <b>45.00</b>  |
| Foreign (Registered post)   | <b>500.00</b> |

### Notes:

- Given transcript fees will be double for transcripts after 5 years of releasing results and the charges will be triple for a transcripts after 10 years of releasing results.
- All applications for transcripts to be posted within Sri Lanka are required to attach a self-addressed envelope 9”x 4” in size. If a student requests an Academic Transcript to be sent to a foreign institution, he/she must name the institution with its address.
- Please pay the relevant fees to the People's Bank and send the duly filled Transcript Application Form with the Payment Voucher (EDC-Copy-1) to the Coordinator, External Degrees Centre, No. 17, Swarna Road, Colombo 6 by post or by hand.

**To be filled by the Staff - UCSC Examinations Branch**

**Please fill the following Table (Grades & the Year) for record purpose only.**

|                       |        |        |        |        |        |        |        |        |        |        |        |                              |  |  |  |  |  |       |  |  |  |  |  |
|-----------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|------------------------------|--|--|--|--|--|-------|--|--|--|--|--|
| <b>Year 1 Courses</b> | IT1101 | IT1201 | IT1301 | IT1401 | IT2101 | IT2201 | IT2301 | IT2401 |        |        |        | <b>Remarks / (DIT) Year</b>  |  |  |  |  |  |       |  |  |  |  |  |
|                       | IT1102 | IT1202 | IT1302 | IT1402 | IT2102 | IT2202 | IT2302 | IT2402 |        |        |        |                              |  |  |  |  |  |       |  |  |  |  |  |
|                       | IT1103 | IT1203 | IT1303 | IT1403 | IT2103 | IT2203 | IT2303 | IT2403 |        |        |        |                              |  |  |  |  |  |       |  |  |  |  |  |
|                       | IT1104 | IT1204 | IT1304 | IT1404 | IT2104 | IT2204 | IT2304 | IT2404 |        |        |        |                              |  |  |  |  |  |       |  |  |  |  |  |
|                       | IT1105 | IT1205 | IT1305 |        | IT2105 | IT2205 | IT2305 | IT2405 | EN1101 | EN1201 | EN1301 |                              |  |  |  |  |  |       |  |  |  |  |  |
| Attempt 1             |        |        |        |        |        |        |        |        |        |        |        |                              |  |  |  |  |  |       |  |  |  |  |  |
| Attempt 2             |        |        |        |        |        |        |        |        |        |        |        |                              |  |  |  |  |  |       |  |  |  |  |  |
| Attempt 3             |        |        |        |        |        |        |        |        |        |        |        |                              |  |  |  |  |  |       |  |  |  |  |  |
| Attempt 4             |        |        |        |        |        |        |        |        |        |        |        |                              |  |  |  |  |  |       |  |  |  |  |  |
| Attempt 5             |        |        |        |        |        |        |        |        |        |        |        |                              |  |  |  |  |  |       |  |  |  |  |  |
| <b>Year 2 Courses</b> | IT3101 | IT3201 | IT3301 | IT3401 | IT3501 | IT4101 | IT4201 | IT4301 | IT4401 | IT4501 |        | <b>Remarks / (HDIT) Year</b> |  |  |  |  |  |       |  |  |  |  |  |
|                       | IT3102 | IT3202 | IT3302 | IT3402 | IT3502 | IT4102 | IT4202 | IT4302 | IT4402 | IT4502 |        |                              |  |  |  |  |  |       |  |  |  |  |  |
|                       | IT3103 | IT3203 | IT3303 | IT3403 | IT3503 | IT4103 | IT4203 | IT4303 | IT4403 | IT4503 |        |                              |  |  |  |  |  |       |  |  |  |  |  |
|                       | IT3104 | IT3204 | IT3304 | IT3404 | IT3504 | IT4104 | IT4204 | IT4304 | IT4404 | IT4504 |        |                              |  |  |  |  |  |       |  |  |  |  |  |
|                       | IT3105 | IT3205 | IT3305 | IT3405 | IT3505 | IT4105 | IT4205 | IT4305 | IT4405 |        |        |                              |  |  |  |  |  |       |  |  |  |  |  |
| Attempt 1             |        |        |        |        |        |        |        |        |        |        |        |                              |  |  |  |  |  |       |  |  |  |  |  |
| Attempt 2             |        |        |        |        |        |        |        |        |        |        |        |                              |  |  |  |  |  |       |  |  |  |  |  |
| Attempt 3             |        |        |        |        |        |        |        |        |        |        |        |                              |  |  |  |  |  |       |  |  |  |  |  |
| Attempt 4             |        |        |        |        |        |        |        |        |        |        |        |                              |  |  |  |  |  |       |  |  |  |  |  |
| <b>Year 3 Courses</b> | IT5101 | IT5201 | IT5301 | IT5401 | IT5501 | IT6101 | IT6201 | IT6301 | IT6401 | IT6501 |        | <b>Remarks / (BIT) Year</b>  |  |  |  |  |  |       |  |  |  |  |  |
|                       | IT5102 | IT5202 | IT5302 | IT5402 | IT5502 | IT6102 | IT6202 | IT6302 | IT6402 | IT6502 |        |                              |  |  |  |  |  |       |  |  |  |  |  |
|                       | IT5103 | IT5203 | IT5303 | IT5403 | IT5503 | IT6103 | IT6203 | IT6303 | IT6403 | IT6503 |        |                              |  |  |  |  |  |       |  |  |  |  |  |
|                       | IT5104 | IT5204 | IT5304 | IT5404 | IT5504 | IT6104 | IT6204 | IT6304 | IT6404 | IT6504 |        |                              |  |  |  |  |  |       |  |  |  |  |  |
|                       | IT5105 | IT5205 | IT5305 | IT5405 | EN5101 | IT6105 | IT6205 | IT6305 | IT6405 | IT6505 | EN6502 |                              |  |  |  |  |  |       |  |  |  |  |  |
| Attempt 1             |        |        |        |        |        |        |        |        |        |        |        |                              |  |  |  |  |  |       |  |  |  |  |  |
| Attempt 2             |        |        |        |        |        |        |        |        |        |        |        |                              |  |  |  |  |  |       |  |  |  |  |  |
| Attempt 3             |        |        |        |        |        |        |        |        |        |        |        |                              |  |  |  |  |  |       |  |  |  |  |  |
| Attempt 4             |        |        |        |        |        |        |        |        |        |        |        |                              |  |  |  |  |  |       |  |  |  |  |  |
| Prepared by (Exams):  |        |        |        |        |        | Date:  |        |        |        |        |        | Checked by(Exams) :          |  |  |  |  |  | Date: |  |  |  |  |  |
| Issued by (Exams) :   |        |        |        |        |        | Date:  |        |        |        |        |        | Remarks:                     |  |  |  |  |  |       |  |  |  |  |  |