

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:		
Permanent Address:		
	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												
Year 1 Courses	IT1101	IT1201	IT1301	IT1401	IT2101	IT2201	IT2301	IT2401				Remarks / (DIT) Year
	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	IT1405	IT2105	IT2205	IT2305	IT2405	EN1101	EN1201	EN1301	
	Attempt 1											
Attempt 2												
Attempt 3												
Attempt 4												
Attempt 5												
Year 2 Courses	IT3101	IT3201	IT3301	IT3401	IT3501	IT4101	IT4201	IT4301	IT4401	IT4501	Remarks / (HDIT) Year	
	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												
Year 3 Courses	IT5101	IT5201	IT5301	IT5401	IT5501	IT6101	IT6201	IT6301	IT6401	IT6501	Remarks / (BIT) Year	
	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		
	Attempt 1											EN6502
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	250.00
• Academic Transcript with Grades	1,000.00
• Each Additional Copy	500.00
• Academic Transcript with Marks (sent only to Foreign Institutions named by the student)	1,500.00
• Each Additional Copy	750.00
• Postage – Local (Registered post)	50.00
Foreign (Registered post)	250.00

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, University of Colombo School of Computing, No. 35, Reid Avenue, Colombo 7 by post or by hand.