POSTGRADUATE INSTITUTE OF HUMANITIES AND SOCIAL SCIENCES (PGIHS)
University of Peradeniya

Academic Transcript Request Form

1.	Name of the Applicant:	Rev./Dr./Mr./Miss/Mrs.
2.	Address:	
3	Telephone No.:	
4.	email:	
5.	Registration No.:	
6.	Degree Programme followed:	
7.	Field of Study	
8.	Payment of Transcript fee:	Amount:
		Date:
9.	Purpose of Transcript request:	
10.	Address of the Institute to which the transcript be posted/ faxed/ emailed: *(State clearly address, contact and fax numbers and email address of responsible officer)*	
12.	Claim by the Applicant:	Please post/fax/email *(delete appropriately)* my transcript to the address of the receiving institute given above.
	Signature of Applicant:	
	Date:	
13.	**To be Completed by Relevant Subject Clerk:**	
	Degree Programme followed by the Applicant:	
	Field of Study:	
	Date of Completion of Coursework (if relevant):	
	Date of Completion of Dissertation/ Thesis (if relevant):	
	Effective date of the Degree:	
	Receipt of Transcript fee:	Yes / No
	Any other remarks:	
	Signature of Subject Clerk:	
	Date:	
14.	**Recommendation of Assistant Registrar/PGIHS** I recommend/ do not recommend the issue of the transcript.	
	Signature of AR/PGIHS:	
	Date:	
15.	**Approval of Director /PGIHS** Approved / Not Approved.	
	Signature of Director/PGIHS:	
	Date:	

Notes for Applicants

✓ Transcript Fee is Rs. **1500.00** if the transcript is to be sent to a local institution and Rs. **3000.00** if the transcript is to be sent to a foreign institution.

✓ Transcripts are sent only to Universities, Ministries, Embassies or any other Recognized Institutes, Transcripts are not issued directly to the applicant as they are of confidential.

✓ Along with Payment Voucher of Transcript fee, duly completed application form should be sent to:

Assistant Registrar,
Postgraduate Institute of Humanities & Social Sciences (PGIHS),
University of Peradeniya, 20400 Peradeniya,
Sri Lanka

Tel: (+94) 081 2068361
Fax: (+94) 081 2068362
Email: info@pgihs.lk