



**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:	Date: Amount:
9.	Purpose of Transcript Request	
10.	Address of the Institute to which the transcript be posted/faxed/emailed: <i>(State clearly address, contact and fax numbers and email address of responsible officer)</i>	
12.	Claim by the Applicant	Please post/fax/email <i>(delete appropriately)</i> my transcript to the address of the receiving institute given above. Date: Signature of Applicant

FOR OFFICE USE ONLY

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:	
	Date: Signature of Subject-Clerk	
14.	Recommendation of Assistant Registrar/PGIHS I recommend/ do not recommend the issue of the transcript. Date: Signature of AR/PGIHS	
15.	Approval of Director /PGIHS Approved / Not Approved. Date: Signature of Director/PGIHS	

Notes for Applicants

- Transcript Fee is Rs. 1000.00 if the transcript is to be sent to a local institution and Rs. 1500.00 if the transcript is to be sent to a foreign institution Rs. 3000.00.
- 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.ac.lk