



POSTGRADUATE INSTITUTE OF SCIENCE (PGIS)

University of Peradeniya
P O Box 25, Peradeniya, Sri Lanka

APPLICATION FOR AN ACADEMIC TRANSCRIPT/FINAL GRADE REPORT **(Masters Degree/Diploma)**

Full Name of the Applicant:

Address:

Registration No.:

Degree: **Diploma / Master of / M.Sc. in**

Year of commencement:

Year completed:

Address of the University/Other Institute to which the Transcript should be sent:

(Please note that transcript will not be sent to home addresses. Transcripts are sent only to the Universities, Ministries, Embassies or any other recognized Institutes.)

Signature of the Applicant:

Date:

Payment Instructions.

- All students are strongly encouraged to make the online payment by following the link <https://ipg.pgis.lk/>.
- **Do not make the payment through CDM (Cash Deposit Machines).**
- Cash payments are only accepted at the shroff counter /PGIS.
- Bank deposit over the counter : to the credit of the General fund of the Postgraduate Institute of Science, Current Account No: 0081041788 at Bank of Ceylon, Peradeniya.
If you make the payments over the bank counter, email the payment slip to ar@pgis.lk copying the same to payments@pgis.lk. Ensure to write your Name, Registration Number (if applicable), and Diploma / MSc Programme in the bank payment slip.

Certificate / Letter	Rate (Rs.)		Rate for Additional Copy	Please Tick
Local transcript	By Post	1500.00	300.00	
	By Email	1000.00	200.00	
Foreign Transcript	By Post	3000.00	600.00	
	By Email	1500.00	300.00	
Local Provisional Certificate	By Post	1500.00	300.00	
	By Email	1000.00	200.00	
Foreign Provisional Certificate	By Post	2000.00	400.00	
	By Email	1000.00	200.00	
Provisional Academic Transcript (Student Copy)	Rs. 500.00		100.00	
Student copy of the Transcript	Rs. 500.00		100.00	
Letters with Grades / Partial Transcripts	Rs. 500.00		100.00	

Mode of Payment of Fees :

All students are strongly encouraged to make the online payment by following the link <https://ipg.pgis.lk/> or the **ONLINE PAYMENTS** link available in the PGIS Website.

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Online payment option: Follow the link <https://ipg.pgis.lk/>.

Please write the **Order ID** displayed on the **Payment Receipt Page** upon successful payment.

Order ID:

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Deposit to the PGIS A/C No. 0081041788 at Bank of Ceylon, Peradeniya.

Please attach a scanned copy of the Bank Slip with the applicant's name.

Date of Deposit:

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By cash: Accepted only at the shroff counter of the PGIS.

(Please note that 5-7 working days required to preparation, checking and to obtain the relevant authorization for a transcript)