



POSTGRADUATE INSTITUTE OF SCIENCE (PGIS)

University of Peradeniya
P O Box 25, Peradeniya
Sri Lanka

Application for Academic Transcript (M.Phil./Ph.D.)

Full Name of the Applicant:

Registration No.: Year of Registration:

Degree: **Master of Philosophy(M. Phil.) / Doctor of Philosophy(Ph. D.)**

Board of Study:

Title of the Thesis:

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:

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 Degree 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	
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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	
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Order ID:

☐ 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:

☐ 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)