



# POSTGRADUATE INSTITUTE OF SCIENCE (PGIS)

University of Peradeniya  
P O Box 25, Peradeniya  
Sri Lanka

## APPLICATION FOR AN ACADEMIC TRANSCRIPT/FINAL GRADE REPORT (M.Sc./Diploma)

Full Name of the Applicant: .....

.....

Address: .....

.....

Registration No.: .....

Degree: **Diploma / Master of Science (M.Sc.)** in .....

Year of commencement: .....

Year completed: .....

Address to which the Transcript should be sent:

.....

.....

.....

.....

Signature of the Applicant: .....

Date: .....

Fee: Local Transcripts - **Rs. 150/= to be posted within 4 – 7 working days**  
**Rs. 500/- to be posted within 3 working days**  
(inclusive of postage) per copy and **Rs. 20/=** for every additional copy, if sent to the same address.

Foreign Transcripts - **Rs. 500/= to be posted within 4 – 7 working days**  
**Rs. 1000/- to be posted within 3 working days**  
(inclusive of postage) per copy and **Rs. 50/=** for every additional copy, if sent to the same address.

### 2. Mode of Payment of Fees :

- (i) Deposit to the PGIS A/C No. 057100161338035 at People's Bank, Peradeniya or
- (ii) By cheque made in favour of 'Postgraduate Institute of Science' or
- (iii) By cash: Accepted only at the shroff counter of the PGIS

3. Transcripts are sent only to the Universities, Ministries, Embassies or any other recognized Institutes. Transcripts are not issued directly to applicants, even under sealed envelopes.