



UNIVERSITY COLLEGE OF JAFFNA
APPLICATION FOR ACADEMIC TRANSCRIPT

1. Full Name of the Applicant :
2. Full Name of the Student :
3. Registration Number of the Student :
4. Contact Number :
5. Postal Address :
(if you want to get it by post)
6. Followed Course :
- 7.

Year & Semester of the Exams	Year of the Exam
NVQ 5 Semester I	
NVQ 5 Semester II	
NVQ 6 Semester I	
NVQ 6 Semester II	

Payment Details

Payment Mode: Bank

Date of the Payment:

- Bank payment should be paid in the name of the University College of Jaffna to Peoples Bank University Branch
- Please attach original receipt of payment including student Name and Registration Number
- If you want to get it by post, you have to pay extra postage payment

Received Mode	Payment Details	Account Details
Transcript by Hand	Rs.500/-	162100100045947
Transcript including Postal charge for Local	Rs.650/-	
Transcript including Postal charge for abroad	Rs.1600/-	

Note:

- The Transcript could be collected, after **10 days** from the date of acceptance of the application
- The Transcript should be collected within 01 month of the acceptance of the application.

I declare that, above information are correct and true

.....
Signature of the Applicant.....
DateFor office use only

Prepared Date:

Prepared by:.....

I collected the above Transcript/the transcript was sent by the registered post

.....
Signature.....
Name.....
Date