



POSTGRADUATE INSTITUTE OF AGRICULTURE UNIVERSITY OF PERADENIYA

P.O. BOX 55, OLD GALAHA ROAD, PERADENIYA 20400, SRI LANKA

Application for Academic Transcript/ Semester Report/ Provisional Certificate

- Each application must be accompanied by a bank receipt or the receipt of PGIA paying slip for the payment indicated below.
- **Bank Details:** People's Bank, Peradeniya
PGIA Current Account No. 057-1-001-3-1338027

Please put a (√) mark for the certificate requested.

Certificate /Letter category	Fee (Rs)	
Transcript		
- Within SL, Issued to the student	1000.00	
- Within SL, Issued to officials	1500.00	
- Outside SL, Issued to the student	3000.00	
- Outside SL, Issued to officials	3000.00	
Detailed Certificate/ Semester Report	1000.00	
Provisional Certificate/ Letter of Reference/ Covering Letter	500.00	
Registration confirmation letters	300.00	

Full Name of the Applicant (Dr / Mr/ Ms):

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Registration Number :

Board of Study :

Programme of Study :

Applicant's Postal Address :

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Telephone No :

Transcript/ Certificate to be posted (Address in Block Letters):

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Applicant's Signature

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Date

1. Academic Transcript

Transcripts for completed programmes will be issued to the students only after approving results of such students for the award of degrees by the Senate of the University of Peradeniya.

A student can apply for a certified transcript of his/her academic record authenticated by the signatures of the Director and Deputy Registrar of the Institute.

- a) To be sent directly to another University/ Institute/ Ministry/ Embassy/ student's Employer (officials) within Sri Lanka
- b) To be sent directly to the student within Sri Lanka
- c) To be sent directly to another University/ Institute/ Ministry/ Embassy/ student's Employer (officials) outside Sri Lanka
- d) To be sent directly to the student outside Sri Lanka

2. Detailed Certificate/Semester Report:

This is issued at the end of each semester, on the request of student. Semester results of his/her academic performances in respect of that semester (Semester report) are issued to the student only for his/her information and it shall not be used for any official purpose.

3. Provisional Certificate/ Letter of Reference/Covering Letter

The Director / Deputy Registrar may issue a Provisional Certificate/letter of reference of the studentship and academic performance at the Institute upon a request of a student.

Process of Application (Any of the following is accepted)

1. **Handover** the filled application form along with the bank receipt or the receipt of PGIA paying slip to **PGIA admission branch**
2. **Email** the scanned copies of filled application form and the bank receipt or the receipt of PGIA paying slip to dr@pgia.ac.lk copied to thakshila@pgia.ac.lk
3. **Post** the filled application form along with the bank receipt or the receipt of PGIA paying slip to **Postgraduate Institute of Agriculture, P.O. Box 55, Old Galaha Road, Peradeniya, Sri Lanka.**

CHECKLIST FOR ALL REQUIRED DOCUMENTS

1. COMPLETED APPLICATION FORM

2. RECEIPT OF THE RELEVANT PAYMENT

3. COPY OF THE PREVIOUSLY ISSUED CERTIFICATE IF ANY