

**This application along with the necessary payment should be sent by the applicant to the University/Institute where the applicant has obtained Bachelor Degree or equivalent qualifications.**

Name of Candidate : .....  
NIC No. of Candidate : .....  
Address : .....  
Date : .....

Registrar,  
University of .....  
.....

Dear Sir/Madam,

**Transcript of Academic Records – 2024/25**

I have applied for admission to the Postgraduate Institute of Agriculture, University of Peradeniya to pursue a program of study during the Academic Year 2024.

Please be good enough to forward the transcript of my academic record to the **Deputy Registrar, Postgraduate Institute of Agriculture, P.O. Box 55, Old Galaha Road, Peradeniya, Sri Lanka** to reach him not later than **15-10-2025**. Kindly annex this letter when my transcript is forwarded to the PGIA.

**My particulars are as follows,**

- 1. Name in full : .....
- 2. Name of Degree : .....
- 3. Date of Admission : .....
- 4. Date of Final Examination : .....

A receipt in support of payment for this transcript is enclosed.

Yours faithfully,  
.....  
**(Signature of Applicant)**