**General Sir John Kotelawala Defence University**

|  |  |
| --- | --- |
| Form No 2.2 DR - Exam F12 (Temporary Certificates)  | (For office use only) |

**Application for a Semester Results Sheet/Provisional Results Sheet/ Degree Completion Letter**

Please read Instructions overleaf prior to filling the application.

1. **Type of Certificate Requested : (Please tick off relevant cage)**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Type of Certificate** | **(√ )** | **Semester/s** |
| i. | Semester Results Sheet (Attach relevant Documents) |  |  |
| ii. | Provisional Results Sheet |  |
| iii. | Degree Completion letter |  |

**2. Student Information : Part I**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Cadet | Local |  | Day Scholar | Local  |  | Serving Officers | Military |  | Other(Specify) |   |
| Foreign |  | Foreign |  | Police |  |

**Student Information : Part II**

|  |  |
| --- | --- |
| Name with Initials |  |
| Full Name (Mr/Miss/Mrs) |  |
|  |
| Intake |  |
| KDU SVC/Registration Number |  |
| Degree (Specify the Stream) |  |
| Contact No: | Res. |  | Mobile |  |
| Postal Address |  |
| Any Other Relevant Information |  |

**3. Payment Details**

Amount Paid :…………………… Receipt No :……………………………

Bank and Branch :…………………… Date :……………………………

4. Signature of the applicant :…………….. Date :…………………………….

|  |  |  |
| --- | --- | --- |
| 5. | Recommendation of Senior Assistant Registrar/ Assistant Registrar of the Faculty |  |
| 6. | Confirmation of Bursar on payment of course fee |  |
| 7. | Confirmation of Assistant Registrar (Enlistment) on fulfilment of obligations of the bond. |  |
| 8. | Senior Assistant Registrar /Assistant Registrar (Examinations) |  |
| 9. | Any other Remarks |  |

 **For Office Use Only**

**Temporary Certificates**

**Instructions to Candidates**

1. Undergraduates who have completed all relevant semesters are eligible to apply for semester results sheets.

Those who have not completed all semesters of the degree programmes are issued semester result sheets on the following occasions, if only relevant documents are submitted:

1. To apply for a scholarship.
2. To submit as a progress report to another institute/ organization.
3. To be used for any other acceptable purpose indicated with documentary proof.
4. Provisional Result sheets will be issued after conducting the Board of Examiners (BOE), with the Vice Chancellor for Day Scholars. Provisional Results sheets of Officer cadets will be issued once the final results are approved by BOM (Board of Management) Until such time, applicants may be issued a Degree Completion letter.
5. All applicants should submit a duly and completely filled application.
6. An applicant should pay appropriate fee to the Shroff/KDU or Vice Chancellor KDU Bank of Ceylon at Bank of Ceylon – Idama Branch, Moratuwa (Account No 9405831). Copy of the payment slip or receipt issued by the Accounts Branch should be submitted to the Examination Division along with the application. Incomplete applications and applications without payment receipt will be rejected without further notice.
7. A certificate is issued to an applicant who confirms his/her identity. If a representative is nominated, a proper letter of request indicating the authority for the representative to receive the certificate on behalf of the applicant should be submitted.
8. Processing time for semester results sheets /Provisional Certificates is two weeks. Therefore, applicants are requested to inquire from the examination division prior to collecting certificates.
9. Procedure for requesting certificates to be posted to other institutes:
10. Applicants should submit requests for Temporary Certificates along with the relevant documents from the Institute.
11. Applicants should clearly mention the address of the relevant Institute and any other important details.
12. Payment of Postage.
13. An applicant can arrange a courier service to pick up the documents at the ‘B’ Gate of KDU. Sealed document will be handed over to the agents.

OR

1. An applicant should submit an envelope with stamps for appropriate postage to the Examination Division. The envelopes containing the documents are handed over to the KDU Head Quarters for posting.

OR

1. An applicant should pay appropriate postage to Shroff /KDU or Vice Chancellor KDU Bank of Ceylon at Bank of Ceylon - Idama Branch, Moratuwa (Account No 9405831). Copy of the payment slip should be submitted to the Examination Division. The documents along with copies of the payment slips are handed over to the KDU Head Quarters for posting.
2. If the Head or Official Representative from any Institution requests Certificates/ Transcripts of an applicant, the relevant documents should be sent to the Registrar KDU.

**Prescribed Payment**

|  |  |
| --- | --- |
| **Certificate Type** | **Undergraduates** |
| 1.Semester Result Sheet  | Original 200/- (Certified Copy 50/-) |
| 2. Provisional Result Sheet | Original 200/- (Certified Copy 50/-) |
| 3. Degree Completion Letter (Certified copies are not issued) | 200/- |