**Instructions to the applicants – Officer Cadets and Foreign Day scholars**

**Applications for Provisional Result Sheet/ Degree Completion Letter/ Detailed Degree Certificate/ Transcript**

Method Application and Payment

1. Duly filled applications should be forwarded to the Assistant Registrar, Faculty of Medicine (Dean’s Office, FOM building).
2. The applicant should pay appropriate fee to the Vice Chancellor KDU Bank of Ceylon at Bank of Ceylon – Idama Branch, Moratuwa (Account No 9405831).
3. Copy of the payment slip should be handed over to the Shroff and the receipt issued by the Shroff (Accounts Branch) should be submitted to the Assistant Registrar along with the application. Incomplete applications and applications without payment receipt will be rejected without further notice.
4. If any applicant finds it difficult to hand over the duly filled applications to the respective office, he/she may email the completed applications with a scanned copy of the payment slip issued by the bank to arfom@kdu.ac.lk. However, the applicant should produce the payment receipt issued by the Shroff to the respective office at the time of collection such certificate/letter.

Collecting Certificates

1. The applicant should personally collect the certificates/ degree completion letter. If the applicant is unable to do so, he/ she should nominate a suitable person to collect it on behalf of him/ her through a letter properly signed by the applicant. Details of the person nominated should be clearly stated.

Transcripts

1. A Detailed Degree Certificate and a Transcript are two different documents.
2. Transcripts will only be issued to a recognized organization/ institution on their request. The request letter given by such institute should be attached along with your application in order to process the request.

Copies of certificates

1. In order to process your request for a Transcript for a foreign institute/ organization, the receipt issued by the Shroff paying postal charge to the destination by paying such amount to the credit of Vice Chancellor, KDU Ac. No 681950, Bank of Ceylon Moratuwa Branch should be attached to your application.
2. Duplicate detailed degree certificates won’t be issued, unless the satisfactory proof is produced for the loss of the original.