

# General Sir John Kotelawala Defence University

## Application to request for the Degree Certificate

Please read instructions prior to filling the application.

**1. 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 (As per Degree Certificate) (Mr/Miss/Mrs)			
Intake/ Programme			
KDU SVC/Registration Number			
Degree (Specify the Stream)			
Date of Convocation			
Contact No:	Res.		Mobile
Current Address			
E- mail Address			

**2. Payment Details (Please read Clause 2 of below instructions)**

Amount Paid : .....	Receipt No : .....
Bank and Branch : .....	Date : .....
Signature of the applicant : .....	Date : .....

**Instructions to Candidates**

1. Applicants must submit a copy of clearance letter issued by Faculty of Defence & Strategic Studies along with the application, except Cadets & Serving Officers.
2. An applicant should pay appropriate fee to the KDU Bank of Ceylon at Bank of Ceylon – Idama Branch, Moratuwa (Account No 9405831). Copy of the payment slip should be submitted to the Shroff/KDU to obtain the receipt. White copy of receipt issued by the Accounts Branch should be submitted along with this application. **(Rs. 300 for Original Degree Certificate & Rs. 50 for Each Certified Copy)**
3. Incomplete applications and applications without payment receipt/ Clearance letter will be rejected without further notice.
4. The original degree certificate will be issued to the respective graduate only.
5. Please see overleaf for information on submitting this application and obtaining certificates.

Certificate No: .....
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Office use only

.....  
Signature of Applicant

### Instructions to submit application

- This form can be downloaded from this link  
<https://www.kdu.ac.lk/examinations/students.html>
- Completed application must be emailed to following email address with all the documents or handed over to information center of KDU. (please read clause 3 of above application)

[kdudegreecertificate@gmail.com](mailto:kdudegreecertificate@gmail.com)

- The originals of the applications submitted by e-mail should be submitted on receipt of the certificate.
- Payment must be made separately to obtain a Detailed Degree certificate and a Degree certificate.
- The Detailed Degree certificate is issued by the Examinations Division and the Degree certificate is issued by the Registrar's Office. Detailed degree certificates of MBBS graduands/graduates will be issued by the FOM, KDU.

### Instructions to obtain certificates

- Certificates can be obtained after 07 working days from the date of submission of the application.
- The dates and times of issuance of degree certificates are as follows (all working days only)

Sr. No.	Date	Time
01	Monday	1530 Hrs to 1600 Hrs
02	Tuesday	1100 Hrs to 1400 Hrs
03	Wednesday	1530 Hrs to 1600 Hrs

- Certificates will not be issued on other dates and times for any reason.