

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 – 2020

I have applied for admission to the Postgraduate Unit, Faculty of Technology, South Eastern University of Sri Lanka to pursue a program of study during the Academic Year 2020.

Please be good enough to forward the transcript of my academic record to the **Assistant Registrar, Faculty of Technology, South Eastern University, University Park, Oluvil #32360**, and Sri Lanka to reach him / her not later than **21.03.2021**. Kindly annex this letter when my transcript is forwarded to the Assistant Registrar, Faculty of Technology, South Eastern University of Sri Lanka.

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)