



Examination Unit
Faculty of Engineering
University of Sri Jayewardenepura, Sri Lanka

Ref No :

Application for Academic Transcript

Senior Assistant Registrar/Faculty of Engineering (Examinations)

Student information

- a) Registration No : EN.....
- b) Index No :
- c) Name in full : (Mr/Miss/Mrs).....
.....
.....
- d) Present Address :.....
- e) Contact Telephone No :.....
- f) Indicating the Minor field of Specialization in the Academic Transcript. Yes ☐ No ☐
- g) If yes, please indicate the minor of Specialization:
- h) Optional subjects to be indicated in the Academic Transcript:

Course Code

Title

.....	
.....	
.....	
.....	

Payment Details

Amount Paid :..... Receipt No :.....

Bank & Branch :..... Date :.....

Transcript fee:

- One copy (Local/Foreign) – Rs. 500.00 + courier charges* (on request)

Note:

1. All the required information mentioned above, should be dully filled and the relevant payments need to be done to obtain the academic transcript. [Click here for more information on payment.](#)
2. The students who have library dues need to clear the dues to obtain the transcripts. **Please visit the faculty library premises for more information.**
3. **The scanned copy of the bank slip for the payments/ screenshot of online transaction should be sent** along with **this application** form to **enrollments.foe@sjp.ac.lk on or before before 30th August 2026.** It is required to mention the name & the registration number of the student along with the bank slip or screenshot of online transaction.
4. The Date of issuing the transcripts will be notified in due course since the minor specialization verified by the departments and the information provided by the students should be rechecked. Please be in touch with the faculty communication channel for more information.

Date:

Signature of Applicant :.....

For official use only

Payment paid/ not paid

Application is dully filled/ not filled.

Date :

Signature of the Subject Clerk:

Assistant Registrar's Approval

Approved/ Not Approved.

Date :

Signature of the Senior Assistant Registrar:.....

* Courier facilities have to be arranged by the students.