

Application for Academic Transcript

University College of Anuradhapura

1. Full name of the Applicant:

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2. Name with Initials:

3. Registration Number:

4. Department:

5. National Identity Card No:

6. Contact No:

7. What is the purpose of requesting the transcript:

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If you are unable to collect the transcript from UCA, details of the authorized person appointed on your behalf:

Name:

National Identity Card No:

Date:

Signature of the Applicant:

Instructions for applicants

1. This application is available at the Administrative office of UCA.
2. The duly completed application form should be emailed to exam.uca@gmail.com.
3. The academic transcript will be issued to **HND holders only**.
4. Please note that transcripts are issued only after **minimum period of at least 14 working days** upon the receipt of the application and availabilities of approved results at the examination unit. However, it could be varied depending on the number of transcripts to be issued.
5. After the due date you can collect the transcript from the Administrative Office of UCA.