

**Rajarata University of Sri Lanka Faculty of Technology**

**Application for the Detailed Certificate**

**INSTRUCTIONS:-**

1. The application form attached herewith should be filled by the applicant and handed over to the Assistant registrar’s office with the recommendation of the respective heads of Departments.
2. A receipt obtains by paying Rs.250/= to the Shroff counter or direct payment to Account No – 82007506, Bank of Ceylon, Mihintale Branch to the favor of Faculty of Technology, Rajarata University of Sri Lanka should be attached to the filled application form.
3. If the applicant personally calls on to collect the certificate, he/she can collect it by forwarding University Identity Card. Sending the certificate by the post or sending it through a representative of the applicant could be done on applicant’s written request.
4. Incomplete applications are rejected.

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**Section I – To be filled by the applicant**

1. Name in Full : .....  
.....  
.....
2. Name with initials : .....
3. Address : .....  
.....  
.....
4. Degree Programme : .....  
.....
5. Registration No : .....
6. Index No : .....

**Section II**

**7. Laboratory Clearance**

I. ICT Laboratory Rs. .... to be paid /No dues.

.....  
Signature of the Technical Officer

II. Workshop/Pilot Plant/ MTT Laboratory Rs. .... to be paid /No dues

.....  
Signature of the Technical Officer

III. Bio Technology Laboratory Rs. .... to be paid /No dues

.....  
Signature of the Technical Officer

IV. Chemistry/Food Laboratory Rs. .... to be paid /No dues

.....  
Signature of the Technical Officer

V. Physics/Electrical Laboratory Rs. .... to be paid /No dues

.....  
Signature of the Technical Officer

**8. Recommendation of the library,**

No dues to the library. Books and cards returned. Rs.....to be paid for the loss of books.

.....  
Senior Assistant Librarian

**9. Recommendation of the Physical Education Unit,**

No dues to the Physical Education Unit. Rs..... to be paid for the loss of Physical education items.

.....  
Director/ Physical Education

**10. Hostel payment and Dues Reported**

I. First year .....Hostel

Rs. .... to be paid /No dues.

Signature of the Warden :-.....

II. Second year.....Hostel

Rs. .... to be paid /No dues.

Signature of the Warden :-.....

III. Third year.....Hostel

Rs. .... to be paid /No dues.

Signature of the Warden :-.....

IV. Fourth year.....Hostel

Rs. .... to be paid /No dues.

Signature of the Warden :-.....

**11. Recommendation of the Faculty**

No dues to the Faculty of Technology. Rs. .... to be paid for the loss of Faculty of Technology items.

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Head/ Dean, Faculty of Technology

**(For office use)**

I approve/disapprove the issuance of a detailed degree certificate for the above named student.

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Assistant Registrar / Faculty of Technology

Certificates were obtained by the applicant.

.....  
Student's Signature

.....  
Date

Sent by registered mail

.....  
Subject Clerk

.....  
Date