**Student Request Format**

**University of Colombo**

***“Cyber Campus”***

***Centre******for******Open******and******Distance******Learning***

**Guidelines (Please read Carefully)**

\*State your request clearly and concisely

\*Explain the reason you are making this request

\*Please state your name and registration number clearly

|  |  |
| --- | --- |
| Name |  |
| Registration No: |  |
| Academic Programe |  *Please tick (√)*B.Sc. (External) in Financial Engineering B.Sc. (External) in Electronics and Automation TechnologiesB.Sc. (External) Environmental Development and SustainabilityB.Sc. (External) in Biotechnology and Microbiology |
| Email: |  |
| Contact No |  |
| Requsting For | Verification Letters Studentship LettersDegree Completion LettersPayment Confirmations Letters True Copies of Degree Certificate /Academic TranscriptsOthers : ………………………………………………….. |
| Reason for applying to  |  |
| If you need to address the letter to specific person/ Company/ Univerisity etc., Please mention clearly |  |
| Method of letter to be issued | Hard Copy Soft CopyEmailOthers ……………………………… |

Signature Date

**Please note that**

For the verification letters, the verification chargers will be applied.

If you have any supporting documents please attach.