**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 Technologies  B.Sc. (External) Environmental Development and Sustainability  B.Sc. (External) in Biotechnology and Microbiology |
| Email: |  |
| Contact No |  |
| Requsting For | Verification Letters  Studentship Letters  Degree Completion Letters  Payment Confirmations Letters  True Copies of Degree Certificate /Academic Transcripts  Others : ………………………………………………….. |
| 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 Copy  Email  Others ……………………………… |

Signature Date

**Please note that**

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

If you have any supporting documents please attach.