***Instructions***

* Students are eligible to apply for detailed results sheets after three (03) months of releasing the final results. The detailed results sheets will be issued within five (05) working days.
* A duly filled application should be forwarded along with the following documents to the Assistant Registrar, Faculty of Agriculture, Rajarata University of Sri Lanka, Puliyankulama, Anuradhapura.
  + Student Identity Card
  + Student’s Record Book
    - The payment slip (Rs. 250.00 paid to Peoples Bank, Anuradhapura Account No: 008-1-001-8-1725841/ to the Shroff Counter of the Faculty of Agriculture/ online payment portal: https://payment.rjt.ac.lk)
* The detailed results sheet can be either hand collected by producing a valid proof of identity by the applicant/representative or obtained through registered post by submitting a self-addressed stamped envelope or by courier

# Part I (To be filled by the Applicant)

# Personal Information

|  |  |
| --- | --- |
| 1. | Full name (Sinhala/Tamil): ……………………………………………………………………………………………………...…………………………………………………………………………………………………………………………..………………………… |
| 2. | Full name (English): ………………………………………………………………………………………………………………..………………………………………………………………………………………………………………..…………………………………… |
| 3. | Name with Initials (English): …………………………………………………………………………………………………...………………………………………………………………………………………………………………………………………………..…… |
| 4. | Contacts and mode of collection: |
|  | Permanent Address: ……………………………………………………………………………………………………...……………………………………………………………………………………………………………………………………………………………..… |
|  | Mobile: ……………………………………………………………… |
|  | email: ……………………………………………………………….. |

Mode of collection of the Detailed results sheet (Mark (√) appropriate box)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| i. Hand collection |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| ii. By applicant |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| iii. Representative of the applicant |  | Detail of the representative: | | | | | | |
|  |  | Name: | ………………………………………… | | | | | |
|  |  | NIC Number: | ………………………………………... | | | | | |
|  |  | Mobile: | ………………………………………... | | | | | |
|  |  | Email: | ………………………………………... | | | | | |
| iv. Registered post |  |  | | | | | | |
|  |  |  | | | | | | |
| v. By courier |  | *(Courier Charges to be borne by the applicant upon collection)* | | | | | | |

Address to which Detailed results sheet to be sent: (If different from the permanent address) …………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

**Details of the degree programme**

|  |  |  |  |
| --- | --- | --- | --- |
| 5. | Name of the Degree | : | ……………………………………………………………………………….. |
| 6. | Registration No | : | ……………………………………………………………………………….. |
| 7. | Index No | : | ……………………………………………………………………………….. |
| 8. | Majoring Module | : | ……………………………………………………………………………….. |

|  |  |
| --- | --- |
| ………………………………………………… | …………………………………………………… |
| Applicant’s Signature | Date |

# Part II – (Recommendation of the relevant Department/Unit)

Mr./Ms.……………………………………………………….. has fulfilled the requirements for obtaining the clearance from the following department/unit and handed over the items borrowed and no dues.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Department/Unit** | **Recommended/**  **not recommended** | **Signature** | **Date** | **Remarks**  **(if any)** |
| ***Department***  Head of the Relevant Department |  |  |  |  |
| ***Library***  Librarian/Senior Assistant Librarian / Assistant Librarian |  |  |  |  |
| ***Faculty Farm***  Farm Manager |  |  |  |  |
| ***Hostel***  Sub Warden or Assistant Registrar (Stud. Services) |  |  |  |  |
| ***Department of Physical Education***  Director of Physical Education |  |  |  |  |
| ***Dean’s Office***  Senior Assistant Registrar / Assistant Registrar (Faculty of Agriculture) |  |  |  |  |

|  |  |
| --- | --- |
| **Recommendation for issuing a detailed results sheet.** Recommended / not recommended | |
| **………………………………………………………….** |  |
| Senior Assistant Registrar / Assistant Registrar (Faculty of Agriculture) | |

|  |  |  |  |
| --- | --- | --- | --- |
| Issue of the Certificate | | | |
| * ***Received*** |  | or | *Posted by registered post/ courier* |
| Name with initials: ……………………………………………………………………………………………………………………… | | Registration number/ courier tracking number: ………………………………………..…………Date: ………………………………………………………. |
| Signature: ………………………………………………………... | |
| Date: ……………………………………………………………….. | |