



APPLICATION FORM

For New Certificates / Transcripts / Name and Records Changing / Lost Certificate Request

(Please complete this form, attach the required fee and necessary documents, and submit it to the Controller of Examinations Through Campus Manager / Course Coordinator.)

For Office Use Only: - Date Received: _____ Fee Paid (Receipt No.): _____

Section A: Applicant's Basic Information (Please Fill Completely and Clearly (BLOCK LETTERS))

1. Student's Full Name (as per Official records): _____

2. National Identity Card No. :- _____ 2.1. Gender : ☐ Male ☐ Female
3. Permanent Address : _____

4. Mobile Number:..... Whatsapp No:..... Home No:.....
5. Email:.....
6. Completed Course Name :- _____ Level:.....
7. Admission Number :- _____ 5.1. Batch Number :.....
8. Training Centre / Campus Name :- _____
9. Campus / Centre Registration Number: P...../.....
10. Course Completed Date:..... OJT Completion Date:.....(if applicable)

Section B: Type of Request (Please Tick the Appropriate Box)

S.No.	Request Type	Fee: (LKR)	Select (Tick)	Mandatory Documents to Attach
01	New Certificate Request	2000/-	☐	1. Copy of Final Result Sheet or All Semester Mark Sheets
02	New Official Transcript Request	1500/-	☐	2. Copy of Final Result Sheet or All Semester Mark Sheets
03	Lost Certificate / Duplicate Request	5000/-	☐	1. Police Report - original 2. Student Request Letter to Director through Campus Manager / Course Coordinator
04	Lost Official Transcript / Duplicate Request	5000/-	☐	1. Police Entry Report 2. Student Request Letter to Director through Campus Manager / Course Coordinator
05	Name / NIC Number and Other Details Change Request	Free of charge	☐	1. Original Old Certificate, 2. National Identity card Certified Copy by Grama niladari 3. Certified Copy of Birth Certificate (English Translation) 4. Student Request Letter to TVEC through Campus Manager
06	NVQ Certificate Request	2500/-	☐	1. Copy of College Certificate 2. Copy of Official Transcript
07	Lost NVQ Certificate Request	5000/-	☐	1. Police Report -original 2. Student Request Letter to TVEC through Director / Assistant Director
08	Certificate / Records Attestation	500/- per copy		1. Original & 02 no.of Copies of Certificate/ Records

Section C: Details for Change (Name / NIC Number and Other Details Change Request Only)

11. Current Details in system / Document (Old):
12. Correct Details to Appear in system / Document (New):.....
.....
13. **Reason for Change:** I kindly request this correction due to the following reason(s):
.....
.....
.....

Section C – 1 : Details for Loss Requests (For Lost Document and Certificates Request Only)

14. Which Certificate / Document was Lost:
15. When was it Lost:.....
16. If you have Serial Number/Certificate Number/Back serial Number please write here:.....

Section D: Declaration

I hereby declare that all information furnished above is true and correct to the best of my knowledge and belief. I understand that I am responsible for any issue arising from providing false information. I confirm that all documents submitted for name/details change are legally valid. If the lost certificate is found later, I promise not to use it and will immediately surrender it to the St.Judy Paramedical College.

Date:- NIC Number:..... Applicant's Signature:-

Section E: Branch Office / Campus Office Recommendation (To be filled by Campus Manager / Asst.Director)

The student records have been verified. The request for

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|---|--|---|
| ☐ New Certificate | ☐ New Official Transcript | ☐ NVQ Certificate Request |
| ☐ Lost Certificate | ☐ Lost Official Transcript | ☐ Lost NVQ Certificate Request |
| ☐ Name / NIC Number and Other Details Change Request | ☐ Certificate / Records Attestation | |

is recommended for consideration by the Director Office. Necessary fees have been paid and documents are attached.

Name:_____ Designation:_____ Signature:_____

Date & Seal: _____

Remarks by Examination & Certificate Controller