

30<sup>th</sup> of May 2019

## **REVISED RATES OF THE BIT TRANSCRIPTS**

As you may be aware that the transcript fees are changed with effect from **01<sup>st</sup> of March, 2019**. Please go through the new fees structure before applying for the transcript.

Applicants who have paid the previously given fee for the transcript, will require to pay **the balance payment as soon as possible** since the Exams Division cannot proceed for transcript preparation with incorrect payment details.

If the applicant wishes to send the transcript to a local address, you have to send a **postage paid (stamped with Rs. 45.00 stamp) envelope** with the receiver's address written clearly on the correct manner along with the application. **TRANSCRIPTS THAT DO NOT COMPLY WITH THIS CONDITION WILL NOT BE POSTED UNDER ANY CIRCUMSTANCE.**

For transcripts requested for foreign use, the applicant should clearly follow the instructions given by the receiving organization and communicate it to the EDC in writing to proceed with related arrangements.

If you have any inquiry or clarification, contact the EDC office over the below given contact numbers and email address.

The updated transcript fee is available in the link given below.

### **Revised rates for transcripts**

**Assistant Registrar,  
External Degrees Centre,  
University of Colombo School of  
Computing,  
No. 35, Reid Avenue, Colombo 7.**

Tele : 011-2581245/7  
011-4720511, 512, 513  
Fax : 011- 2587239  
Web site : [www.bit.lk](http://www.bit.lk)  
BIT VLE : [vle.bit.lk](http://vle.bit.lk)  
Inquiries : [aredc@ucsc.cmb.ac.lk](mailto:aredc@ucsc.cmb.ac.lk)