

**APPLICATION FOR ISSUE OF CERTIFIED STATEMENTS
OF EXAMINATION RESULTS FOR USE ABROAD**

Please follow the instructions appearing overleaf before filling the application form.

Ref. No.	

For Office Use Only ▲

- Name & address of Candidate/Applicant:
- Full Name of Candidate (in block capitals):
- Present Address of Candidate : T.P.

4. Sex:

M	F
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Name of Examination	Year	Index Number

6. Centre No: Medium:
Centre Name:

Subjects Passed (in block capitals)	Grades	Grades in Words
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

8. Full Address to which the statement has to be sent:
(Include the designation of the Employer/Institution)
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9.

Amount Paid	
Receipt No	
Date	

For Office Use Only	
No. of Distinctions	
No. of Very Good Passes	
No. of Credit Passes	
No. of Ordinary Passes	
Total	
1. Checked By	
2. Checked By	
3. Counter Signed	

10. Signature of Candidate/Applicant
11. Date:

Instructions

1. The application form should be filled clearly in **block capitals** and a minimum period of 21 days will be required for the preparation of results sheets and posting the same.
2. When a person applies for a statement of results on behalf of a candidate who is not residing in the Democratic Socialist Republic of Sri Lanka he/she should attach a to the application form a letter of request from the candidate, addressed to the Commissioner General of Examinations.
3. A fee of Rs.250/- for every examination (i.e. each sitting) and Rs.150/- for any additional copy to be furnished simultaneously to another institution/employer is payable in respect of these statements.
4. A candidate who intends proceeding abroad and who wishes to take a certified statement of result to be used while leaving the country should make the application well in advance of the date of departure. A valid passport with visa or any other valid document as proof of candidate's departure should be produced personally by the candidate in this office at the time of **removal** of these documents.
5. Fees payable for the issue of these statements should be remitted only by PIV at Examinations Department or Money Order payable to the Commissioner General of Examinations, Colombo.
6. Candidates residing abroad should also forward a money order to this department to the value stipulated in Note 3.
7. Full address/es including the designation/s of the Employer/s or Institution/s to whom/which the statements of results should be forwarded must be **clearly indicated in block capitals**. Statements will not be sent to the personal address of any candidate/employer.
8. No statement will be given either to the candidate or to any other person to be dispatched to an employer/institution.
9. All statements of results which are to be sent to foreign addresses will be dispatched officially by REGISTERED AIR MAIL.
10. The Commissioner General of Examinations reserves the right to accept or reject any application and will not be responsible for any delay caused due to furnishing of incorrect particulars. Prefixes assigned to each index no. should be clearly indicated. In the case of H.S.C. Examination held in years 1959 to 1963, the place of examination and name of school should be indicated to expedite the issue of statements.
11. One CT/3 form should be used for each index no. Extra forms could be obtained from this office, or the applicant may prepare a form as per specimen.
12. These statements are issued for **use abroad only**. Candidates have **no right to possess or produce a statement of results issued on this form for use in the Democratic Socialist Republic of Sri Lanka**.
13. Statements will be issued in respect of certified examinations conducted by this department. The candidates should verify from this department in regard to any doubt about the holding of such examinations.
14. Statements will be prepared only if the relevant official records are available in this department.
15. Before forwarding this application form the candidates should make prior arrangements (i.e. applications for registration etc.) with the institution concerned. When making such arrangements candidates may state that a request has been made to the Commissioner General of Examinations to forward the educational qualifications in English direct to the institution.
16. Applications should be sent by REGISTERED POST addressed to the Commissioner General of Examinations, Examinations Department, Certificate Branch, Pelawatta, Battaramulla.