

Computer	
Record	
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DEPARTMENT OF EXAMINATIONS

Form CT/2A

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

One day Service

கைப்பிடிக்கக்கூடிய இலாகா

පොදෙස් සඳහා පසු පිට බලන්න.
அறிவுறுத்தல்களுக்கு மறுபக்கத்தைப் பார்க்க.
Please follow the instructions appearing
overleaf before filling in the forms.

Ref.No.	11/03/C

1. Name and Address of Candidate/Applicant :

2. Full Name of Candidate (in block capitals) :

3. Present Address of Candidate (in block capitals) :

Tel.

4. Sex : M F

Name of Examination	Year	Index Number

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 or Name of Institution)

1.
.....
2.
.....
3.
.....

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 the Candidate / Applicant.

Date :

[See page two

For Office Use Only

අදාළමාතෘපිටිවීමට උපදෙස්/විண்ணப்பත් පடி.වத்தை නිරූපිතවන අறிවුறுත්තල்கள்

1. ඉල්ලුම්කරුගේ නම සහ ලිපිනය/විண்ணப்பතාරියිනි පෙරෙහි මුසුවරියුම :-
2. විභාගයට පෙනී සිටි අයගේ සම්පූර්ණ නම (පැහැදිලි අකුරින්)/පරීட்சකයුතුකු තොර්තියවරියිනි මුසුවරියුම (තෙලියවන ළමුත්තල்கලියිනි) :-
3. විභාගයට පෙනී සිටි අයගේ වර්තමාන ලිපිනය හා දුරකථන අංකය / පරීட்சකයුතුකු තොර්තියවරියිනි තර්තොතෙය මුසුවරියුම තොලෙපෙසි ඉලකකුමුම :-
4. ස්ත්රී/පුරුෂ භාවය :- අදාළ කොටස තුළ ✓ ලකුණ යොදන්න./ඉණා/ටෙන්නා : උරිය අදාළටියිනුග්ලේ ✓ ශුරියිටුක.
5. විභාගයේ නම } (G.C.E.(O/L), G.C.E.(A/L) වර්තය : විභාග අංකය :
 පරීட்சකයිනි පෙරෙහි } ඉණු : සුදුසු :
6. මධ්වසථාන අංකය/නිලෙය ළණ :- මධ්වසථාන/මොච්චුමුමුම :-
 මධ්වසථානයේ නම/නිලෙයත්තියිනි පෙරෙහි :-
7. සමත් වූ විෂයයන්/ලෙණි සංකේතය/ලෙණි අකුරින් සඳහන් කරන්න./සිත්තියදාදුත පාදකකු/තරු ශුරියුදාදු/තරුත්තෙකු ශුරියුදාදු.
 සාමාන්ව/සම්මාන/වෙසි සම්මාන අදාළ ලෙස/සාතාරණ/තිරමෙ/මිසුත් තිරමෙසු සිත්තිය ළණවරාචු
8. සහනිය යැවිය යුතු සථානය, තනතුරු නාමය සහ ලිපිනය/උරුතිප්ටුත්තිය ඉණු අනුප්ට්ටු වෙණියවරියිනි පතවිප් පෙරෙහි අනුප්ට්ටු වෙණිය ඉදත්තියිනි මුසුවරියුම :-
9. ළෙවු ඉදාල (ඉදාල භාරගන් කුච්තන්සි අංකය හා දිනය)/ඉණුත්තිය පණම (පණුසුදුසු ඉලකකුමුම තෙතියුම) :-
10. ඉල්ලුම්කරුගේ අත්සන හා දිනය/විண்ணப்பතාරියිනි ඉප්ටුමුම තෙතියුම :-

Conditions

1. The application form should be filled clearly in **block capitals** and a period of 24 hours will be required for the preparation of results sheets and posting the same. The Department of Examinations will not be responsible for one day service for incorrectly filled applications.
2. A fee of Rs. 500/- for every examination (i.e. each sitting) and Rs. 200/- for any additional copy to be furnished simultaneously to another institution/employer is payable in respect of these statements.
3. When a person applies for a statement of results on behalf of a candidate who is **not** resident in the Democratic Socialist Republic of Sri Lanka (Ceylon) he/she should attach to the application form a **letter of request** from the candidate addressed to the Commissioner General of Examinations.
4. A candidate who intends proceeding abroad and who wishes to take a certified statement of results to be used while leaving abroad 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 at this office at the time of **removal** of this statement. In the case of such candidates only **one** statement in respect of each sitting will be issued to him/her.
5. Fees payable for the issue of these statements should be remitted in cash to the **Shroff** of the Department of Examinations.
6. Full address/es including the designation/s of the Employer/s, Institution/s to whom/which the statements on results should be forwarded must be **clearly indicated in block capitals. Statements will not be sent to the personal address of any employer.**
7. 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. Examinations held in the years 1959-1963 the place of examination and name of school should be indicated against the Index Number to help expedite the issue of statements.
8. These statements are issued for use abroad only. A candidate has no right to possess or produce a statement or results issued on this form for use in the Democratic Socialist Republic of Sri Lanka.
9. Statements will be issued in respect of Certified examinations conducted by this Department. The candidates should verify from this Department with regard to any doubt pertaining to the holding of such examinations.
10. Statement will be prepared only if the relevant official records are available in this Department.
11. No statement will be given either to the candidate or to any other person to be despatched to an employer/ Institution abroad.
12. Statements of results will be personally handed over or despatched officially by **registered Air mail.**