



### **How to obtain an Academic Transcript?**

The students who required to have an Academic Transcript/s should follow the steps below.

**Step 1:** Download and fill the [Application Form](#).

**Step 2:** Make the relevant payment to the account number 086100131189652 Peoples Bank, Thimbirigasyaya branch).

### **Fees Structure for the obtaining Certificates and Repeat Exams**

	Description	Undergraduate Level (Rs)	Masters /Post Graduate Level (Rs)	Dip. / Ex.Dip. Level (Rs)	Certificate Level (Rs)
1	To issue partial completion Results sheet	500	1,500	500	500
2	Academic Transcript	1,000	2,000	1,000	750
3	To Certify as True Copy	250	500	300	250
4	Certification letter with respect to lost certificate	-	-	1,000	500
5	<b>Verifications</b>				
	State Institutions	Free of Charge			
	Other than govt Organizations	2,000	3,000	1,500	1,000
	Foreign Organizations	\$50	\$75	\$50	\$25
	Qualifications Screening Organizations	\$75	\$100	\$50	\$25
6	Re-correction Request	2,000	2,500	1,500	1,000
7	Repeat Exam	1,500	2,000	1,000	1,000

### **Special Notes:**

- One day Service is available Subject to the Submission of application to the Examinations Branch before 10.00 a.m. during week days and the Institute will charge double the amount indicated above. one day Service is available only after a week of releasing of results of any particular Examination.
- The above Charges will be double for Transcript after 5 Year of releasing of results and the change will be triple for a Transcript after 10 Years of releasing of results.
- Relevant postal charges should be paid, if the certificate is required to post.

**Step 3:** Email the scanned [Application Form](#) and the payment slip to the relevant email address shown below.

**Important Note:** Subject of the Email should be **Request for an Academic Transcript <Your Index Number>**.

Email Address	Program
<a href="mailto:vishwa@ihra.cmb.ac.lk">vishwa@ihra.cmb.ac.lk</a>	➤ Master of Human Resource Management (MHRM)
	➤ Bachelor of Labour Management (BLM)
	➤ Diploma in Counseling Psychology (DCP)
	➤ Diploma in Technology and Management (DITM)
	➤ Diploma in Management (DIM)
<a href="mailto:malsha@ihra.cmb.ac.lk">malsha@ihra.cmb.ac.lk</a>	➤ Master of Business Management (MBM)
	➤ Master of Science in Service Management (MSc.SM)
	➤ Master of Service Management (MSM)
	➤ Higher Diploma in Service Management (HDSM)
	➤ Higher Diploma in Counseling Psychology (HDCP)
<a href="mailto:sandumini@ihra.cmb.ac.lk">sandumini@ihra.cmb.ac.lk</a>	➤ Master of Science in Disaster Analysis, Management and Mitigation (MSc.DAMM)
	➤ Postgraduate Diploma in Counseling Psychology (PGDCP)
	➤ Higher Diploma in Human Resource Management (HDHRM)
	➤ Diploma in Labour Education (DLE)
	➤ Diploma in Service Management (DSM)
<a href="mailto:menusha@ihra.cmb.ac.lk">menusha@ihra.cmb.ac.lk</a>	➤ Master of Science in Geo-informatics (MSc.GiS)
	➤ Executive Diploma in Tourism, Event and Hospitality Management (EDTEHM)
	➤ Diploma in Drug Abuse Management (DDAM)
	➤ Diploma in Tamil as an Additional Language (DTAL)

**Step 4:** Collect your Transcript from the Examination Division after 7 days of your request.

**For more information contact IHRA Examination Unit: +94 11 250 5893**