

## Academic Transcript and Parchment Request Form

A final academic transcript/ parchment is issued when students complete their academic programme. The transcript/ parchment can be collected from the Manager, Examinations, submitting the duly completed clearance form with this application.

**Student Name in Full** : \_\_\_\_\_

**ACBT Student ID** : \_\_\_\_\_

**Pearson/MDX ID** : \_\_\_\_\_

**Batch Number/Academic Year** : \_\_\_\_\_

**Programme Completed** : IUFP  HND in Business  HND in Computing

(Please ✓)

MDX - IBA  MDX - IT&BIS  Other: \_\_\_\_\_

I certify that, I have fulfilled all the academic requirements/ conditions stipulated on me to obtain/demand the academic transcript/ parchment from the College.

Date: \_\_\_\_\_ Signature of the Student: \_\_\_\_\_

### **NOTE:**

1. The duly filled application form along with the clearance form signed off by Librarian, Accountant and student records officer, should be handed over or email to Head of HND: [Anoma.Edirimanna@acbt.lk](mailto:Anoma.Edirimanna@acbt.lk), Course Coordinator; [Nirodha.Nirmani.acbt.lk](mailto:Nirodha.Nirmani.acbt.lk) or [Maleesha.Gunathilake@acbt.lk](mailto:Maleesha.Gunathilake@acbt.lk)
2. Student should apply for this in advance as this goes through a stringent checking and verification process with multiple approvals and signatures
3. A minimum of three working days (03) required to process an application.

Dear Student,

Application for requesting academic transcript and parchment received by \_\_\_\_\_

\_\_\_\_\_ (name), Student Records on \_\_\_\_\_ (Date) and will be

ready to collect on \_\_\_\_\_.

\_\_\_\_\_  
Date

\_\_\_\_\_  
signature

## Clearance Form to issue Transcripts and Parchment

### Library Clearance

This is to confirm that, Mr. /Ms. \_\_\_\_\_  
\_\_\_\_\_ (Student name & ID) of \_\_\_\_\_ (batch no.) has no library book(s) or library  
fines outstanding.

\_\_\_\_\_  
Date Librarian

### Certification of Financial Release

This is to confirm that, Mr./Ms. \_\_\_\_\_  
\_\_\_\_\_ (Student name & ID) of \_\_\_\_\_ (batch no.) has no unpaid registration/  
re-registration, tuition fees or penalties outstanding

\_\_\_\_\_  
Date Accountant

### Clearance of Academic Conditions

This is to confirm that, Mr./Ms. \_\_\_\_\_  
\_\_\_\_\_ (Student name & ID) of \_\_\_\_\_ (batch no.) has no any pending documents  
(Transcripts/Certificates, Service letters, fulfillment of Academic English Condition).

\_\_\_\_\_  
Date Student Records Officer

**I have received the final academic transcript and the parchment with all correct information on it.**

\_\_\_\_\_  
Date Student's Signature

### **For office use only**

Name of the Officer  
Received the application : \_\_\_\_\_

Application received date : \_\_\_\_\_

Copy : \_\_\_\_\_