

## How to obtain a Transcript?

The students who required to have 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).

Program	Fee
Masters	2000/=
BLE	250/=
DLE	200/=
Executive Diploma & Diploma Programs	350/=

**Step 3:** Email the filled application form and the payment slip to the relevant email. (Email Subject: Request for Transcript <Your Index Number>)

Program	Email
Executive Diploma in Tourism Event & Hospitality Management(EDTEHM)	<a href="mailto:ayasha@ihra.cmb.ac.lk">ayasha@ihra.cmb.ac.lk</a>
Master of Science in Geo-informatics(GIS)	
Master of Science in Service Management (MSc.SM)	<a href="mailto:priyanka@ihra.cmb.ac.lk">priyanka@ihra.cmb.ac.lk</a>
Executive Diploma in Human Resource Management ( EDHRM)	
Diploma in Drugs Abuse Management (DDAM)	
Diploma in Tamil as an Additional Language (DTAL)	
Diploma in Health Promotions (DHP)	
Diploma in International Business (DIB)	
Executive Diploma in International Business (EDIB)	
Bachelor of Labour Education (BLE)	<a href="mailto:vishwa@ihra.cmb.ac.lk">vishwa@ihra.cmb.ac.lk</a>
Bachelor of Labour Management(BLM)	
Diploma in Counselling Psychology (DCP)	
Master of Human Resource Management (MHRM)	
Master of Business management (MBM)	<a href="mailto:malsha@ihra.cmb.ac.lk">malsha@ihra.cmb.ac.lk</a>
Higher Diploma in Counselling Psychology (HDCP)	
Diploma in Labour Education (DLE)	<a href="mailto:sandumini@ihra.cmb.ac.lk">sandumini@ihra.cmb.ac.lk</a>
Diploma in Service Management (DSM)	
Executive Diploma in Service Management (EDSM)	
Certificate Course in Management (CCM)	
Diploma in Management (DIM)	
Master of Science in Disaster Analysis Management & Mitigation (MSc. DAMM)	

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

For more information: 0112 505893



**Institute of Human Resource Advancement**  
*University of Colombo*

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**Application for the Transcript**

<b>Name with initials (Mr./Ms./Rev.)</b>	:	
<b>Name in Full</b>	:	
<b>permanent Address</b>	:	
<b>Contact No.</b>	:	
<b>Email Address</b>	:	
<b>Registration No</b>	:	
<b>Index No.</b>	:	
<b>Name of the program</b>	:	
<b>Declaration</b>	:	<b>:I do hereby certify that the provided information is true and correct according to my knowledge.</b>
<b>Date</b>	:	
<b>Signature of the applicant</b>	:	