



How to Obtain an Academic Transcript

To request an Academic Transcript, please follow the steps outlined below:

Step 1: View the Fees Structure

View the [fee structure](#) to determine the costs associated with obtaining certificates and repeat exams.

Step 2: Download and Complete the Application Form

- Download the [Application Form](#) and fill it out with the necessary details.

Step 3: Make the Payment

- Transfer the required fee to the following bank account:
 - Bank: Peoples Bank
 - Account Number: 086100131189652
 - Branch: Thimbirigasyaya

Step 4: Email the Required Documents

- Email the scanned [Application Form](#) and payment slip to the appropriate address based on your program. The subject line of your email should be formatted as follows:
 - Email Subject: Request for an Academic Transcript <Your Index Number>

Please use the following email addresses according to your program:

Email Address	Program
vishwa@ihra.cmb.ac.lk	<ul style="list-style-type: none"> ➤ Master of Human Resource Management (MHRM) ➤ Bachelor of Labour Management (BLM) ➤ Diploma in Counseling Psychology (DCP) ➤ Diploma in Management (DIM) ➤ Diploma in Tamil as an Additional Language (DTAL)
malsha@ihra.cmb.ac.lk	<ul style="list-style-type: none"> ➤ Master of Business Management (MBM) ➤ Master of Science in Service Management (MSc.SM) ➤ Master of Science in Geo-informatics (MSc.GiS) ➤ Master of Service Management (MSM) ➤ Higher Diploma in Service Management (HDSM) ➤ Higher Diploma in Counseling Psychology (HDCP)
sandumini@ihra.cmb.ac.lk	<ul style="list-style-type: none"> ➤ 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) ➤ Diploma in Drug Abuse Management Studies (DDAMS)
madubashini@ihra.cmb.ac.lk	<ul style="list-style-type: none"> ➤ Diploma in Technology and Management (DITM) ➤ Executive Diploma in Tourism, Event and Hospitality Management (EDTEHM) ➤ Certificate Course in Counseling Psychology (CCCP) ➤ Diploma in Japanese Language (DJL) ➤ Diploma in Korean Language (DKL)

Step 5: Collect Your Transcript

- After 14 days from the date of your request, collect your Academic Transcript from the Examination Division.



For further assistance, please contact the IHRA Examination Unit at +94 11 250 5893.