



## 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
<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 Management (DIM)
	➤ Diploma in Tamil as an Additional Language (DTAL)
<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 Science in Geo-informatics (MSc.GiS)
	➤ 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)
	➤ Diploma in Drug Abuse Management Studies (DDAMS)
<a href="mailto:madubashini@ihra.cmb.ac.lk">madubashini@ihra.cmb.ac.lk</a>	➤ 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.