

## How to Obtain an Academic Transcript

To request an Academic Transcript, please follow the steps below.

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

**Step 2:** Refer the [Fee Structure](#) and make the relevant payment.

- Transfer the fee to the following bank account.
  - Bank: Peoples Bank
  - Account Number: 0861 0013 1189 652
  - Branch: Thimbirigasyaya

**Step 3:** Email your payment slip and the scanned [Application Form](#).

- Email Subject: Request for an Academic Transcript <Your Index Number>

Email Address	Course Program
Mr. Vishwa Jayawardena <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)
	Master of Business Management (MBM)
Ms. Menusha Balasooriya <a href="mailto:menush@ihra.cmb.ac.lk">menush@ihra.cmb.ac.lk</a>	Master of Geoinformatics (MSc.GiS)
Ms. Sandumini Amunugama <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)
	Higher Diploma in Counseling Psychology (HDCP)
	Diploma in Drug Abuse Management Studies (DDAMS)
Ms. Madubashini Karunratne <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)
	Higher Diploma in Service Management (HDSM)
	Master of Science in Service Management (MSc.SM)
	Diploma in Tamil as an Additional Language (DTAL)

**Step 5:** Collect your Academic Transcript after 14 days from the date of your request from the IHRA examination unit.



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