



**Colombo Institute of Research and Psychology  
Examinations Office**

**Transcript & Progression Report Request Form**

**Instructions:**

- Please note that all Transcripts or Progression Reports will only be issued 3 days a week on Tuesdays, Thursdays & Sundays.
- All Transcripts or Progression Reports will take a minimum of 3 working days for processing.
- In order for your request to be processed, ALL relevant information must be included in your application. The Examinations Office will not take responsibility for incorrect documents due to an inadequately filled Request Form.
- The completed Request Form must be handed over to the Examinations Executive or a delegated member from the Student Affairs Office. The Examinations Office will not take responsibility for any misplaced Request Form or delays caused due to submission of the Request Forms to any other staff member.
- The relevant payment must be made prior to submitting the filled out Request Form for processing.

**Details of the Applicant**

Name (Used in correspondence)	
Student Code	
Program	
Batch	
Date of Admission	
Contact Number	
E-Mail Address	

**Details of Requested Document**

Name (As it should appear on the document)	
Relevant Program	
Date of Expected Collection	

Date of Submission of Request	
Signature of Applicant	
Date of Collection of Transcript	
Signature of Applicant	

**Official Use Only**

Reference Number	
Payment Receipt Number	
Application Receiver	
Signature	

Date of Issue	
Document Issuer	
Signature	

Module Code	Module Name	Final Mark	Grade