

Instructions to Candidates – Semester Results Sheets/Provisional Sheets/Degree Completion Letter

1. Undergraduates who have completed all relevant semesters are eligible to apply for semester results sheets. Those who have not completed all semesters of the degree programs are issued semester result sheets on the following occasions, if only relevant documents are submitted:
 - A. To apply for a scholarship.
 - B. To submit as a progress report to another institute/ organization.
 - C. To be used for any other acceptable purpose indicated with documentary proof.
2. Provisional Result sheets will be issued after conducting the Board of Examiners (BOE), with the Vice Chancellor for Day Scholars. Provisional Results sheets of Officer cadets will be issued once the final results are approved by BOM (Board of Management) Until such time, applicants may be issued a Degree Completion letter.
3. All applicants shall apply for the certificates through this online form.
4. An applicant shall pay appropriate fee to the Shroff/KDU or Vice Chancellor KDU Bank of Ceylon at Bank of Ceylon – Kotelawala Defence University Branch, (Account No 9405831). Copy of the payment slip or receipt issued by the Accounts Branch should be submitted to the Examination Division along with the application. Incomplete applications and applications without payment receipt will be rejected without further notice.
5. A certificate is issued to an applicant who confirms his/her identity. If a representative is nominated, a proper letter of request indicating the authority for the representative to receive the certificate on behalf of the applicant should be submitted.
6. Processing time for semester results sheets /Provisional Certificates is two weeks. Therefore, applicants are requested to inquire from the examination division prior to collecting certificates.
7. If the Head or Official Representative from any Institution requests Certificates/ Transcripts of an applicant, the relevant documents should be sent to the Registrar KDU.

Prescribed Payment

Certificate Type	Undergraduates
1.Semester Result Sheet	Original 200/- (Certified Copy 50/-)
2. Provisional Result Sheet	Original 200/- (Certified Copy 50/-)
3. Degree Completion Letter (Certified copies are not issued)	200/-

*At the date students visit KDU to collect the certificates, it is compulsory to submit **KDU Payment Receipt** to Examination Division.

The dates and times of issuance of Detailed degree certificates are as follows (all working days only).

Sr.No.	Date	Time
1	Monday	0900 Hrs to 1200 Hrs
2	Wednesday	0900 Hrs to 1500 Hrs
3	Friday	0900 Hrs to 1200 Hrs