

POSTGRADUATE INSTITUTE OF ENGLISH
THE OPEN UNIVERSITY OF SRI LANKA

Issuing of degree certificates and other interim results sheets

Instructions to Candidates

1. **FOR CERTIFICATES:** Submit a letter/ email to the admas1pgie@ou.ac.lk copying sarpgie@ou.ac.lk with following details
2. **FOR STUDENT CONFIRMATION LETTERS AND INTERIM CERTIFICATES :** Submit a letter/ email to the admas3pgie@ou.ac.lk copying sarpgie@ou.ac.lk with following details
3.
 - i. **Name with initials**
 - ii. **Name of the program you are following**
 - iii. **Full Index number**
 - iv. **Academic year registered (i.e. 2022/23)**
4. An applicant should pay appropriate fee to the Bank account. Please make the payment to any branch of the People's Bank to be credited to the following Account Number.
Account Number : 174-1002-4-6838310
Name of Account Holder : Postgraduate Institute of English
Bank Branch : People's Bank, Nugegoda Code : 174
5. Copy of the payment slip or receipt from the Bank (or online transfer slip) with name, student no: should be submitted to the PGIE office along with the application. **Requests without complete/ proper student information and original payment receipt will be rejected without notice.**
6. Processing time for Detailed Degree Certificates is one week (seven working days). Therefore, applicants are requested to make the request seven working days prior to collecting certificates. The office should ensure that there are no dues from the applicants.
7. A certificate is issued to an applicant who confirms his/ her identity (student record book). If a representative is nominated, a letter of request indicating the authority for the representative to receive the certificate on behalf of the applicant should be submitted along with the student record book or an applicant should submit an envelope with stamps for appropriate postage.
8. Applicants should submit requests for urgent Certificates/Transcripts along with the relevant documents from the Institutes as proof.
9. For transcripts (confidential document with grades and marks), applicants should clearly mention the recipient and address of the relevant Institute and any other important details for transcripts. An applicant can arrange a courier service to pick up the documents after confirmation with the PGIE office. Sealed document will be handed over to the courier agent. Otherwise these documents will be sent through the postal department air mail service.

Certificate Type	Fee (in Rs.)
I. Detailed degree Certificate (with grades)	Rs.1000/-
II. Each certified copy (up to 3 copies)	Free of charge
III. Interim results sheets (grades obtained so far)	Rs. 500/-
IV. Transcript (with grades and marks)	Rs.2000/- + Postage/ courier fee for overseas
V. Studentship confirmation letter	Free of charge
VI. Second copy of Degree Certificate	Rs.3000/-
VII. Verification of Certificates	Free of charge for requests forwarded by the Ministries, Government departments & other govt. institutions in SL Rs. 500.00 (other local private institutions) Rs.1000.00 (foreign)

sgd.

Senior Assistant Registrar/ PGIE