

Date:

To:
Head
Department of Finance
Faculty of Management Studies and Commerce
University of Sri Jayewardenepura

Dear Sir,

Student Request

Name	:
CPM	:
	MC:
Contact Number	:
Request	:

Reason	:
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*Additional information (if any) (e.g.Details of the addressee in confirmation letters/evidence):
.....
.....

.....
Signature of Applicant

*Note: Please attach any documents relevant to the request.

FAQs

1. What kind of letters can I request?

- The Department will provide Internship letters and current/past Studentship confirmation letters.
- Character certificates will **not** be issued from the Department.

2. To whom should I send my request?

- You should handover the duly completed request to the administrative executive of the Department [Mr. Hiran Ekanayaka]

3. Can I send the request online?

- You can send your requests online by sending an email to finance@sjp.ac.lk **ONLY after getting the consent from the administrative executive** of the Department [Mr. Hiran Ekanayaka: TP- 0012758801]
- The subject of your email should be as “Student Request Letter – [specify the form of the letter]”
Ex: “Student Request Letter – Internship Letter”

4. How long will it take to obtain the letters requested?

- Once submitted appropriately, you will be able to obtain the relevant letter within 5 to 10 working days from the date of submission.

5. What documents do I need to submit to obtain a letter?

Submit the following documents as appropriate for your request:

- A copy of the degree certificate
- A copy of the transcript
- Copies of the results sheets issued to date
- Training completion letter from the internship sponsoring organization [for those who followed the internship programme]
- Any other document related to your specific request

*Note: Please attach any documents relevant to the request.