EASTERN UNIVERSITY, SRI LANKA
INFORMATION OF STUDENTS WHO FAILED TO ACQUIRE REQUIRED CREDITS AND GPA TO COMPLETE THEIR DEGREE PROGRAMME

Section A: Personal information:

01. Full Name :

02. Name with Initial :

03. NIC No :

04. Permanent Address :

05. Postal Address:

06. Present Occupation:

07. Employer Name and Address:

08. Contact Details: Telephone   Home

Mobile

Office

09. Email Address :

Section-B- Undergraduate Record:

10. Faculty :

11. Name of the Degree Programme:

12. General / Special :

13. Registration No :

14. Index No.:

15. Details of incomplete subjects:

Subject Code	Title	Year of exam sat	Attempt No	Grade Obtained

16. Details of previous requests to complete the subjects:

Date of Request	Details of Response received (Please attach a copy of the documents)

17. Reason for dropping the course/ unable to complete the subjects :

Section-C- Declaration by the Applicant :

I certify that the above information furnished are true and accurate.

Date:……………… …….….………………
Signature of Applicant

Section D – For Official Use:

Received Date:

Registered No.:

Date of handing over to the Faculty:

Date ……………….   …………………………………
                                            Deputy Registrar/Academic Affairs

Report/ Observation of the Faculty Assistant Registrar:

Recommendation of the Head of the Department :

Recommendation of the Faculty Board:
(Dean of the Faculty)

Recommendation of the Senate:
(Registrar)