

**University Grants Commission – Sri Lanka**

**APPLICATION FOR**

**ADMISSION OF STUDENTS WITH FOREIGN QUALIFICATIONS TO UNDERGRADUATE COURSES OF THE UNIVERSITIES**

**IN SRI LANKA**

# ACADEMIC YEAR 2014/2015



**www.ugc.ac.lk**

**Notes for Guidance**

1. This form should be used if you wish to apply for an undergraduate degree program in a Sri Lankan University as a student with Foreign Qualifications for the Academic Year 2014/2015.
2. Application form and the Admissions Handbook for the Students with Foreign Qualifications valid for the Academic Year 2014/2015 are available on the UGC website (www.ugc.ac.lk).
3. Before completing this form, please refer the Admissions Handbook for the Students with Foreign Qualifications valid for the Academic Year 2014/2015 to check your eligibility, course details and other vital information. In order to make your application successful you must meet all the necessary requirements, which can be found in the Admissions Handbook for the Students with Foreign Qualifications valid for the Academic Year 2014/2015.
4. When completing the form, please ensure that you provide your full name as appeared in your passport.
5. Please provide all the supporting documents in English, we require officially translated versions as well as copies in the original language.
6. Please provide certified copies of all the supporting documents including the certified copies of the relevant pages of your passport, duly authenticated by relevant authorities.
7. Candidates with Sri Lankan passport should attach original service letter/s of Father/Mother/Guardian.
8. Every application should be accompanied by a Bank Draft of US $ 30 payable to the University Grants Commission, being the application processing fee.
9. Children of Sri Lankan diplomats seeking admission to Universities in Sri Lanka should forward their applications through the Secretary, Ministry of External Affairs, Republic Building, Colombo 01, Sri Lanka.
10. All applications will be acknowledged within two weeks of receiving the applications, by e-mail & post.
11. Do not leave any section of this application unanswered. Please write “Not applicable” in all irrelevant sections.
12. All the applications should be forwarded to Assistant Secretary (University Admissions), University Grants Commission, No 20, Ward Place, Colombo 07, Sri Lanka on or before the closing date.
13. Closing date for applications for the academic year 2014/2015 will be 7th September 2015.
14. If you have any questions about filling out your application form please do not hesitate to contact the Admissions Department Tel: +94-11-2695301/02 or +94-11-3054168 Fax: +94-11-2691678 E-mail: foreignadmissions@ugc.ac.lk



FOR OFFICE USE ONLY

STREAM:

APPLICATION NO:

UNIVERSITY GRANTS COMMISSION

APPLICATION FOR

ADMISSION OF STUDENTS WITH FOREIGN QUALIFICATIONS TO

UNDERGRADUATE COURSES OF THE UNIVERSITIES IN SRI LANKA

# ACADEMIC YEAR 2014/2015

This form should be completed and forwarded (along with the supporting documentation as required) to reach Assistant Secretary/University Admissions, University Grants Commission, No: 20, Ward Place, Colombo 07, Sri Lankaon or before 07.09.2015.

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| 1. **PERSONAL DETAILS (In BLOCK Capitals)**
 |
| **N.B.: Certified copies of the relevant pages of your passport should be attached.** |
| **Full Name:** |  |
| **Name with initials:** |  |
| **Title (Rev, Mr ,Miss, Mrs):** |  |
| **Date of Birth:** | **DD: MM: YYYY:**  | **Age ( as at 07.09.2015):** | **DD: MM: YY:**  |
| **Sex (✓)** | **Male:** |  | **Female:** |  | **Citizenship (✓)** |  **Single:** |  | Citizenship |  **Dual:** |  | Citizenship 1 | Citizenship 2 |
| **Passport Number:** |  |  **Civil Status (✓)**  | **Married:** |  | **Unmarried:** |  | **Nationality:** |  |
| 1. **CONTACT DETAILS (In BLOCK Capitals)**
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| **Address of the Permanent Residence:** | **Address for correspondence:** |
|  | **Local:** | **Foreign:** |
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| **Postcode:** | **Postcode:** | **Postcode:** |
| **Tel:** | **Tel:** | **Tel:** |
| **Mobile:** | **Mobile:** | **Mobile:** |
| **Fax:** | **Fax:** | **Fax:** |
| **Email:** | **Email:** | **Email:** |
| 1. **PARENT’S/GURDIAN’S DETAILS**
 |
| **Father’s name:** |  |
| **Occupation:** |  |
| **Address of his employer:** |  | **Tel:** |  | **Email:** |  |
| **Contact Details:** | **Tel:** | **Local:** |  |
| **Foreign:** |  |
| **Mobile:** |  | **Email:** |  |
|  |
| **Mother’s name:** |  |
| **Occupation:** |  |
| **Address of her employer:** |  | **Tel:** |  | **Email:** |  |
| **Contact Details:** | **Tel:** | **Local:** |  |
| **Foreign:** |  |
| **Mobile:** |  | **Email:** |  |

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| **Guardians’ name:** |  |
| **Occupation:** |  |
| **Address of the employer:** |  | **Tel:** |  | **Email:** |  |
| **Contact Details:** | **Tel:** | **Local** |  |
|  | **Foreign** |  |
| **Mobile** |  | **Email:** |  |
| **N.B :****All Sri Lankan applicants should attach original service letter/s of Father/Mother/Guardian**  |
| 1. **EDUCATIONAL QUALIFICATIONS**
 |
| **Educational qualifications in reverse chronological order (Certified copies of certificates and transcripts in English should be****annexed)** |
| **Year****(In reverse chronological order)** | **Qualifying Examination** | **Awarding Body** | **Subjects offered and Grades obtained** | **Final Certificate/Level/****Qualification Awarded** |
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| 1. **ENGLISH LANGUAGE PROFICIENCY**
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| Applicants whose primary language is not English or whose previous education has not been in English must provide evidence of proficiency in English(i.e. achieve a minimum score of 79 on the TOEFL or achieve a minimum score of 6.5 on IELTS)**(Enclose certified copies of certificates)****Please list English Language Qualifications with results obtained.** |
| **English Qualification** | **Results/Score** | **Passing Year** |
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| 1. **FOR CANDIDATES WITH HIGH SCHOOL DIPLOMA**
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| Candidates with High School Diploma should have passed the Scholastic Aptitude Test(SAT) |
| **Score of the Scholastic Aptitude Test:** |  | **Passing Year:** |  |
| 1. **OTHER QUALIFICATIONS**
 |
| **Any other relevent qualifications gained by you:** |  |
| 1. **COURSES OF STUDY**
 |
| Indicate the order of preference of the course/courses of study you wish to follow at a University in Sri Lanka. (**Under no circumstances the order of preference can be changed**)**(Please refer page no 38 & 39 for the mapping tables for the codes for each course of study and University)** |
| **Course of Study** | **Order of Preference for the Universities**  |
|  | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** |
| **1** |  |  |  |  |  |  |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |  |  |  |  |  |  |
| **4** |  |  |  |  |  |  |  |  |  |  |  |  |
| **5** |  |  |  |  |  |  |  |  |  |  |  |  |
| **6** |  |  |  |  |  |  |  |  |  |  |  |  |
| **7** |  |  |  |  |  |  |  |  |  |  |  |  |
| **8** |  |  |  |  |  |  |  |  |  |  |  |  |
| **9** |  |  |  |  |  |  |  |  |  |  |  |  |
| **10** |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. **REFEREES**
 |
| **Give the details of two persons of good standing in your country who could, from their personal knowledge, testify to your character, academic background and capacity to undertake further studies** |
| **Referee 01** |
| **Name** |
| **Designation** |  |
| **Address** |  |
| **Tel:** |  | **Email:** |  |
| **Referee 02** |
| **Name** |  |
| **Designation** |  |
| **Address** |  |
| **Tel:** |  | **Email:** |  |
| **If you are a non-Sri Lankan and know of any Sri Lankan citizen permanently residing in Sri Lanka who could act as your referee** |
| **Name** |  |
| **Designation** |  |
| **Address** |  |
| **Tel:** |  | **Email:** |  |
| 1. **FINANCIAL SURPPORT:**
 |
| Specify how much funds would be available to you whilst in Sri Lanka, and the source of such funds. : |
| **Documentary evidence[an original letter from a bank stating the bank balance of Father/ Mother/ Guardian should be attached]** |

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| 1. **DECLARATION**
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| I certify that the information provided by me in this application are true and accurate.I am aware that my application will be rejected if any information contains herein is found to be false or inaccurate before my admission to a University in Sri Lanka, and further, that I am liable to be dismissed from the University concerned at any time in the event of such finding being made after my admission. |
| **Date :** |  | **Signature of the Applicant:** |  |
| **Note: Failure to send all required documents along with the application form will result in rejection of the application.****Make sure you have submitted the following documents as required along with your application;** |
| 1. **Certified copies of the relevant pages of your passport**
 |  |
| 1. **A Letter obtained from the Examination Board concerned with regard to equivalence**
 |  |
| 1. **Certified copies of relevant educational certificates**
 |  |
| 1. **If a Sri Lankan candidate, documentary proof for the period studied abroad**

**(Certified copies of School Leaving Certificates, your passport, visa, any other relevant documents)** |  |
| 1. **If a Sri Lankan candidate, documentary proof for the period studied in Sri Lanka**

**(Certified copy of the School Leaving Certificate/s)** |  |
| 1. **If a Sri Lankan candidate, original service letter/s of Father/ Mother/ Guardian**
 |  |
| 1. **Documentary evidence to prove availability of funds**

**(Original letter stating the bank balance of Father/ Mother/ Guardian)** |  |
| 1. **Bank Draft of US $ 30 as application processing fee.**
 |  |

**Only for Sri Lankan Applicants**

All Sri Lankan applicants with Foreign Qualifications have to fill and submit this form, in addition to the above application.

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| **Full name of the applicant (In BLOCK Capitals)** |
| **Passport Number:** |  | **NIC** |  |
| **CONTACT DETAILS (In BLOCK Capitals)** |
| **Address of Foreign Residence** | **Address of Sri Lankan Residence** |
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| **Period of residence as at 7th September 2015** | **Period of residence as at 7th September 2015** |
| **From** | DD: MM: YYYY:  | **From** | DD: MM: YYYY:  |
| **To:** | DD: MM: YYYY:  | **To:** | DD: MM: YYYY:  |
| **Have you sat the G.C.E (A/L) Examination in Sri Lanka? (✓)** | **Yes** |  | **No** |  |
| **If so give the following particulars;** | **1st Attempt** | **2nd Attempt** | **3rd Attempt** |
| **Year of Examination** |  |  |  |
| **Index Number** |  |  |  |
| **Results Obtained(Subjects & Grades)** |  |  |  |
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|  |  |  |
|  |  |  |
| **Z Score** |  |  |  |
| **Period of Study Abroad (Please submit documentary evidence):** |
| **From:**  | DD: MM: YYYY:  | **To** | DD: MM: YYYY:  |
| **Name & Address of the School/s attended** | 1. |
|  | 2. |
|  | 3. |
|  | 4. |
| **Period of Study in Sri Lanka** |
| **From:**  | DD: MM: YYYY:  | **To** | DD: MM: YYYY:  |
| **If you have studied in Sri Lanka (Attached certified copy/copies of the School Leaving Certificate/s)** |
| **Name & Address of the School/s attended** | 1. |
| 2. |
| 3. |
| 4. |
| **Place /Places of residence during the 3 years immediately prior to your qualifying examination (in reverse chronological order):** |
| 1. |
| 2. |
| 3. |
| 4. |
| **Place /Places of residence of your parents/guardian during the period of 3 years immediately prior to your qualifying examination (in reverse chronological order):** |
| 1. |
| 2. |
| 3. |
| 4. |
| **I certify that the information provided by me in this application are true and accurate.** |
| **Date :** |  | **Signature of the Applicant:** |  |