

A Guide to completing the Postgraduate Application Form

Dear Applicant,

You should review the [course website](#) before completing the rest of the application form. We look forward to processing your application. You may find the following points helpful when completing the postgraduate application form. The soft copy of the application must be filled and digitally signed using a compatible PDF software (e.g. Adobe Acrobat Reader). A printout of the duly filled and signed PDF form must be posted to the given address at the bottom of this guideline, along with all supporting documents. Also, the softcopies of the duly filled application, and the supporting documents should be uploaded as a single archive file (zip) by using the [online form](#) linked with the course web site.

If the space provided in the form is not sufficient to include your information, attach additional PDF documents with the section number written on the top right-hand corner of the page.

Section 1: Personal Information

This section is compulsory and should be completed in full. Please indicate the preferred address and the E-mail ID for all future correspondence. If your correspondence address or E-mail changes, please contact the course coordinator (E-mail: pg-ea@uom.lk) as soon as possible, and update your personal information.

Section 2: Academic Information (Program of Study)

This section will reveal the intended scope of the study program. If you are only interested in obtaining the one-year part time Post Graduate Diploma, check (x) item Diploma. If you are interested in continuing for the MSc as well, indicate this by checking (x) item MSc, and also specifying the mode of study part time/full time. If you are registering for the full-time course, and you are currently employed, a letter of consent from the employer should be furnished with the application material. If you are currently registered for any other postgraduate course at the University of Moratuwa or any other institute, it should be stated and explained. Your application will be assessed according to this information to determine your ability to successfully complete the chosen degree.

Section 3: Academic/Professional Qualifications

According to the Eligibility criteria, the selection is carried out either by academic qualifications (3a) or professional qualifications (3b). If you only possess academic qualifications, please fill section 3(a) and disregard section 3(b). If you only possess professional qualifications, please fill section 3(b) and disregard section 3(a). However, if you possess both academic and professional qualifications you are encouraged to provide all information by filling in both sections 3(a) & 3(b).

Please complete Section 3(a)-B if you have obtained any postgraduate qualifications. This may be used to determine the relevancy of the field of study if the first degree specified in Section 3(a)-A is not relevant as per eligibility criteria.

Please provide certified copies of documents as evidence to support all claims in Section 3(a) & 3(b). Certificates that are not printed in English should be accompanied by a certified translation. The following can be used as a general guideline.

1. Copy of the birth certificate
2. Copy of NIC or passport
3. Copy of the degree certificate*

4. Copy of the official transcript*
5. Documents supporting your claim of membership in the professional organization
6. Document indicating your membership status and the date of election to this status in the professional organization
7. All transcripts of the examinations conducted by the professional organization in order to fulfill the current membership status
8. Documents supporting your claim of professional experience

*Copies of degree certificates and academic transcripts must be certified by the relevant educational institute. Applicants, who have obtained a bachelor’s degree or any other relevant educational qualification from a foreign university (including local non-state universities affiliated to foreign universities), are required to submit the certificate of recognition of the foreign institute issued by the UGC of Sri Lanka, along with the [M2 form](#) which is attached with this application.

Please visit the [UGC website](#) for further information on applying for a certificate of recognition of a foreign institute.

Section 4: Details of Relevant Work Experience

If you have no prior work experience, you can ignore this section of the form. However, if you are gaining eligibility through Section 3(b) or Section 3(a) with a three-year full-time degree, this section is mandatory. Please highlight only the relevant experience (the work experience after obtaining the degree or professional qualification) starting from the most recent experience. You can also use this section to highlight other relevant skills, awards, and experience that you may possess. Furthermore, service letters should be provided as proof of work experience.

Section 5: Application Processing Fee & Entrance Exam Fee

Pay the application processing fee of Rs. 2500.00 and the placement examination fee of Rs. 1000.00 (if applicable) in favor of “Bursar University of Moratuwa” Bank of Ceylon Katubedda branch account number 70993353. Please avoid ATM deposits. If you do online fund transfers, entering your NIC number and word EA (e.g. 905412354V EA) in the reference field is a must. If you are unable to enter the reference as mentioned above, your online transfer might not be successful. Make sure to attach the payment slip with the application. All applicants must pay the application processing fee. However, the placement examination fee is applicable only for three-year degree holders, and applicants applying only under the professional qualifications category (3(b)).

Mailing and Contact Information

<u>Mailing address</u>	<u>Contact Information</u>
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