



UNIVERSITY OF COLOMBO
DEPARTMENT OF ENGLISH
EXTENSION COURSES IN ENGLISH 2018

For office use only

APPLICATION FORM 2018

DIPLOMA IN ADVANCED ENGLISH FOR ADMINISTRATION AND ACADEMIC PURPOSES (DAE)

Please read this form carefully before filling in the application.

A. General Information

1. Full name of applicant (Please fill in BLOCK CAPITAL LETTERS): Rev./ Mr. /Mrs./Miss

2. Name with Initials:
3. Date of birth: Date Month Year
4. National Identity Card No.:
5. Postal Address: (Attach 02 stamped, self-addressed long envelopes with Rs. 50/- stamps)

6. Contact Numbers: Mobile:..... Home:.....
7. E-mail Address:
8. To be filled in by **employed persons only**
 - (a) Name of Department / Corporation / Company / Institute etc.

 - (b) Post / Designation (Attach original letter from employer obtained on or after 01.01.2018 – letters of appointment and IDs are not accepted)

 - (c) Highest educational qualification

(Important: Attach certified copy of G.C.E. Advanced Level Certificate)

9. If you are self-employed provide proof of self –employment

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(Important: Attach certified copies of documents –Business Registration Certificate etc.)

10. To be filled in by **persons who are not employed**

(a) Highest educational qualification.....

(Important: Attach certified copy of G.C.E. Advanced Level Certificate)

11. Are you currently enrolled as an internal student of any university?

12. If yes, state the name of the university.

13.

Please paste original copy of bank slip here.

Applications without bank slip for payment of Rs.1000/- (Application fee) will be rejected.

B. Declaration by applicant

I certify that the particulars given above are true and accurate. I am aware that if, at any time, the particulars given above by me are found to be false or inaccurate, my application will be rejected, or my registration will be cancelled.

.....

Date

.....

Signature

What to do next

1. Complete the application form and mark after the required documents are attached:

Certified true copy of G.C.E. Advanced Level results sheet
(certified by an Attorney at Law or Justice of the Peace)

Original bank slip for payment of Rs. 1000/- (Application fee)

2 self-addressed, stamped long envelopes (Rs. 50/- stamps)

For employed persons: Letter from employer or certified copies
of business registration

2. Post the completed application together with the attachments to:

**The Coordinator,
Extension Courses in English,
Dept. of English
University of Colombo,
Colombo 03.**

Your letter must reach the Coordinator on or before 1st April 2018.

3. Incorrectly filled applications and applications without the required documents will be rejected. Rejected applications will not be reconsidered.