**UNIVERSITY OF COLOMBO**

**Diploma in Business English 16th Batch**

**APPLICATION FORM – 2024/2025**

Application No (Office Use Only)

1. Name with Initials (Rev/Mr/Mrs/Ms)

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2. Full Name in Capital Letters (use this for the registration, therefore fill these boxes clearly)

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3. Nationality

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4. National Identity Card Number:

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5. Date of Birth:

6. Postal Address:

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7. E-mail: ..................................................................................................................................................

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| Home |  |  |  |  |  |  |  |  |  |  |
| Office |  |  |  |  |  |  |  |  |  |  |
| Mobile |  |  |  |  |  |  |  |  |  |  |

8. Telephone:

9. Name & Address of Corporation/Company/Institute. Where you are employed:

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10. Designation:

11. Highest Educational Qualification:

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12. Qualification in Computer skills:

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Put “ √” where relevant.

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| --- | --- | --- | --- |
|  | Good | Fair  | Poor |
| MS Word |  |  |  |
| MS PowerPoint |  |  |  |
| Capability in Handling Internet & E-mail |  |  |  |

For Foreign Students only:

1. Nationality: ....................................................................................

2. Passport No:...................................................................................

( Attach a copy of the passport)

3. Address in Sri Lanka .......................................................................................................................

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* **Foreign students’ should come through an entry visa so that they can get a residence visa.**
* **Foreign students should pay the full amount of the course fee when requesting a residence visa.**
* **Course fees for foreign students will be double.**

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

Date:............................................... Signature:......................................................