



Department of ICT
Faculty of Humanities and Social
Sciences University of Sri
Jayewardenepura **Diploma in
Information Technology**

Instructions for Applicants

- Complete the attached application and send to the following address on or before **30th September 2024** via registered post.

Coordinator, Diploma in Information Technology, Department of ICT,
Faculty of Humanities and Social Sciences, University of Sri
Jayewardenepura, Gangodawila, Nugegoda.

- Send the application along with the bank slip of application fee which carries Rs. 1000 made to the Account No: 013010001694 of Faculty of Humanities and Social Sciences of Peoples Bank, Gangodawila Branch.
- Mention the Diploma name on the left side top corner of the envelope.
- Attach Certified True Copies of educational qualifications and working experience together with the certified copy of your birth certificate.
- If you got selected to follow the diploma, you will be informed it in person and course fee should be made after selecting to the diploma. (Course fee can be made as installments or full payment)
- It is encouraged to forward your application through your employer, if you are willing to reimburse your course fee.



For Office Use Only

Department of ICT
Faculty of Humanities and Social
Sciences University of Sri
Jayawardenepura

Diploma in Information Technology Application

Part A – Personal Information

| | | | | | | | | | | | | | | | | | | | |
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| Full Name in Sinhala | Name with Initials | | | | | | | | | | | | | | | | | | |
| | Names denoted from initials | | | | | | | | | | | | | | | | | | |
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| Full Name in English (Block Letters) | Name with Initials | | | | | | | | | | | | | | | | | | |
| | Names denoted from initials | | | | | | | | | | | | | | | | | | |
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| Postal Addresses | | | | | | | | | | | | | | | | | | |
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| Permanent Address | | | | | | | | | | | | | | | | | | |
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| Email Address | |
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|------------------|--------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| Telephone Number | Home | | | | | | | | | | | | | | | | | | |
| | Office | | | | | | | | | | | | | | | | | | |
| | Mobile | | | | | | | | | | | | | | | | | | |

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|-------------------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| National Identity Card Number | | | | | | | | | | | | | | | | | | | |
| Age (Years/Months/Days) | | | | | | | | | | | | | | | | | | | |

Part B – Educational Qualifications/Professional Qualifications

1. Educational Qualifications (Attach Certified Copies)

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|--|-------|
| G.C.E. Advanced Level Examination passed year: | |
| Exam Number: | |
| Subject | Grade |
| 1. | |
| 2. | |
| 3. | |
| 4. | |

| | | | |
|--|-------|---------|-------|
| G.C.E. Ordinary Level Examination passed year: | | | |
| Exam Number: | | | |
| Subject | Grade | Subject | Grade |
| 1. | | 6. | |
| 2. | | 7. | |
| 3. | | 8. | |
| 4. | | 9. | |
| 5. | | 10. | |

2. Professional Qualifications (Attach Certified Copies)

| Institute | Duration | | Field of Study/Experience | Qualification Obtained |
|-----------|----------|--|---------------------------|------------------------|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |

Part C – Working Experience and Other Qualifications

3. Working Experience

| Organization | From | To | Position | Nature of Work |
|--------------|------|----|----------|----------------|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |

4. Other Related Qualifications (Attach Certified Copies)

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5. Independent Evaluation on English Language Usage

| | Very Good | Good | Moderate | Weak |
|----------|-----------|------|----------|------|
| Reading | | | | |
| Writing | | | | |
| Speaking | | | | |

6. Financial Support

| | Private | Sponsorship | Allowance | Scholarship | Other |
|--|---------|-------------|-----------|-------------|-------|
| How do you get funds needed for your education? | | | | | |
| If you get a support of a sponsor, mention the details | | | | | |
| If you get an allowance, mention the name and the total amount | | | | | |
| Other | | | | | |

7. Name and the Address of two non-related referees

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Paste the Bank slip of application fee

Bank slip of application fee which carries Rs. 1000 made to the Account No: 013010001694 of Faculty of Humanities and Social Sciences of Peoples Bank, Gangodawila Branch.

I do hereby certify that, the information included in the application is true and correct according to my knowledge. Further, I am aware that, my application will be invalid, if it is identified that the mentioned information of the application is false and incorrect at anytime before or after selecting to the diploma.

.....
Date

.....
Signature