Use Mozilla Firefox browser only to submit and Print Applications online for Postgraduate programmes

Please don't use single quotation and double quotation characters (' and '') and you can use following characters to fill the application form. (A to Z, a to z, 0..9, !, @, #, $, %, ^, *, (,), <, >)

Guidelines for Applicants of Postgraduate programmes in Faculty Graduate Studies.

When you click the link 'Submission Application Online' on the www.kln.ac.lk/FGS, you will see the following window,

University of Kelaniya

Apply for postgraduate programmes

Figure 1

Click on the link '**Apply for postgraduate programmes**' (see Figure 1). Then you will see following window. (See Figure 2). It consist four buttons.

- '**Read instruction first**' will show this instruction manual
- '**Download application**' will download blank PDF document which can be used to apply MSc programmes offline
- '**Submit application online**' enables you to apply MSc programmes online
- '**Print application submitted online**' can be used to print your completed application forms and need to send a copy of it to the FGS by post with application fee

Online Application Submission-Faculty of Graduate Studies

Read instructions first   Download application   Submit application online   Print application submitted online   Exit
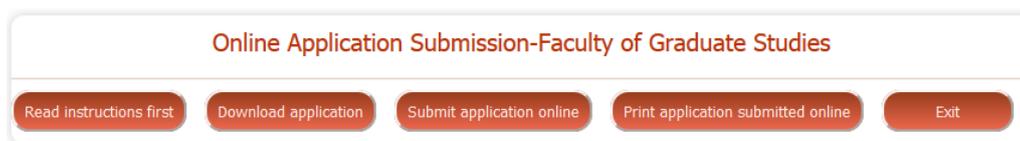
Figure 2

Instructions for Part 1 - Submit Application online

Online Application Submission facility is used to submit information of applicant who intends to register in MSc programmes of Faculty of Science in 2016 academic year. This process required to complete 4 steps to submit an application online successfully. Please read instructions carefully before or while submitting your application.

1. Select the required degree programme (see Figure 3)

Select postgraduate degree programme   :   Please scroll down to see the records ∨

Back   Exit

Figure 3

2. Check the suitable check box that match with your entry qualification and click on '**Fill application form(1 of 4 steps)**' button (see Figure 4)

Figure 4

3. Now fill the Application Form (See Figure 5)
4. Click on **Save and continue (2 of 4 steps)** button for save the application

UNIVERSITY OF KELANIYA, FACULTY OF GRADUATE STUDIES

Application Form

MA in Buddhist Studies

Medium	: ☐ English ☑ Sinhala
Name in Full (in English Block Letters)	: KONARA MUDIYANSELAGE GAYAN MADUSHANKA
Name with Initials (in English Block Letters)	: ☐ Rev./Ven. ☐ Dr. ⦿ Mr. ☐ Mrs. ☐ Miss
	K.M.G.MDUSHANKA
Date of Birth	: 1980 ∨ 01 ∨ 03 ∨
Student National Identity Card Number	: 80xxxxxxxV
Nationality	: Sri Lankan
Citizenship	: Sri Lankan
Employment	: Teacher
Permanent Address	: No. 56, xxxxxxxxxx Road, Kelaniya
Office Address	: xxxxxxxxxxxxx M.V, Kelaniya

2

Figure 5

5. When you click on the **Save and continue (2 of 4 steps)** button <u>you will be prompted a **reference number** (See Figure 6). You should keep it securely because it must be provided to the system when you print submitted applications later</u>. You are given separate reference number for each application if you submit more than one application.

Please Write down this Number with you as a reference number 803

OK

Figure 6

6. Add Education Qualification and Professional Qualification using the Education and Professional Details form (see Figure 7)

Education & Professional Details

Education Qualifications

Add Qualification

Professional Qualifications

Add Qualification

Save and continue(3 of 4 steps)   Back   Exit

Figure 7

7. After filling the form it look like this (see Figure 8)

Figure 8

8. You should mention principal subjects (not course module or unites) which you followed in your degree. (for Example : Chemistry, Sinhala, Political Science, etc..) in Subject, Subject1, Subject2,..cages.

9. Once you finished adding Education Qualification and Professional Qualification click 'Add qualification' button for add more information

10. Click on **save and continue (3 of 4 steps)** button for saving Education Qualification and Professional information.

11. Next you will be prompted an interface to add working experience and non-related referees (See Figure 9)

Figure 9

12. Click on **Add** button in each box to expand the area which enables you to fill information of working experience and Non-Related Referees.

13. If you want add more information click on **Add** button again in each box.

14. Fill information and click on **continue(4 of 4 steps)** (See Figure 10)
    (**Please Note**: Once you clicked **continue(4 of 4 steps)** button, Please wait until you are showing automatically your information what you have entered so far. Because sometimes it may take few minutes to load and display information due to sever process time)

Figure 10

15. Next you will be displayed information what you entered and submitted so far.
16. Click on the '**Print Application**' button if modifications do not exist.
17. If you identified any modification please correct and click on save button to save.

UNIVERSITY OF KELANIYA, FACULTY OF GRADUATE STUDIES

Application Form MA Degree Programmes

MA in Buddhist Studies-2015

Application No: MABUST/S/2015/1

Personal Details

Name with Initials	: Mr.k.m.g.madushanka		
Name in Full	: KONARA MUDIYANSELAGE GAYAN MADUSHANKA		
Date of Birth	:		
Student NIC Number	: 80xxxxxxxV		
Nationality	: Sri Lankan	Citizenship	: Sri Lankan
Fixed Number	: 0112xxxxxx	Mobile Number	: 07xxxxxxxx
Email	: abc@efg.com		
Permenent Address	: No. 56, xxxxxxxxxxxxx Road, Kelaniya		

| Permenent Address | : | No. 56, xxxxxxxxxxxx Road, Kelaniya |

Office Details

| Employment | : | Teacher |

| Office Address | : | xxxxxxxxxxxx M.V, Kelaniya |

| Address for Correspondence | : | Home |

EduQualifications Qualifications

Field Name	Value
University/Institute name	University of Kelaniya
Degree/Diploma	Bachelors Degree
General/Special	General
Graduation Year	2010
Graduation Month	June
GPA	2.0
Class	First Class
degree awarding country	Sri Lanka
Subject	Political Science
Subject 1	Sinhala
Subject 2	Economics
Subject 3	
Subject 4	

| If Result is Pending note | |

Professional Qualifications

Field Name	Value
duration	3 years
Qualification	Trainee Teacher Certificate
Awarding Authority	Ministry of Education - Sri Lanka
Awarding Year	20xx
duration	3 years
country	Sri Lanka

Working Experience

Field Name	Value
Company/Institute /Organization	xxxxxxxxxxxxxx M.V., Kelaniya
Designation	Teacher in Buddhist Studies
From	20xx
To	up-to-date
Designation	Senior Lecturer

Non-Related Refrees

Field Name	Value
Name	Dr. S.T.K.Perera
Address	No. xxx, xxxxxx Road, Kelaniya
Office No	01129xxxxx
Mobile No	07xxxxxxxx

Figure 11

Part 2 - Instructions for Print Application

You can print application which you submitted previously. For this you need your national identity card number (NIC No) with the reference number which you was alerted when you submitted the application form. The instructions for print application as follows.

Figure 20

1. Click on '**Print Application submitted online**' button for Print your application (see Figure 21)
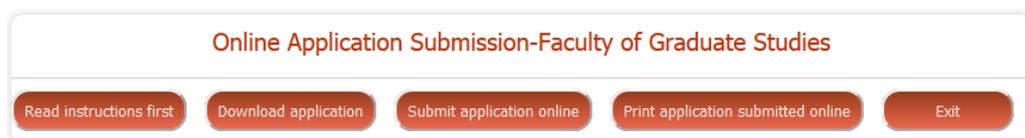

Figure 21

2. Enter the applicant NIC number and Application reference number. Then press **View** button (see Figure 22).

Figure 22

3. Then you will be displayed application(s) which you submitted for MSc programme(s)
4. Next click on the link of the programme you wish to print (see Figure 23).

Figure 23

5. Next you will be displayed the application with your information (see Figure 24)

UNIVERSITY OF KELANIYA, FACULTY OF GRADUATE STUDIES

Application Form
MA in Buddhist Studies-2015

Personnel Information

Application No   MABUST/S/2015/1

Name with Initials : k.m.g.madushanka
Full Name :
Konara mudiyanselage gayan madushanka
Student NIC Number : 80xxxxxxV
Nationality : Sri Lankan
Citizenship : Sri Lankan
Address :
No. 56, xxxxxxxxxxxx Road, Kelaniya
Telephone :Home : 0112xxxxxx
Mobile Number : 07xxxxxxxx
Email : abc@efg.com

Employment Details

Employment : Teacher
Office Address :
xxxxxxxxxxxx M.V, Kelaniya

Education & Professional Qualifications

University/Institute name	University of Kelaniya
Degree/Diploma	Bachelors Degree
General/Special	General
Graduation Year	2010
Graduation Month	June
GPA	2.0
Class	First Class
duration	3 years
degree awarding country	Sri Lanka
Subject	Political Science
Subject 1	Sinhala
Subject 2	Economics
Subject 3	
Subject 4	
If Result is Pending note	
Qualification	Trainee Teacher Certificate
Awarding Authority	Ministry of Education - Sri Lanka
Awarding Year	20xx
duration	3 years
country	Sri Lanka

Professional Qualifications

duration	3 years
Qualification	Trainee Teacher Certificate
Awarding Authority	Ministry of Education - Sri Lanka
Awarding Year	20xx
duration	3 years
country	Sri Lanka

Working Experience

Company/Institute/Organization	xxxxxxxxxxxx M.V., Kelaniya
Designation	Teacher in Buddhist Studies
From	20xx
To	up-to-date
Designation	Senior Lecturer

Non-Related Referees

Name	Dr. S.T.K.Perera
Address	No. xxx, xxxxxx Road, Kelaniya
Office No	01129xxxxx
Mobile No	07xxxxxxxx
Home No	0112XXXXXX
E-Mail Address	stkperera@xab.com

For Official use only

Recommendation of the HOD/Coordinator

Recommended/ Not Recommended

Date--------------------------

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                                              ---------------------------
                                                      Signature
                                                  Head/Course Coordinator
                                       Name-------------------------------------
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(Please endorse the Official Stamp)

Print

Figure 24

6. Then click on the **print** button to print the application (see Figure 24)
7. Next select the name of the printer, set number of page, etc... and press **Ok** button to complete the printing process (see Figure 25)
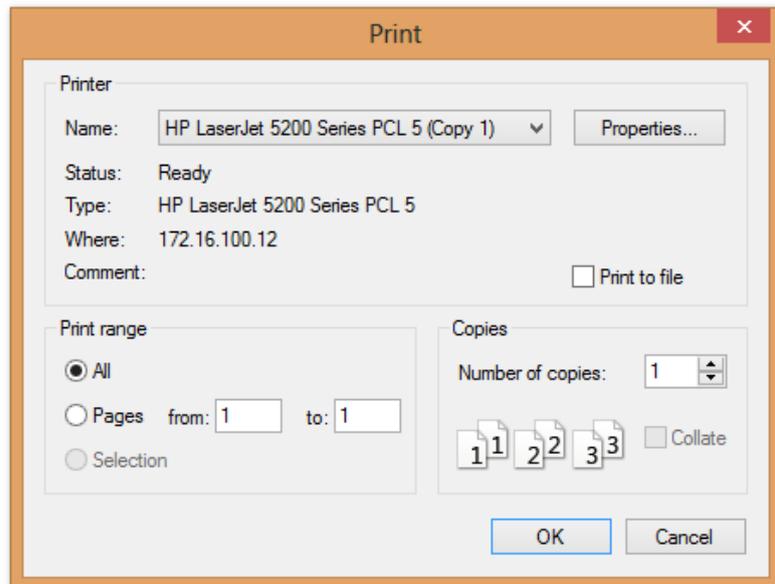
Figure 25

Instruction for payment and send by post

The completed application along with the Bank Deposit Slip which used to pay Rs. 750/- as the application fee of the Postgraduate programme, obtained from any Branch of the People's Bank credited to the account of the Kelaniya branch of the People's Bank (Account No: 055-1-001-1-0667549) should be sent to the address

"Senior Assistant Registrar, Faculty of Graduate Studies, University of Kelaniya" by registered post to be received on or before the closing date (as in the advertisement) for relevant postgraduate programme.

The preferred medium of instruction and the selected postgraduate programme should be stated on the application.

Please send a self-addressed envelope 9"X4" in size with Rs. 10.00 stamped along with the Bank Slip and completed application.

Incomplete or late applications will be rejected.

Further instructions or clarifications, please contact Senior Assistant Registrar, Faculty of Graduate Studies, University of Kelaniya.

If you have any technical matter when application submitting or printing online, please call to following contact numbers.

Contact No: 094 11 2 903951-3, 094 11 2 908165, 094 11 2 903196