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,



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	on Submission-Facult	y 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

 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)

Select postgraduate degree programme	:[	MA in Sinhala 🗸
	: P	lease select relevent qualification
	✓	Parachina Panditha
		Any other academic professional qualification accepted by the senate of the University of Kelaniy
		Any Bachelor's Degree from a recognized University

- 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 I	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	: ○ Rev./Ven. ○ Dr.
English Block Letters)	K.M.G.MDUSHANKA
Date of Birth	: 1980 v 01 v 03 v
Student National	: 80xxxxxxxV
Identity Card Number	
Nationality	Sri Lankan
Citizenship	Sri Lankan
Employment	: Teacher
Permanent Address	: No. 56, xxxxxxx Road, Kelaniya
Office Address	: xxxxxxxxxx M.V, Kelaniya

Address for correspondence	: Office Office
Telephone	
Home	: 0112xxxxxx
Mobile	: 07xxxxxxxx
Email Address	: abc@efg.com
Save and continue(2	of 4 steps) Back Exit
	Figure 5

5. When you click on the Save and continue (2 of 4 steps) button 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. 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
	ОК
Figure	6

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



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

ducation Qualificati	ons	Professional Qualifi	cations
dd Qualification		Add Qualification	
niversity/Institute name	University of Kelaniya	Qualification	Trainee Teacher Certificate
gree/Diploma	Bachelors Degree	Awarding Authority	Ministry of Education - Sri Lanka
eneral/Special	General	Awarding Year	20xx
raduation Year	2010	duration	3 years
raduation Month	June	country	Sri Lanka
PA	2.0	Save and continue(3 of 4 s	teps) Exit
Class	First Class		
luration	3 years		
egree awarding country	Sri Lanka		
Subject	Political Science		
ubject 1	Sinhala		
biect 2	Economics		

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)





- 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)

Add		Add	
Company/Institute/Organization	xxxxxxxxxx M.V., Kelaniya	Name	Dr. S.T.K.Perera
Designation	Teacher in Buddhist Studies	Designation	Senior Lecturer
rom	20xx	Address	No. xxx, xxxxxx Road, Kelaniya
Го	up-to-date	Office No	01129xxxxx
		Mobile No	07xxxxxxx
		Home No	0112XXXXXX
		E-Mail Address	stkperera@xab.com

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.

FAGS FACULTY OF GRADUATE STUDIES	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	: 0112xxxxxxx Mobile Number : 07xxxxxxxxx
Email	: abc@efg.com
Permenent Address	No. 56, xxxxxxxxxxxx Road, Kelaniya

ermenent Address	No. 56, xxxxxxxx Road, Kelaniya	
fice Details		
molovment	Taachar	
inployment		
)ffice Address	· www.www.www.M.V. Kolopiup	
	XXXXXXXXXXX M.V, Kelaliiya	
Address for	Home	_
Correspondence	Tronic	
EduQualifications	Qualifications	
Field Name	Value	
University/Institute	University of Kelaniya	
name Degree/Diploma	Bachelors Degree	
General/Special	General	
Graduation Year	2010	
Graduation Month	lune	
GPA	2.0	
Class	Eirst Class	
degree swording of	rinst Class	
Subject	Political Science	
Subject	Political Science	
Subject 1	Sinnaia	
Subject 2	Economics	
Subject 3		
If Result is Pending	note	
If Result is Pending	ifications	
If Result is Pending Professional Qual Field Name	ifications Value	
If Result is Pending Professional Qual Field Name duration	inote ifications Value 3 years	
If Result is Pending Professional Qual Field Name duration Qualification	inote ifications Value 3 years Trainee Teacher Certificate	
If Result is Pending Professional Qual Field Name duration Qualification Awarding Authority	inote ifications Value 3 years Trainee Teacher Certificate Ministry of Education -	
If Result is Pending Professional Qual Field Name duration Qualification Awarding Authority	inote ifications Value 3 years Trainee Teacher Certificate Ministry of Education - Sri Lanka	
If Result is Pending Professional Qual Field Name duration Qualification Awarding Authority Awarding Year	inote ifications Value 3 years Trainee Teacher Certificate Ministry of Education - Sri Lanka 20xx	
If Result is Pending Professional Qual Field Name duration Qualification Awarding Authority Awarding Year duration	inote ifications Value 3 years Trainee Teacher Certificate Ministry of Education - Sri Lanka 20xx 3 years	
If Result is Pending Professional Qual Field Name duration Qualification Awarding Authority Awarding Year duration country	inote ifications Value 3 years Trainee Teacher Certificate Ministry of Education - Sri Lanka 20xx 3 years Sri Lanka	
If Result is Pending Professional Qual Field Name duration Qualification Awarding Authority Awarding Year duration country Working Experier	inote ifications Value 3 years Trainee Teacher Certificate Ministry of Education - Sri Lanka 20xx 3 years Sri Lanka	
If Result is Pending Professional Qual Field Name duration Qualification Awarding Authority Awarding Year duration country Working Experier Field Name	inote ifications Value 3 years Trainee Teacher Certificate Ministry of Education - Sri Lanka 20xx 3 years Sri Lanka ICE Value	
If Result is Pending Professional Qual Field Name duration Qualification Awarding Authority Awarding Year duration country Working Experier Field Name Company/Institute	inote ifications Value 3 years Trainee Teacher Certificate Ministry of Education - Sri Lanka 20xx 3 years Sri Lanka CCC Value xxxxxxxxxxxxxx M.V.	
If Result is Pending Professional Qual Field Name duration Qualification Awarding Authority Awarding Year duration country Working Experier Field Name Company/Institute /Organization	inote ifications Value 3 years Trainee Teacher Certificate Ministry of Education - Sri Lanka 20xx 3 years Sri Lanka Cee Value xxxxxxxxxxxxxx M.V., Kelaniya Teacher in D. d Wint	
If Result is Pending Professional Qual Field Name duration Qualification Awarding Authority Awarding Year duration country Working Experier Field Name Company/Institute /Organization Designation	inote ifications Value 3 years Trainee Teacher Certificate Ministry of Education - Sri Lanka 20xx 3 years Sri Lanka CCE Value xxxxxxxxxxxxxxx M.V., Kelaniya Teacher in Buddhist Studies	
If Result is Pending Professional Qual Field Name duration Qualification Awarding Authority Awarding Year duration country Working Experier Field Name Company/Institute /Organization Designation From	inote ifications Value 3 years Trainee Teacher Certificate Ministry of Education - Sri Lanka 20xx 3 years Sri Lanka 20xx 3 years Sri Lanka 20xx 3 years Sri Lanka 20xx 3 years Stu Lanka 20xx 20xx 4 June xxxxxxxxxxxxxxxx M.V., Kelaniya Teacher in Buddhist Studies 20xx	
If Result is Pending Professional Qual Field Name duration Qualification Awarding Authority Awarding Year duration country Working Experier Field Name Company/Institute /Organization Designation From To	inote ifications Value 3 years Trainee Teacher Certificate Ministry of Education - Sri Lanka 20xx 3 years Sri Lanka 20xx 3 years Sri Lanka 20xx 3 years Sri Lanka 20xx 4 years Stri Lanka 20xx 4 years Stri Lanka 20xx 4 years 20xx 4 years 20xx 4 years 20xx 4 years 20xx 4 years 20xx 4 years 20xx 4 years 20xx 4 years 20xx 4 years 2 ye	
If Result is Pending Professional Qual Field Name duration Qualification Awarding Authority Awarding Year duration country Working Experier Field Name Company/Institute /Organization Designation From To Designation	inote  ifications  Value 3 years Trainee Teacher Certificate Ministry of Education - Sri Lanka 20xx 3 years Sri Lanka  CCE  Value  xxxxxxxxxxxx M.V., Kelaniya Teacher in Buddhist Studies 20xx up-to-date Senior Lecturer	
If Result is Pending Professional Qual Field Name duration Qualification Awarding Authority Awarding Year duration country Working Experier Field Name Company/Institute /Organization Designation From To Designation Non-Pelated Defi	inote  ifications  Value 3 years Trainee Teacher Certificate Ministry of Education - Sri Lanka 20xx 3 years Sri Lanka  CCE  Value  Value  XXXXXXXXXXXXXXX M.V., Kelaniya Teacher in Buddhist Studies 20xx up-to-date Senior Lecturer	
If Result is Pending Professional Qual Field Name duration Qualification Awarding Authority Awarding Year duration country Working Experier Field Name Company/Institute /Organization Designation From To Designation Non-Related Refr	inote  ifications  Value 3 years Trainee Teacher Certificate Ministry of Education - Sri Lanka 20xx 3 years Sri Lanka 20xx 3 years Sri Lanka  Value Value Value Socococococococ M.V, Kelaniya Teacher in Buddhist Studies 20xx up-to-date Senior Lecturer  ees	
If Result is Pending Professional Qual Field Name duration Qualification Awarding Authority Awarding Year duration country Working Experier Field Name Company/Institute /Organization Perom To Designation From To Designation From To Non-Related Refr Field Name Name	inote  ifications  Value 3 years Trainee Teacher Certificate Ministry of Education - Sri Lanka 20xx 3 years Sri Lanka 20xx 3 years Sri Lanka   Value Value Value Seconor Buddhist Studies 20xx up-to-date Senior Lecturer   Value Value Dr S TK Perere	
If Result is Pending Professional Qual Field Name duration Qualification Awarding Authority Awarding Authority Awarding Year duration country Working Experier Field Name Company/Institute /Organization From To Designation From To Designation From To Authority Field Name Name Authority	inote  ifications  Value 3 years Trainee Teacher Certificate Ministry of Education - Sri Lanka 20xx 3 years Sri Lanka 20xx 3 years Sri Lanka   Value Value Value Value Studies 20xx up-to-date Senior Lecturer   Value Value No xxx xxxxx Pood	
If Result is Pending Professional Qual Field Name duration Qualification Awarding Authority Awarding Authority Awarding Year duration country Working Experier Field Name Company/Institute /Organization From To Designation From To Designation From To Field Name Address	inote  ifications  Value 3 years Trainee Teacher Certificate Ministry of Education - Sri Lanka 20xx 3 years Sri Lanka 20xx 3 years Sri Lanka   CC  Value  XXXXXXXXXXXX M.V., Kelaniya Teacher in Buddhist Studies 20xx up-to-date Senior Lecturer   CC  Value	
If Result is Pending Professional Qual Field Name duration Qualification Awarding Authority Awarding Year duration country Working Experier Field Name Company/Institute /Organization From To Designation From To Designation From To Designation Field Name Name Address Office No	inote  ifications  Value 3 years Trainee Teacher Certificate Ministry of Education - Sri Lanka 20xx 3 years Sri Lanka 20xx 3 years Sri Lanka   CC  Value  XXXXXXXXXXXX M.V, Kelaniya Teacher in Buddhist Studies 20xx up-to-date Senior Lecturer   CC  Value  Dr. S.T.K.Perera No. XXX, XXXXX Road, Kelaniya 01129XXXX	

E-Mail Address	stkperera@xab.com	
I do hereby	certify that the above particulars furnished by me are true a	and correct.
Date		Signature of the Applicant
or Official use only		
,		
Recommendation of the HOD	D/Coordinator	
Recommended/Not Recomm	ended	
Date		
bute		
		Signature
		Head/Course Coordinator
		Name
(places and see the off of the	Shares)	
(Please endorse the Official S	Stamp)	

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)





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

Applicant NIC Number	:	
Application Reference Number	:	View

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).

Print Application		
Applicant NIC Number	: 762621456V	
Application Reference Number	: 735 View	
Applicant Name	Program	
K.K.Kulathunga	Master of Linguistics Programme	
Print	Back Exit	



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

Name with Initials : k.m.g.madushanka Full Name : Konara mudiyanselage gayan madushanka Student NIC Number : 80xxxxxxX Nationality : Sri Lankan Citizenship : Sri Lankan Address : No. 56, xxxxxxxxxX No. 56, xxxxxxxxX Telephone :Home : 0112xxxxxX Mobile Number : 07xxxxxxX Email : abc@efg.com

#### **Employment Details**

Employment : Teacher Office Address : x00000000000 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

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

### Non-Related Referees

Name	Dr. S.T.K.Perera
Address	No. xxx, xxxxxx Road, Kelaniya
Office No	01129xxxxxx
Mobile No	07xxxxxxxx
Home No	0112XXXXXXX
E-Mail Address	stkperera@xab.com
For Official use only	
Recommendation of the HOD/Coordinator	
Recommended/ Not Recommended	
Date	
	Signature
	Head/Course Coordinator
	Name
(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)

Print	×
Printer Name: HP LaserJet 5200 Series PCL 5 Status: Ready Type: HP LaserJet 5200 Series PCL 5 Where: 172.16.100.12 Comment:	(Copy 1) V Properties
Print range All  Pages from: 1 to: 1  Selection	Copies Number of copies: 1 + 1 2 3 Collate OK Cancel

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