

**Instructions for Online Application Submission – University College of Anuradhapura****1.0 Before opening or filling out the application:****Keep the following information and documents ready**

- Pdf versions of (Files need to be less than 3 MB)
  - G.C.E. O/L result sheet
  - NVQ Level 04 certificate or G.C.E. A/L result sheet
  - Bank payment slip (Rs. 1000/= to Branch: Peoples Bank Anuradhapura Account No: 008-1-001-6-0059167. Clearly mention NIC no. in the bank slip or reference details)

**2.0 There are seven sections to be filled. First you have to sign with valid email account to fill the Google form**

1. Course selection:
  - a. Select the most preferred course as your first choice that is relevant to your educational qualification. (Refer to the newspaper advertisement or attached advertisement with the web notice to identify the relevant qualifications for each course.)
  - b. Select second choice and third choice courses those relevant to your educational qualification if required. (Selection second, third choices are not mandatory)

Preferred Courses - First choice \*

Choose ▼

Preferred Courses - Second choice \*

Choose ▼


Preferred Courses - Thirds choice \*


Choose ▼

2. General information:
  - a. Please insert the most accurate data to this section since those mobile contact numbers and emails will be used to contact you to update the enrolment progress.
  - b. Provide a mobile number with WhatsApp capability.
3. Personal information:
  - a. This section covers general personal information and your age should be below 29 years to the date of 06.11.2024.
4. G.C.E. O/L results
  - a. Enter the highest G.C.E. results disregarding the attempts.
  - b. Upload the scanned copy of the O/L result sheet.

**Scan copy of the certificate \***

Upload 1 supported file. Max 10 MB.

 Add file

 This is a required question

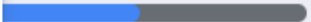
- c. Carefully select the Entry qualification which you are going to select. (NVQ Level 04 or G.C.E. A/L)

**Entry qualification \***

Choose

NVQ Level 04

G.C.E. A/L



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[Clear form](#)

5. Entry qualifications

a. NVQ Level 04

- i. Insert the accurate details in the fields.
- ii. Pick the effective date of the certificate.
- iii. Upload the scanned copy of the certificate

Scan copy of the certificate

Upload 1 supported file. Max 10 MB.

 Add file

or

b. G.C.E. (A/L) qualification

- i. Fill/pick the relevant fields.
- ii. Enter the A/L results
- iii. Fill Subjects 1,2 and 3 accordingly. (Those should exactly match with the results).
- iv. Upload the scanned copy of the A/L result sheets.

Scan copy of the result sheet \*

Upload 1 supported file. Max 10 MB.

 Add file

6. Payment details

- a. Rs. 1000/= should be paid. (Branch: Peoples Bank Anuradhapura, Account No: 008-1-001-6-0059167. Clearly mention NIC no. in the bank slip or reference details)
- b. Upload the scanned copy of the Payment slip.

Scan copy of the payment slip \*

Upload 1 supported file. Max 10 MB.

 Add file

7. Declaration.

- a. Carefully read the Declaration and if you agree with the statement you can submit the application form.

### Declaration

I do hereby certify that the information furnished above is true and correct \* and conform to the entry qualifications indicated in the advertisement and that I have not registered for any full time Degree or Diploma in a University or any other Government Academic Institutions in Sri Lanka. I do hereby accept that my enrolment in a University College could be cancelled, if any of the above information is found to be false or inaccurate, even after the commencement of the course.

Agree and certify

After you successfully submit the application form, the following message will appear.

## Application for National Vocational Qualification (NVQ) Level 06 Higher National Diploma - 2024

Your application has successfully submitted. Please kindly print the response that sent to your email and sent it via registered post along with copies of NIC, O/L result sheet, NVQ certificate or A/L result sheet and original of payment slip to "Assistant Registrar, University College of Anuradhapura, No. 328, Vidyala Mawatha, Anuradhapura" by indicating as "Student enrollment - 2024" on top left corner of the envelop.

**If your submission is not successful, the above message will not appear and you have to try again.**

### **3.0 After submission of the online application**

A copy of your submission will be sent to the applied email and the applicant has to,

- Print the response that was sent to your email and send it via registered post with the applicant's signature on all pages along with copies of NIC, O/L result sheet, NVQ certificate or A/L result sheet, and original of payment slip to "Assistant Registrar, University College of Anuradhapura, No. 328, Vidyala Mawatha, Anuradhapura" by indicating as "Student enrollment - 2024" on top left corner of the envelop.

### **4.0 Additional details**

- The last date for receiving applications is 06<sup>th</sup> November 2024.
- Late and unduly filled applications will be not accepted.
- For any clarifications contact via 025 2222 010 on working days from 9.00 AM to 4.00 PM.