

Guidelines for Online Applicants of Postgraduate programmes in Faculty Graduate Studies

When you click the link 'University of Kelaniya' on the <http://www.kln.ac.lk/> , you will see the following window (Figure 1)

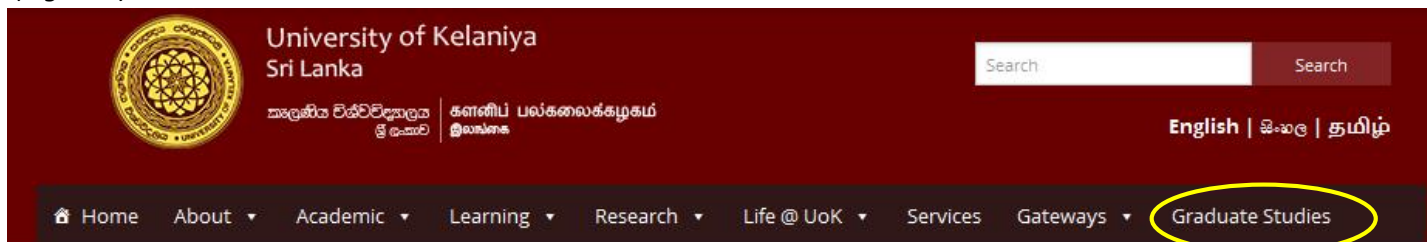


Figure 1

Click "Graduate Studies" on the <http://fgs.kln.ac.lk/> , Now you will see the Advertisement for each Postgraduate Programmes (Figure 2)



Figure 2

Click your Postgraduate Programmes Advertisement

Then you will see following window. (Figure 3)



[Print Online Submitted Application](#) | [Online Payment](#)

Figure 3

It consist four buttons. (Figure 3)

- '**Instruction for Online Application Submission**' will show this instruction manual.
- '**Apply Online Now**' enables you to apply MSc programmes online.
- '**Print Online Submitted Application**' 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 Payment**' can be Pay application fees.

● Instructions for Part 1 - **Apply Online Now**

Online Application Submission facility is used to submit information of applicant. This process required to following steps to submit an application online successfully. Please read instructions carefully before.

- 1) Select the required degree programme (see Figure 4)

A screenshot of a web form. On the left, the text 'Select postgraduate degree programme' is displayed in orange. To its right is a colon followed by a dropdown menu box containing the text 'Please scroll down to see the records' and a small downward arrow icon. Below the dropdown menu is a red rounded rectangular button with the text 'Exit' in white.

Figure 4

- 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 5)

Select postgraduate degree programme :

: **Please select relevant qualification**

- Bachelor's Degree in Business / Management /Commerce from a recognized university
- Passed finalist from a recognized professional institution accepted by the university , with at least one year experience in executive capacity
- Senior managers and entrepreneurs who have an exceptional and outstanding track record (The university will define special eligibility criteria case by case)
- Any other academic professional qualification accepted by the senate of the University of Kelaniya

Figure 5

- 3) Now Click **“fill Application Form”** (See Figure 5)
- 4) Now fill the **Five Tabs** in Application Form (See Figure 6)

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, !, @, #,\$,%^, *,(,),<,>)

I. Instructions for Personal Details Tab.

UNIVERSITY OF KELANIYA, FACULTY OF GRADUATE STUDIES

Application Form

Master of Business

Personal Details

Medium of the Program : English Sinhala

Medium cannot be blank.

Name in Full :

Applicant name cannot be blank.

Title : Rev Ven. Dr. Mr. Mrs. Miss

Name with Initials :

Name with initial cannot be blank.

Date of Birth :

Country / Region : Local Foreign

NIC Number / Passport :

National identity card number cannot be blank.

Gender :

Nationality :

Citizenship	:	Sri Lanka
<u>Permanent Address</u>		
Address Line 01	:	No 37
Address Line 02	:	New Town
Address Line 03	:	Kelaniya
Address Line 04	:	Colombo
Organization / Company	:	AlfaSoft
Designation	:	
<u>Office Address</u>		
Address Line 01	:	Alfa Soft
Address Line 02	:	Nanayakara Road
Address Line 03	:	Borella
Address Line 04	:	Colombo-8
Address for Correspondence	:	<input checked="" type="radio"/> Office <input type="radio"/> Home
<u>Telephone</u>		
Home	:	94110000000
Mobile	:	94710000000
Email Address 01	:	madushanka141@gmail.com
Email Address 02	:	madushanka141@hotmail.com

Next **Exit**

Figure 6

Cannot be empty Following Field.

- **Medium of the Programme**
- **Name in Full**
- **Name with Initials**
- **NIC No / Passport No**

Now you should be Click **Next** Button for add Educational Qualification

II. Instructions for Educational Qualification Tab.

UNIVERSITY OF KELANIYA, FACULTY OF GRADUATE STUDIES

Application Form

Master of Business

Personal Details

Educational Qualifications

Professional Qualifications

Work Experience

Referees

Educational Qualifications

Educational Qualification 01

University/Institute Name	University of Kelaniya		
Qualification Type	Degree		
Specify the Qualification Category	Computer Science		
General/Special	Special		
Graduation Year	2016	Graduation Month	Februar
GPA (If any)	3.0	Class	First Class
Duration (Years)	4 year		
Degree Awarding Country	Sri Lanka		
Subject 1	Physics		
Subject 2	Economics		
Subject 3	Sinhala		
Subject 4	Politic Science		
Result Status	Pending		

Add Qualification 02

Back

Next

Exit

Figure 7

You can add **four** Educational Qualifications for Work Experience

Now you should be Click **Next** Button for add Professional Qualification

III. Instructions for Professional Qualification Tab.

UNIVERSITY OF KELANIYA, FACULTY OF GRADUATE STUDIES

Application Form

Master of Business

Personal Details | Educational Qualifications | **Professional Qualifications** | Work Experience | Referees

Professional Qualifications

Professional Qualification 01

Qualification	<input type="text" value="Diploma in English"/>	
Qualification Level	<input type="text" value="Diploma"/>	
Awarding Authority	<input type="text" value="NIBM"/>	
Awarding Year	<input type="text" value="2016"/>	
Awarding Country	<input type="text" value="Sri Lanka"/>	

Add Qualification 02

Back | Next | Exit

Figure 8

You can add **four** Professional Qualifications

Now you should be Click **Next** Button for add Work Experience

IV. Instructions for Work Experience Tab.

UNIVERSITY OF KELANIYA, FACULTY OF GRADUATE STUDIES

Application Form
Master of Business

Personal Details **Educational Qualifications** **Professional Qualifications** **Work Experience** **Referees**

Working Experience

Working Experience 01

Company/Institute/Organization	Alfa Soft
Designation	Manager
From	1/02/2015
To	02/04/2016
Country	Sri Lanka

Add Working Experience 02

Back **Next** **Exit**

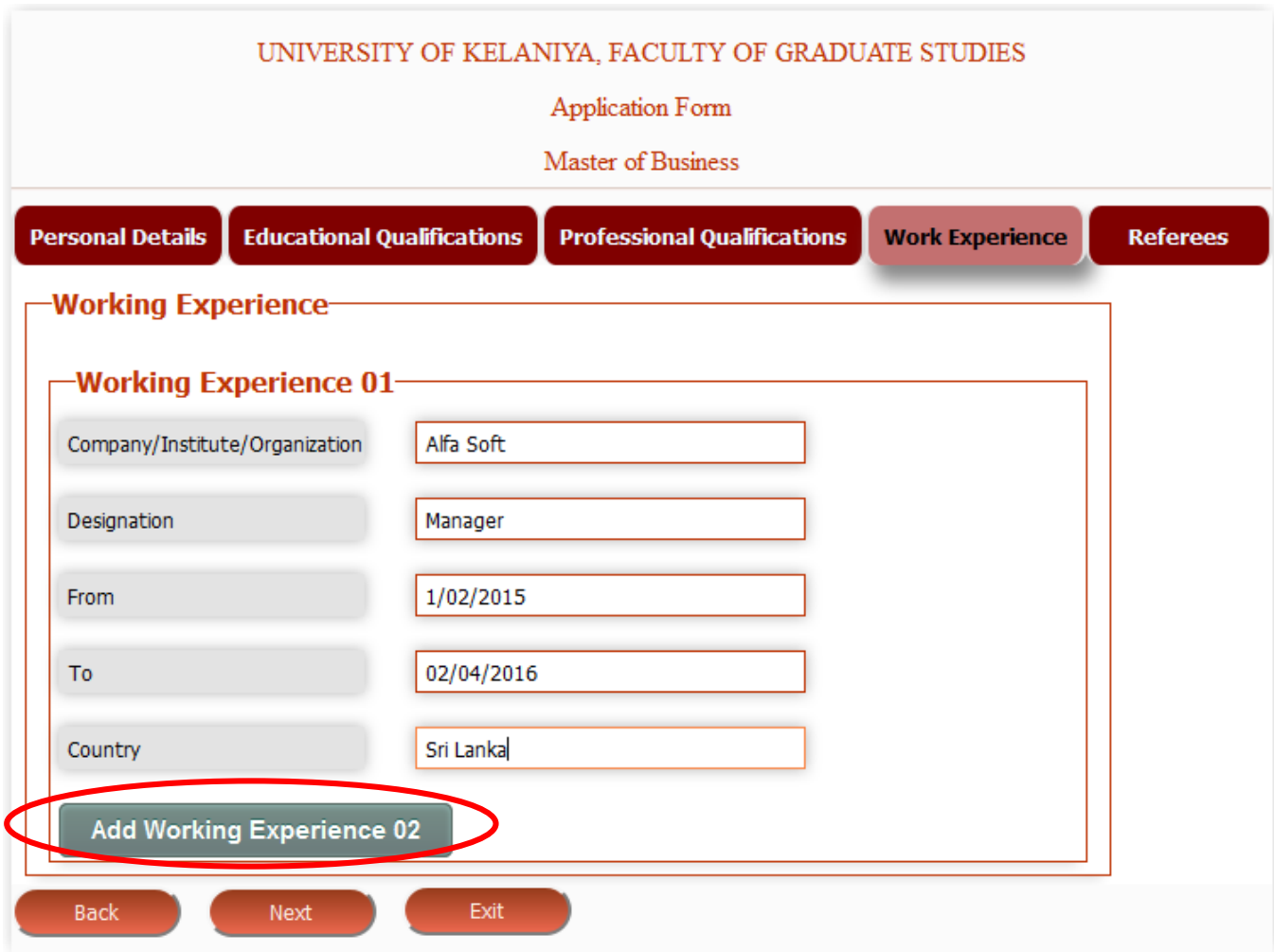


Figure 9

You can add **four** Work Experience

Now you should be Click **Next** Button for add Refrees

V. Instructions for Referees Tab.

UNIVERSITY OF KELANIYA, FACULTY OF GRADUATE STUDIES
Application Form
Master of Business

Personal Details **Educational Qualifications** **Professional Qualifications** **Work Experience** **Referees**

Referees

Referee 01

Name with Initials	N.N.P.Ariyasinghe
Company / Institute / Organization	Virtusa
Designation	Project Manager
Contact Address	NO 37
Country	Sri Lanka
Email Address	nnpariyasinghe@gmail.com
<u>Telephone</u>	
Office	0110000000
Mobile	0710000000
Home	0110023456

Referee 02

Name with Initials	A.B.C.Ekanayaka
Company / Institute / Organization	Alfa Soft
Designation	CEO
Contact Address	No 45
Country	Sri Lanka
Email Address	abcekanayaka@gmail.com
<u>Telephone</u>	
Office	0110000000
Mobile	0770000000
Home	0751234567

Back **Save Application** **Exit**

Add **Two Referees** Details and **Click Save Application Button** for Submit Student Details.

When you click on the **Save Application** button you will be prompted a reference number (See Figure 10). 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.

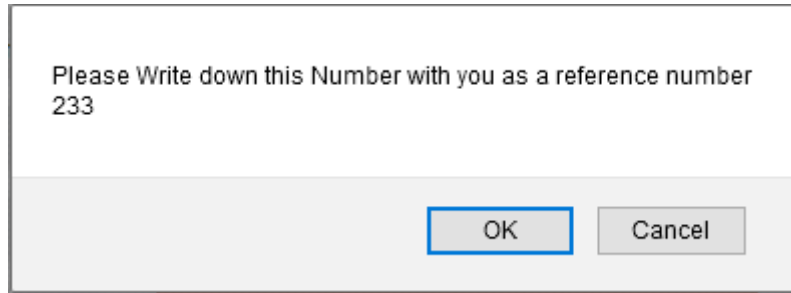


Figure 10

Now press **“OK”** Button and you will see following prompt (See Figure 11) and press **“OK”** Button

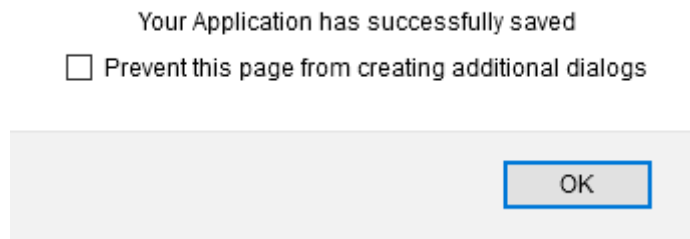


Figure 11

Click **Print Application** Button for print Application (Figure 13)

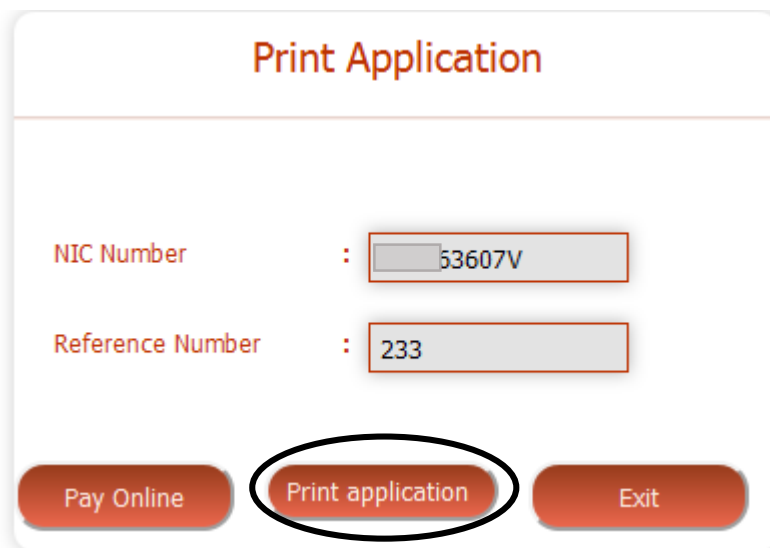


Figure 12

Click **“Print Application”** Button you will see following Form (See Figure 14)



UNIVERSITY OF KELANIYA, FACULTY OF GRADUATE STUDIES

Application Form
Master of Business-2017

Application No MBus/E/2017/31

Medium of the Program :English

Personal Information

Name with Initials E.M.P.M.B.Ekanayaka
Full Name Ekanayaka Mudiyanseelage Prasanna Madushanka Bandara Ekanayaka
Date Of Birth /01/26
Gender Male

Telephone

Office	0110000000	0110000000
Mobile	0710000000	0770000000
Home	0110023456	0751234567

I do hereby certify that the above particulars furnished by me are true and correct.

Date

Signature of the Applicant



Figure 13

Click **"Print"** Button you can print your Application.

● Instructions for Part 3 – Re Print Online Submitted Application

Click **"Print Online Submitted Application"** you will see following Form (See Figure 12)

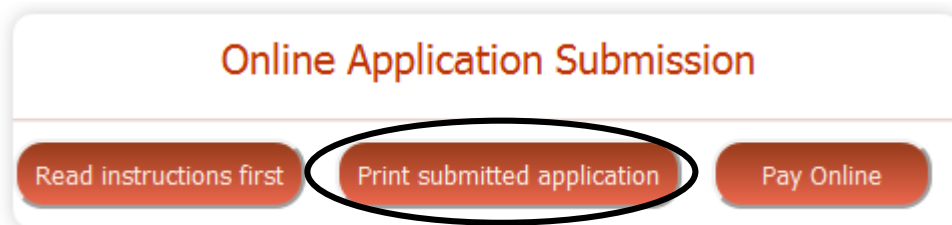


Figure 14

Click **"Print Submitted Application"** Button

Enter **NIC Number** and **Reference Number** following Application form (See Figure 13)

You will Fill The Following fields

Ex: - NIC Number 9777536077V

Reference Number 233

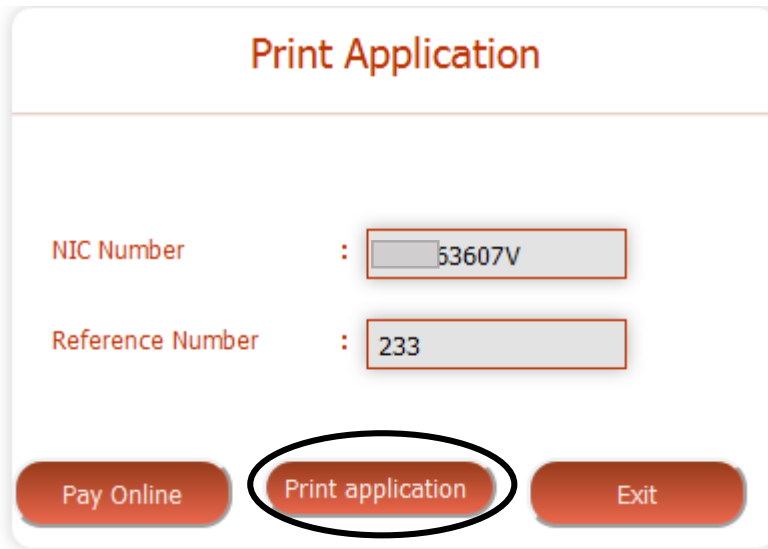


Figure 15

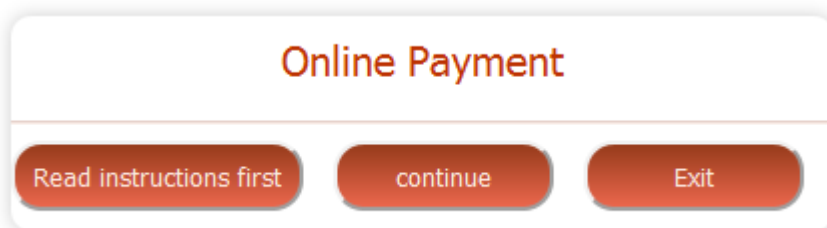
Click **"Print Application"** Button you will see Form (See Figure 14)

● **Instructions for Part 4 - Instruction for Online Application Submission**

Click **"Instruction for Online Application Submission"** Link you will see Instruction manual

● **Instructions for Part 5 - Online Payment**

Click **"Online Payment"** Link you will see Following Buttons



Now Click **"Continue"** Button and Pay your Payment

For Payment Instruction Click **"Read Instruction first"** Button



Online Payment

University of Kelaniya, Sri Lanka

Payment Informations

Faculty *

Payment For *

Payment Category *

Application/Registration Number *

Title Rev. Prof. Dr. Mr. Ms. *

Full Name *

National ID Card Number/ Passport Number *

Telephone- Mobile *

Email * e.g
someone@example.com

* Transaction convenience fees will be 2.6% per transaction

Save & Pay

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