



How to Apply for the Postgraduate Programs (except MPhil/PhD)

Step 01 - Visit the Faculty of Graduate Studies website (<https://fgs.kln.ac.lk/>)

* Use **Mozilla Firefox** or **Google Chrome** web browsers for online applications.

Please click the Home tab

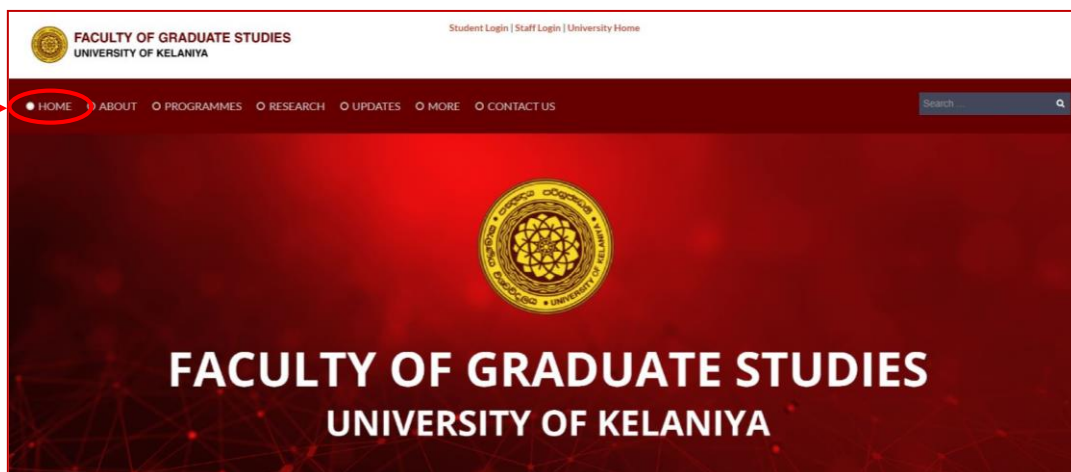


Figure 1

Step 02 - When you scroll down the home page, you will come across a section called the "Calling Applications" which shows the upcoming courses that will be started soon. Click on the degree program you wish to apply.

Example:

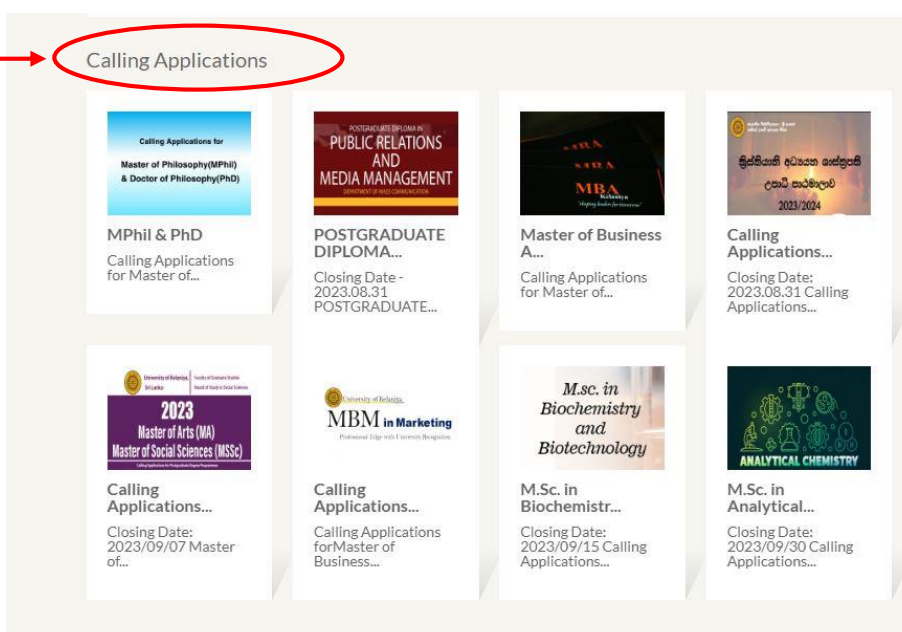


Figure 2

Step 03 – Then you will be directed to a page that displays relevant details about the program, you can get the online application by clicking on the corresponding link.

Example:

The advertisement for the MBA Kelaniya 2023 September Intake program features a group of three professionals. The text includes the University of Kelaniya logo, Faculty of Commerce & Management Studies, and the program title 'MBA Kelaniya' with the tagline 'Shaping Leaders for Tomorrow'. It lists salient features such as being an approved educational body, a venture with Cambian International Study Centre, and recognition by the National University. Eligibility criteria include a four-year degree in Commerce/Management/Science/Engineering/Economics or a degree with at least one year of managerial/teaching experience. The advertisement also provides contact information for Ms. Sasini, Ms. Manthi, and Dr. Srinath, and a QR code for applications. A red oval highlights the text 'Master of Business Administration' with an arrow pointing to the instruction 'Click the link to get the online application'.

Figure 3

Click the link to get the online application

Step 04 - Select the program from the drop-down menu

A screenshot of a web form with the label 'Select postgraduate degree programme'. A dropdown menu is open, showing the text 'Please scroll down to see the records' with a downward arrow. A red arrow points from the text 'Select the program' to the dropdown menu.

Figure 4

Step 05 – Select your qualification from the list provided and then click “Fill application form” to get the online application.

A screenshot of a web form. The dropdown menu from the previous step is now set to 'Master of Business Administration'. Below it, the text 'Please select relevant qualification' is followed by three radio button options: 'Four year Bachelors Degree in Commerce/Management/Science/Engineering or Economics', 'Bachelors Degree with at least one year Managerial/Executive/Teaching experience in a recognized institution', and 'Professional qualification with relevant experience, approved by the University of Kelaniya'. At the bottom, there are two buttons: 'Fill application form' (highlighted with a red box and arrow) and 'Exit'.

Figure 5

click “Fill application form”

Step 06 - Then you will be directed to the online application.

Please **don't use** "single quotation (')", "double quotation (")", "and sign (&)", "plus sign (+)" characters when filling your application.

UNIVERSITY OF KELANIYA, FACULTY OF GRADUATE STUDIES

Application Form
Master of Business Administration

Personal Details Educational Qualifications Professional Qualifications Work Experience Referees

Personal Details

Medium of the Program : English Sinhala

Name in Full :

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

Name with Initials :

Date of Birth :

Country / Region : Local Foreign

NIC Number / Passport :

Gender :

Nationality :

Citizenship :

Permanent Address

Address Line 01 :

Address Line 02 :

Address Line 03 :

Address Line 04 :

Organization / Company :

Please fill all sections

Figure 6

Ensure to fill in your information very accurately. Please note that this information will be used throughout the duration of your degree.

Please check your information once again before you save the application.

Personal Details Educational Qualifications Professional Qualifications Work Experience Referees

Referees

Referee 01

Name with Initials

Company / Institute / Organization

Designation

Contact Address

Country

Email Address

Telephone

Office

Mobile

Home

Referee 02

Name with Initials

Company / Institute / Organization

Designation

Contact Address

Country

Email Address

Telephone

Office

Mobile

Home

Back Save Application Exit

Figure 6.1

click "Save application"

After saving the application, you will receive a **reference number**. Please save it, as it is required to print the application.

sis.kln.ac.lk says

Please Write down this Number with you as a reference number

OK Cancel

Figure 6.2

click "OK"

sis.kln.ac.lk says

Your Application has successfully saved

OK

Figure 6.3

click "OK"

Print Application

NIC Number :

Reference Number :

Print application **Exit**

click "Print application" button to print the application.

Figure 6.4

FGS
FACULTY OF GRADUATE STUDIES

UNIVERSITY OF KELANIYA, FACULTY OF GRADUATE STUDIES

Application Form
Master of Business Administration-2023

Medium of the Program :English Application No MBA/E/2023/267

Personal Information

Name with Initials test
Full Name Test
Date Of Birth 1954/04/04
Gender Female
NIC Number
Country / Region Local
Nationality
Citizenship
Address Nil
Telephone
Home
Mobile Number
Email 01
Email 02

Employment Details

Designation
Company / Organization
Office Address Nil

Educational Qualifications

.....

Professional Qualifications

.....

Working Experience

.....

Non-Related References

.....

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

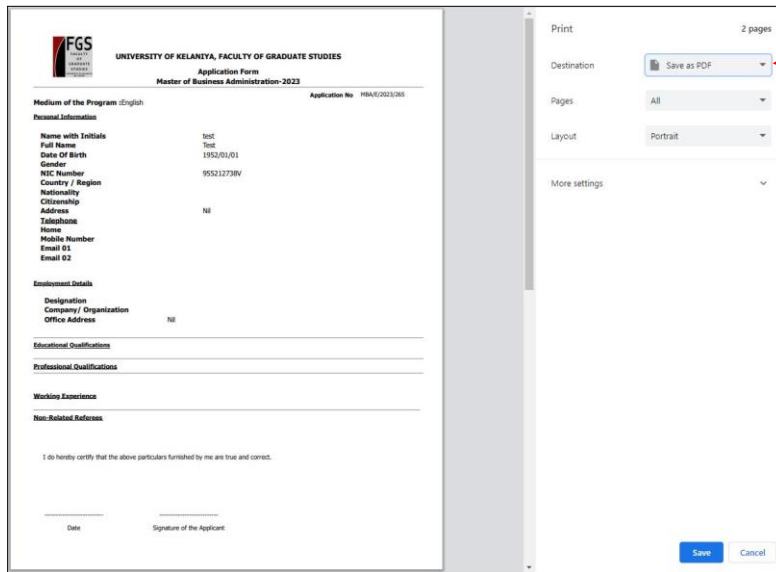
.....
Date Signature of the Applicant

Print

Figure 6.5

click "Print" button to print the application.

Kindly note that You can't download the application after the closing date.



Click "Save as PDF" from the dropdown list to save your application.

Figure 6.6

Step 07 - Re-Print Application

If you wish to re-print the application at a later time, click on "Print Online Submitted Application".



click "Print Online Submitted Application" to print your application.

Figure 7



Enter the NIC Number

Enter the Reference Number

click the "Print application" button to print your application.

Figure 7.1

If you have followed the instructions correctly given by us, but your application has not been saved, please follow the procedure given below and try the process again.

1. Open Google Chrome/Firefox.
2. Select the three-dot icon in the upper-right corner.

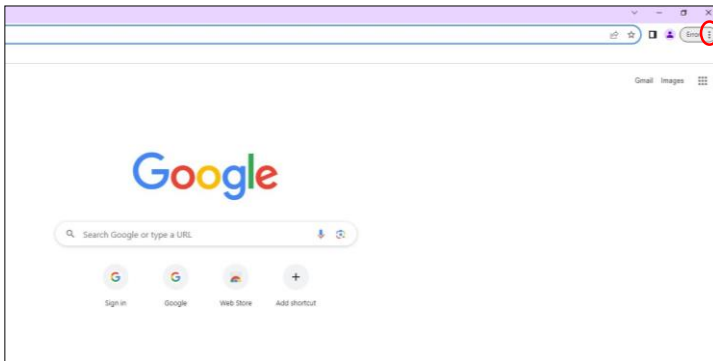


Figure 8.a – Google Chrome

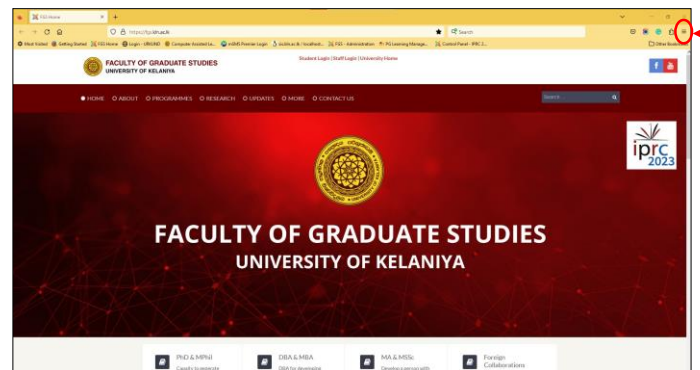


Figure 8.b – Firefox

3. Select New Incognito window from the drop-down menu

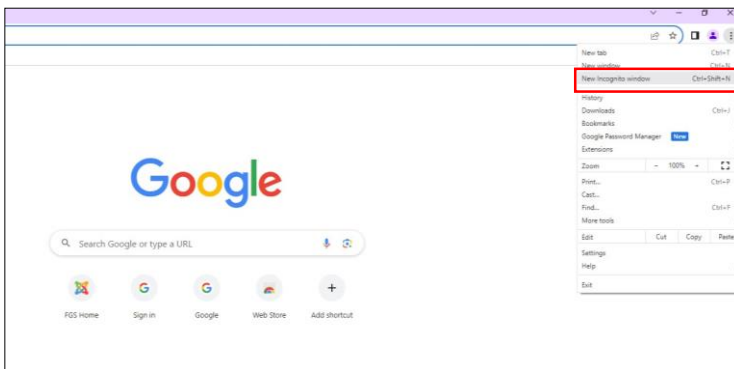


Figure 8.1.a - Google Chrome

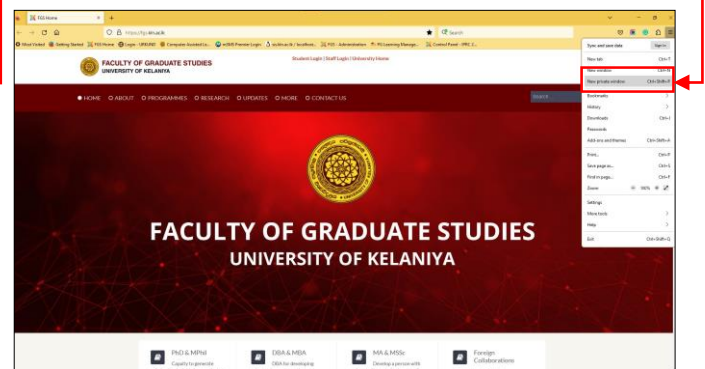


Figure 8.1.b - Firefox

4. Type <https://fgs.kln.ac.lk/> to visit the Faculty of Graduate Studies website

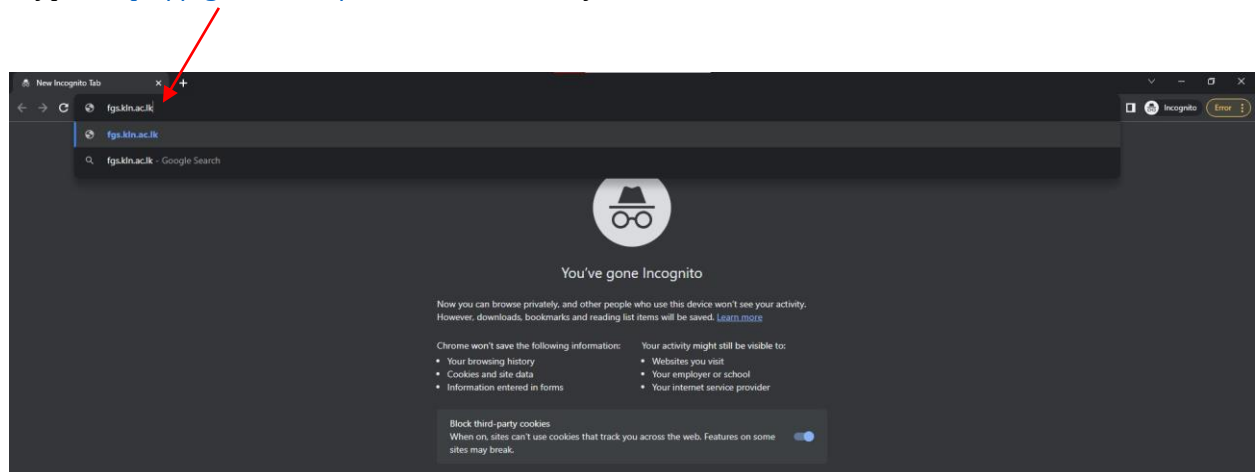


Figure 9

Step 08 – Sending Documents

The following documents should be submitted with the application -:

- I. Printed application
- II. Payment slip/proof (application fee)
- III. Copies of your Degree Certificates, detailed results sheet/transcript, and other qualification certificates
- IV. Copy of your Birth Certificate
- V. Copy of NIC
- VI. Copy of driving license/Passport

Details for Payment (Only for payment of application fee) -:

Application Fee: 1,000/=

Bank: People's Bank

Branch: Kelaniya

Account holder: 055-1001-8066-9229

Account Name: University of Kelaniya

Bank Address: No. 59 D.R. Wijewardane Mw, Colombo – 10, Sri Lanka.

SWIFT Code: PSBKLKLX

Documents should be handed over to the FGS faculty office/sent by registered post or Email.

Email Address -:

fgs@kln.ac.lk

Postal Address -:

Deputy Registrar,

Faculty of Graduate Studies,

University of Kelaniya.