Faculty of Graduate Studies
University of Kelaniya

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.
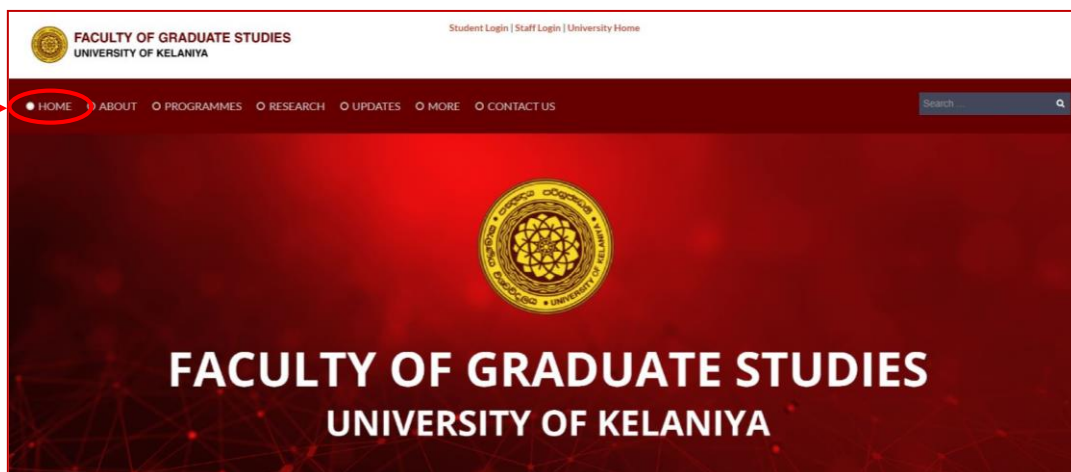
Please click the
Home tab

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.
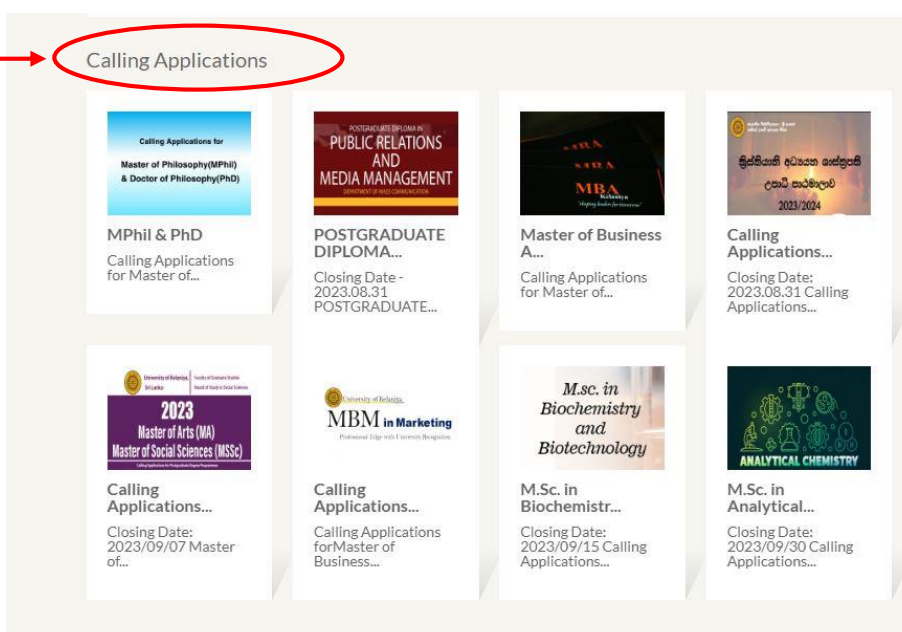
Example:

Figure 2

<u>Step 03</u> – 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:

Figure 3

Click the link to get the online application

<u>Step 04</u> - Select the program from the drop-down menu

Select the program

Figure 4

<u>Step 05</u> – Select your qualification from the list provided and then click "Fill application form" to get the online application.

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.

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.

Figure 6.1

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

Figure 6.2

click "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

UNIVERSITY OF KELANIYA, FACULTY OF GRADUATE STUDIES
Application Form
Master of Business Administration-2023

Application No   MBA/E/2023/267

Medium of the Program :English

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 Referees

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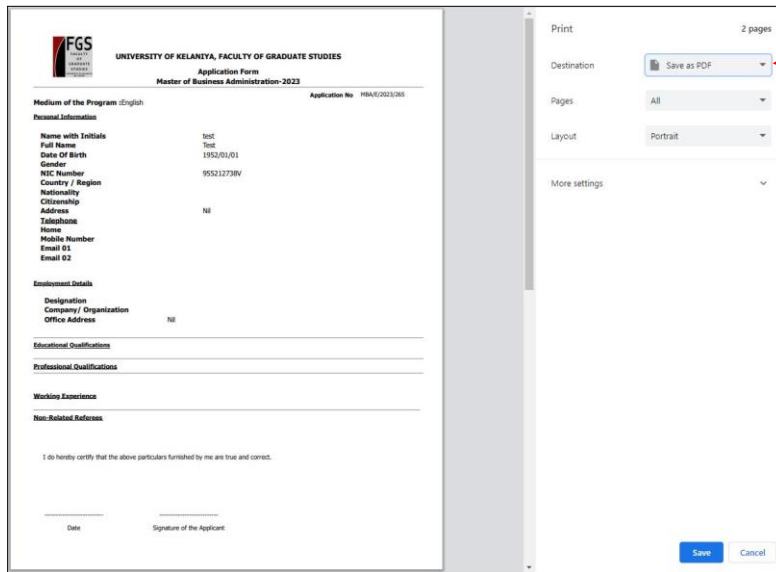
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Date   Signature of the Applicant

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.
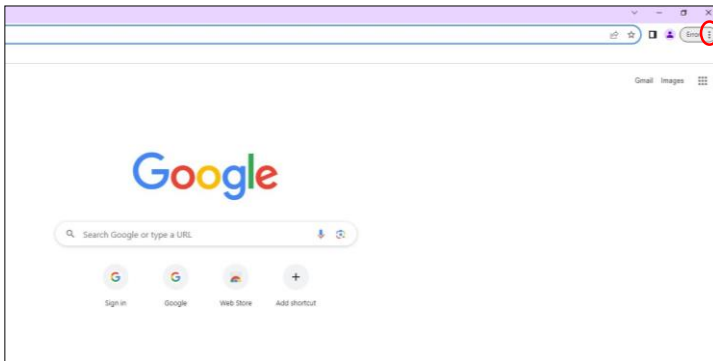2. Select the three-dot icon in the upper-right corner.

Figure 8.a – Google Chrome
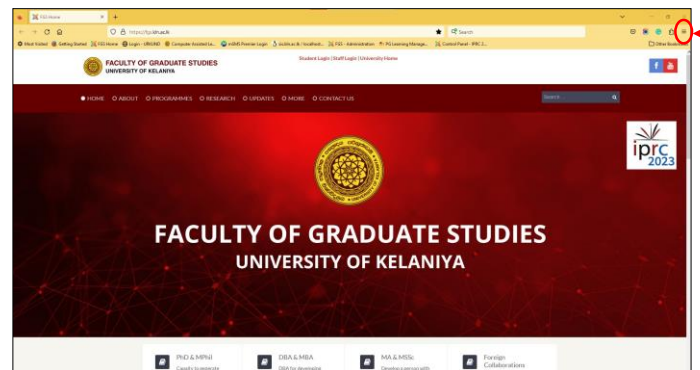

Figure 8.b – Firefox
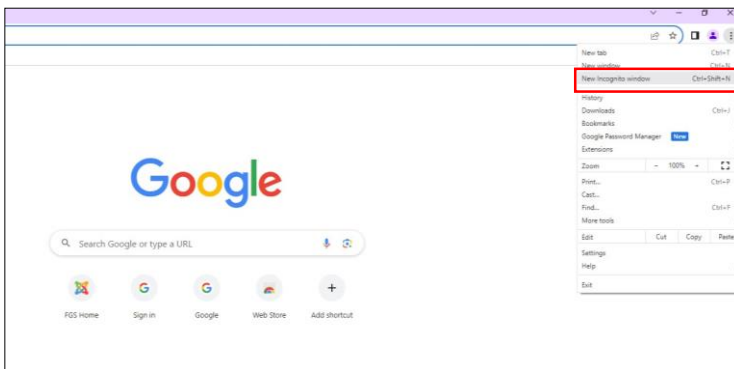
3. Select New Incognito window from the drop-down menu

Figure 8.1.a - Google Chrome
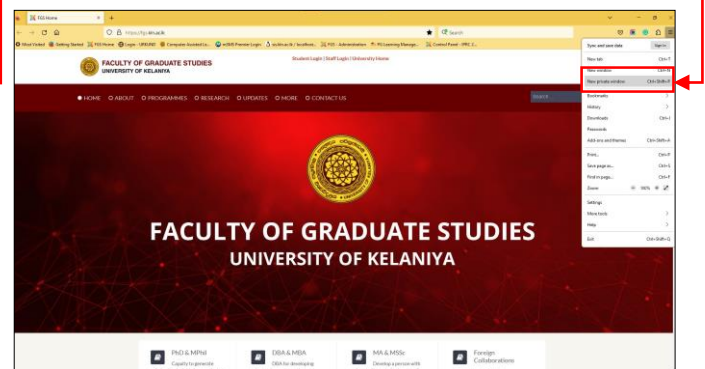

Figure 8.1.b - Firefox

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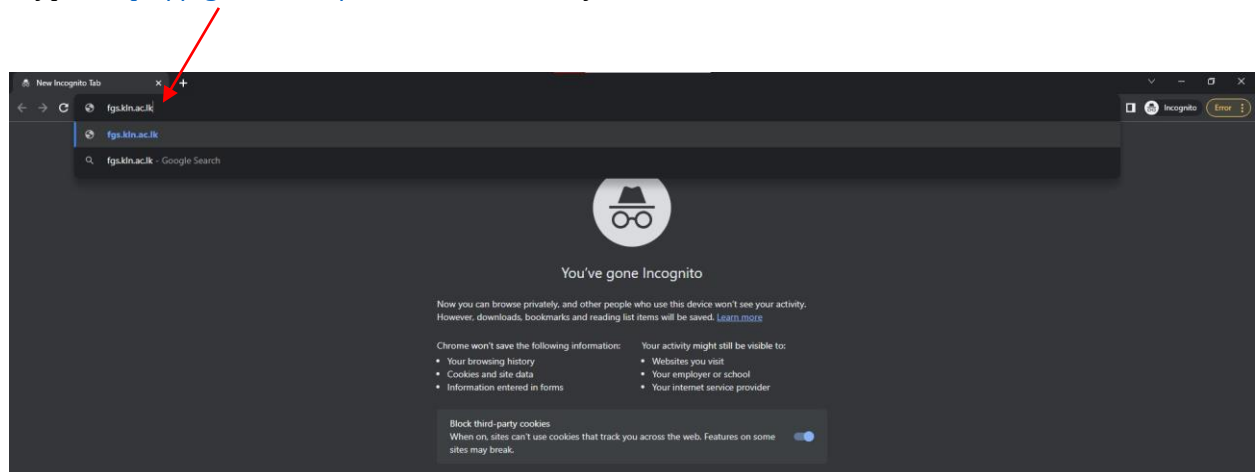

Figure 9

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.