



Department of Information and Communication Technology  
Faculty of Technology  
South Eastern University of Sri Lanka



**Application Form**

Please fill this form in **BLOCK CAPITALS**.

|                    |  |
|--------------------|--|
| Name of the Course |  |
|--------------------|--|

1. Name

|                    |      |     |      |     |       |
|--------------------|------|-----|------|-----|-------|
| Title (Mark "x")   | Rev. | Mr. | Mrs. | Ms. | Other |
|                    |      |     |      |     |       |
| Name in Full       |      |     |      |     |       |
| Name with Initials |      |     |      |     |       |

2. Date of Birth

|    |    |      |
|----|----|------|
| DD | MM | YYYY |
|    |    |      |

|     |  |
|-----|--|
| Age |  |
|-----|--|

3. Sex

|      |  |
|------|--|
| Male |  |
|------|--|

|        |  |
|--------|--|
| Female |  |
|--------|--|

4. National Identity Card No.

|  |  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|--|

|    |                   |  |                    |  |
|----|-------------------|--|--------------------|--|
| 5. | Permanent Address |  | Work Place Address |  |
|    |                   |  |                    |  |
|    |                   |  |                    |  |
|    |                   |  |                    |  |
|    | Telephone No.     |  | Telephone No.      |  |
|    | Mobile No.        |  | Fax No.            |  |
|    | E-mail            |  | E-mail             |  |

|    |                           |  |
|----|---------------------------|--|
| 6. | Educational Qualification |  |
|----|---------------------------|--|

|    |                          |  |
|----|--------------------------|--|
| 7. | Work Place & Designation |  |
|----|--------------------------|--|

|    |                      |  |
|----|----------------------|--|
| 8. | Vehicle No. (if any) |  |
|----|----------------------|--|

9. How did you get to know about the SEUSL Short Term Training Courses? (Please tick appropriate box/es)

|   |                                       |  |  |
|---|---------------------------------------|--|--|
| <input type="checkbox"/> Newspaper Advertisement      | <input type="checkbox"/> Past Student | <input type="checkbox"/> Facebook                        | <input type="checkbox"/> Search Engine |
| <input type="checkbox"/> E-mail Marketing             | <input type="checkbox"/> Television   | <input type="checkbox"/> Website Banners, Links, Posting |  |
| <input type="checkbox"/> Other (Please specify) ..... |                                       |  |  |

10. Paste the cash receipt properly here.

|   |
|---|
| Sum of Rs. 500 LKR  |
| (Past the Receipt here securely)  |
| (It would be advisable to keep a photocopy of the receipt with the candidate) |

#### DECLARATION

I do hereby certify that the above particulars furnished by me are true and correct. In the event of my application for registration being accepted, I shall abide by all the regulations governing external candidates of the South Eastern University of Sri Lanka. I am also aware that 80% attendance is required to be entitled for the participation certificate.

Date .....

Signature .....

**Note: -**

- i. Forward your application according to the requirements and guidelines indicated on the website <https://www.seu.ac.lk/ft/stc.php> relevant to the Short-Term Training Program.
- ii. All applicants should possess the required qualifications by the closing date of the application. No qualification fulfilled after the closing date will be considered.
- iii. Evidence for educational qualification should be attached to the application.
- iv. Applications not submitted according to this format and submitted without copies of required supportive documents will be rejected.
- v. Incomplete applications will be rejected.

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**For Office Use Only**

|                            |   |                         |                                 |
|----------------------------|---|-------------------------|---------------------------------|
| Payment Method:<br>.....   | Amount Paid:<br>.....                   | Date Received:<br>..... | Reference / Remark<br>(if any): |
| <b>Accepted / Rejected</b> | Registration No: (if Accepted)<br>..... |                         |                                 |

## **APPLICATION PROCEDURES**

- i. The Application form, required qualifications and other details are available on the website <http://www.seu.ac.lk/ft/stc.php>.
- ii. Interested applicants can forward their application in the prescribed form of application downloaded from the website on payment of **Rs. 500/-** per application. The fee should be paid in any branch of People's Bank in cash credit to the ***Post Graduate Unit, Faculty of Technology, South Eastern University of Sri Lanka (A/C No. 228-1-001-6-0052714 People's Bank, Addalaichenai.)*** and attach the pay-in-voucher with the application.
- iii. Those who wish to follow more than one short-term training program should apply separately, submitting separate applications for each program.
- iv. Completed applications along with the certified copies of the educational & professional qualifications should be sent under **registered post** to ***Assistant Registrar, Faculty of Technology, South Eastern University of Sri Lanka University Park Oluvil #32360.***  
  
A scanned copy of your applications should be sent to the email address: [mjasabani@seu.ac.lk](mailto:mjasabani@seu.ac.lk) by mentioning the **title of the short course** for which you are applying as the email subject.
- v. The title of the Short-Term Training Program must be indicated at the top left-hand corner of the envelope.
- vi. Applications that are not submitted in the prescribed form, incomplete and illegible applications, applications which are not supported with supportive documents & paid bank slip and applications received by the University after the closing date will be rejected without intimation.
- vii. The South Eastern University of Sri Lanka reserves the right to short-list the candidates. Only short-listed applicants will be called for an interview.

Assistant Registrar,  
Faculty of Technology,  
South Eastern University of Sri Lanka.  
University Park, Oluvil # 32360