

**Instructions for applicants to fill the Bursary Scholarship Application form
Academic Year 2018/2019**

All questions included in the application should be read carefully and answered in full.

1. Clearly write your full name in this form as mentioned in the University admissions application. If there are any changes, please submit document evidences to prove that together with an affidavit for the change of your name. (Affirmant has to place his / her signature on 50/- stamp pasted on affidavit)
2. If you have any school going brothers or sisters who are 19 years or below, you should attach the certified copies of the birth certificates of them.
3. If you have any brothers or sisters following courses of study in a University/ Higher Educational Institute, who are not in receipt of a Mahapola Scholarship or Bursaries, attach the original letter issued by the respective Higher Educational Institute certifying that your brother / sister is not in receipt Mahapola Scholarship or Bursary.
4. You should attach an Income Assessment Report issued by the Divisional Secretariat of your area to prove the income from estate, fields, lands and income from houses rented or leased.
5. Salary particulars including all allowances regarding the Gross Annual Income of your father / mother from the occupation / pension certified by respective employer (Original) should be attached. If your father / mother is an entrepreneur / self-employed, an Income Assessment Report certified by the Divisional Secretariat should be attached. (Period of 12 months from July 2019 to June 2020)
Eg: Your father / mother is self-employed or an entrepreneur, you should attach an Income Assessment Report certified by the Divisional Secretariat in your area.
6. If your father's / mother's service has been terminated or he/she has retired during the income assessment period (i.e. from July 2019 to June 2020) you should clearly state such period and attached certified copies of documents (pension award letter or employment termination letter) issued the relevant authorities.
7. Particulars regarding sources of income and all other information should be stated in full. Particulars of income furnished by you will be checked with relevant Grama Niladhari officers and Divisional Secretariat.
8. If you are under the custody of a legal guardian, you should furnish certified copies of documents issued by a court of law to that effect. If not, Police Report together with Grama Niladhari certificate should be attached.
9. If your parents are separated, you should submit copies of legal documents issued by a court of law to that effect.

10. No cage should be left blanks or with lines drawn across. If you have nothing to state, it should also be stated. Incomplete applications, applications that do not reach the University before the closing date, applications that do not accompany the salary particulars, income reports, other relevant documents and the attachments or applications that are not channeled through Grama Niladhari and Divisional Secretary will be rejected.
- 11. This application should be duly perfected and handed over to Grama Niladhari so as to reach the University on or before the date given on the front page. The Grama Niladhari will forward the original application to the Divisional Secretary as specified in the application form.**
- 12. As the application has to be returned through the registered post, an envelope of 9” x 4” in size with 40 rupees’ stamp to the appropriate value pasted and the address of University mentioned on the envelope should be handed over to the Grama Niladhari along with the application. The words “Bursary Application” should be indicated on the top left hand corner of the envelope. Certified applications should not be handed over to this office personally under any circumstances.**
13. A copy of the duly filled original application can be directly sent through e-mail (studentwelfare@seu.ac.lk) to the University by the applicant.

The application should be sent to :-

**Senior Assistant Register
Staff and Students Welfare Division
South Eastern University of Sri Lanka
University Park
Olivil # 32360**