# Application Form for PG Diploma/MSc in Telecommunications

Applicants are requested to complete the form and mail it to the department address given at the end of this application form. Guidelines for applications can be found at http://www.ent.mrt.ac.lk/msc-telecom.

Please complete the form in black or dark blue ink. USE BLOCK OR CAPITAL LETTERS. Incomplete or incorrectly filled applications will not be processed.

## Section 1: Personal Information

| | |
|---|---|
| Surname/Family Name | |

| | | |
|---|---|---|
| First / Given Name (s) | | Title | Mr / Mrs / Miss / Other (please specify) |

| | | | |
|---|---|---|---|
| Initials | | Gender | Male / Female | Date of Birth | DD/MM/YY |

| Home Address | | Office Address | |
|---|---|---|---|
| | | | |

| | | |
|---|---|---|
| Telephone (Home) | | Telephone (Office) | |
| E-mail | | Fax Number | |
| National ID Card No | | Mobile Number | |

Address Preferred for Correspondence ☐ Home Address ☐ Office Address

Marital Status ☐ Married ☐ Single | Nationality

## Section 2: Academic Information (Program of Study)

| | | | | |
|---|---|---|---|---|
| Indicate the type of qualification you are applying for | Diploma | ☐ | MSc | ☐ |
| Indicate the applicable mode of study for the MSc | Part time | ☐ | Full time | ☐ |
| Are you registered for any other postgraduate program? | Yes / No | | | |

If `Yes' please give details

## Section 3(a): Academic Qualifications

| A. First Degree | Major | |
|---|---|---|
| University / Institute | | |

| Date | from | DD/MM/YY | to | DD/MM/YY | Degree Title | |
|---|---|---|---|---|---|---|

Degree classification/Grade/GPA (if known)

| B. Postgraduate Level | Major | |
|---|---|---|
| University / Institute | | |

| Date | from | DD/MM/YY | to | DD/MM/YY | Degree Title | |
|---|---|---|---|---|---|---|

Degree classification/Grade/GPA (if known)

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| Applicant No | | Student No | | Name of Selector | |
|---|---|---|---|---|---|
| Qualified | Yes / No/ Other | Comments | | | |

## Section 3(b): Professional Qualifications

| Institute | Status of Membership | Date of Electio |
|---|---|---|
|  |  |  |

## Section 4: Details of Relevant Work Experience (starting from the most current)

| Organization (name/address) | Period (from – to) | Designation | Nature of work |
|---|---|---|---|
|  |  |  |  |

Other experience and qualifications such as research/publications, presentations, awards etc giving details and dates.

## Section 5: Finance

| | | |
|---|---|---|
| Have you applied for a scholarship or financial assistance? | Yes / No | |
| If you are unable to secure financial assistance are you still able to join the program? | Yes / No | |
| If you have not applied for a scholarship or financial assistance, who will pay your fees? | | |

## Section 6: Referees

Please give the names and addresses of two non-related referees below. The referees will be called upon to provide a reference of your academic abilities as a postgraduate student.

**Referee 1**

Name

Address

Telephone

Email

**Referee 2**

Name

Address

Telephone

Email

## Section 7: Declaration of Applicant

I declare that the information furnished above is true and complete.

Date

Signature

## A Guide to completing the Postgraduate Application Form

Dear Applicant,

We look forward to processing your application form. You may find the following points helpful when completing the postgraduate application form. You only have to submit the first two pages of the application package. Hard copy (hand-written or typeset) of the duly filled application is accepted by post along with all the supporting documents. Also, the softcopy of the duly filled application should be uploaded by using the online form linked with the course web site.

When there are options, eg. Yes / No, please circle the appropriate item on the paper form or clearly cross out the other option. If the space provided in the form is not sufficient to insert your information, attach additional sheets with the section number written on the top right hand corner of the page.

### Section 1: Personal Information

This section is compulsory and should be completed in full. Please indicate the preferred address and E-mail for all future correspondence. If your correspondence address or E-mail changes, please contact the course coordinator as soon as possible and update your personal information.

### Section 2: Academic Information (Program of Study)

You should review the course website before completing the rest of the application form. This section will reveal the intended scope of the study program. If you are only interested in obtaining the one year part time PG Diploma check (x) item *Diploma.* If you are interested in continuing for the MSc as well, indicate this by checking (x) item *MSc* and also specifying the mode of study *part time/full time*. If you are registering for the full time course, and you are currently employed, a letter of consent from the employer should be furnished with the application material. If you are currently registered for any other postgraduate course at University of Moratuwa or any other institute, it should be stated and explained. Your application will be assessed according to this information to determine your ability to successfully complete the chosen degree.

### Section 3: Academic/Professional Qualifications

According to the Eligibility criteria, the selection is carried out either by academic qualifications (3a) or professional qualifications (3b). If you only possess academic qualifications, please fill section 3(a) and disregard section 3(b). If you only possess professional qualifications, please fill section 3(b) and disregard section 3(a). However, if you possess both academic and professional qualifications you are encouraged to provide all information by filling in both sections 3(a-b). This information may be used as determining criteria for scholarships/financial assistance applications. Section 3(a)-B can be filled if you have any postgraduate qualifications. This may be used to determine the relevancy of the field of study if the first degree specified in Section 3(a)-A in not relevant as per eligibility criteria.

Please provide certified copies of documents as evidence to support all claims in Section 3(a)-(b). Certificates that are not printed in English should be accompanied by a certified translation. The following can be used as a general guideline

1. Copy of the birth certificate
2. Copy of NIC or passport
3. Copy of the degree certificate*
4. Copy of the official transcript*
5. Documents supporting your claim of membership in the professional organization
6. Document indicating your membership status and the date of election to this status in the professional organization
7. All transcripts of examinations conducted by the professional organization in order to fulfill the current membership status
8. Documents supporting your claim of professional experience

*Copies of degree certificates and academic transcripts must be certified by the relevant educational institute. Applicants, who have obtained a bachelor's degree or any other relevant educational qualification from a foreign university (including local non-state universities affiliated to foreign universities), is required to submit the certificate of recognition of the foreign institute issued by the UGC of Sri Lanka, along with the **M2 form** which is attached with this application. Please visit the UGC website for further information on applying for a certificate of recognition of foreign institute.

http://www.ugc.ac.lk/en/press-releases/1298-recognition-of-foreign-universities-and-recognition-of-other-qualifications-.html

### Section 4: Details of Relevant Work Experience

If you have no prior work experience, you can ignore this section of the form. However, if you are gaining eligibility through Section 3(b) or Section 3(a) with a three year full-time degree, this section is mandatory. Please highlight only the relevant experience (the work experience after obtaining the degree or professional qualification) starting from the most recent. You can also use this section to highlight other relevant skills, awards and experience that you may possess. Furthermore, service letters should be provided as proof of work experience.

### Section 5: Application Processing Fee & Entrance Exam Fee

Pay the application processing fee of Rs. 2000.00 and placement examination fee of Rs. 1000.00 (if applicable) in favor of "Bursar University of Moratuwa" Bank of Ceylon account number 70993353. Please avoid ATM and ONLINE fund transfers. Make sure to attach the payment slip with the application. All of the applicants need to pay the application processing fee. However, the placement examination fee is applicable only for three-year degree holders.

### Mailing and Contact Information

**Mailing address**

The Course Coordinator,
PG. Diploma/MSc in Telecommunications 2021,
Dept. of Electronic and Telecommunication Engineering.
University of Moratuwa,
Moratuwa 10400, Sri Lanka.

**Contact Information**

Telephone: +94 112 640 051 Ext. 3300 or 3348
+94.774.289.821 (Damith)
Fax        : +94 112 650 622
E-mail   :  pg-telecom@uom.lk
Web       : http://www.ent.mrt.ac.lk/msc-telecom

University of Moratuwa
Faculty of Engineering

Form M2

**Submission of Justification of Acceptance of a Foreign Degree by a Department for Postgraduate Applicants**

| | |
|---|---|
| **1. Candidate name(s) (with initials):** | Mr./Ms. |
| **2. Ref. No.(s) to the Selected list of candidates: (Official Use Only)** | |
| **3. Complete name of the Degree:** | |
| **4. Name of Institution offering the Degree:** | |

| **5. Type of Degree:** | **Full Time** | | **Part Time** | | **Honors** | | **General** | |
|---|---|---|---|---|---|---|---|---|

| | |
|---|---|
| **6. Duration of Degree:** | |
| **7. Equivalent SLQF level:** | |
| **8. Field of Specialization and related minor (if any) of the Degree:** | |
| **9. Name of professional body by which the Degree is accredited:** | |

| **10. Is the Institution listed under category of degree awarding institutions recognized by the UGC?** | **Yes** | | **No** | | |
|---|---|---|---|---|---|
| **11. Is the Institution is listed under category of degree awarding institutions recognized by suitable authorities' other than the UGC?** | **Yes** | | **No** | | **If Yes, please specify** | |

| **Official Use Only** |||||||
|---|---|---|---|---|---|---|

| **12. Provide any additional justification to indicate as to why the Degree is acceptable to the Faculty in view of candidature for the postgraduate programme of interest.** | | | | | |
|---|---|---|---|---|---|
| **13. Please attach a transcript or detailed syllabus of the course of the Degree programme under consideration.** | **Yes** | | **No** | | **If No, please give justification for selection.** |
| **14. Coordinator(s) Signature** | | | **Date** | | |