

For office Use Only

Application No :

202...../ .....

**UNIVERSITY OF COLOMBO, SRI LANKA**  
**DEPARTMENT OF FINANCE**  
**FACULTY OF MANAGEMENT AND FINANCE**

**APPLICATION FOR THE DIPLOMA IN FINANCE PROGRAMME 2023/2024**

**Instructions for the Applicant**

- **All the applications must be completed fully and accurately.** Incomplete applications will not be accepted.
- For any additional information, you may attach extra sheets.
- All relevant educational, professional qualification documents, service letters (if any) should be enclosed.

**1. Personal Information**

1.1. Name of the applicant (in full Block Capital letters):

Rev./Dr./Mr./Ms.....  
.....

1.2. Name with initials: .....

1.3. : Contact details

Mobile number:	Personal:
	Official:
Telephone	Personal:
	Official:
Address:	Personal: ..... .....
	Official: ..... .....
Email:	Personal:
	Official:

1.4. NIC/ Passport No: .....

1.5. DOB: ...../ ...../ ..... (DD/MM/YY)

1.6. Age: .....

1.7. Gender:                      Male ☐                      Female ☐

**2. Academic Qualifications** *(Please attach the photocopies of the relevant certificates)*

<b>Qualification</b>	<b>School/ Institute</b>	<b>Period</b>	<b>Main Subject/ Specialization</b>	<b>Grade/ Result</b>	<b>Year of Completion</b>
Degree <i>(specify)</i>					
Diploma/ Other <i>(specify)</i>					
GCE A/L					
GCE O/L					
Other					

**3. Professional Qualification** *(Please attach the photocopies of the relevant certificates)*

<b>Institution</b>	<b>Period</b>	<b>Field of study/ Training</b>	<b>Qualification obtained</b>	<b>Year of Completion</b>

**4. Work Experience** *(Attach photocopies of service certificates)*

<b>Organization</b>	<b>Period of Service</b>			<b>Area of Experience</b>	<b>Position held</b>
	<b>From</b>	<b>To</b>	<b>No. of Years</b>		

**5. If employed the nature and responsibilities of your current position:**

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**6. Language Proficiency:**

**English** (*Grading for O/L & A/L and any other qualification for English*)

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**7. Funding**

**a. Mode of financing your DipFin program:**

Private

Sponsored

**b. If sponsored, by whom?**

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**8. Reasons for Applying for DipFin:**

*(Enumerate briefly and as possible, your reasons for wishing to enroll in this diploma program at the Department of Finance, Faculty of Management & Finance, University of Colombo)*

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I am prepared to abide by the rules and regulations of the University of Colombo, Sri Lanka. I certify that the above particulars given by me are true and accurate to the best of my knowledge and am aware that misrepresentation in the application will cause rejection of application or revoking of acceptance for admission and that an incomplete application will be rejected.

Date: .....

Signature of Applicant: .....

Duly completed applications with the photocopies of relevant certificates and documents should be returned to the following address with the application processing fee of Rs.2,000/= on or before 30/6/2023.

Coordinator/ DipFin  
Department of Finance  
Faculty of Management & Finance  
University of Colombo  
Colombo 03.

Tel: +94-112- 501294/ +94 779041298  
Email: [diploma-finance@fmf.cmb.ac.lk](mailto:diploma-finance@fmf.cmb.ac.lk)  
Web: [mgmt.cmb.ac.lk](http://mgmt.cmb.ac.lk)

### Application processing fee Payment Options

<u><b>Payment Option 01</b></u>	<u><b>Payment Option 02</b></u>
You are kindly requested to deposit the application processing fee to any branch of the <b>People's Bank Sri Lanka</b> to the <b>Main Collection Account of the University of Colombo</b> under the <b>Refence Number: 312041200003</b> and send us the student copy of your payment slip along with your application. (if you encounter any problem regarding this payment, please advise the officer in charge of the Bank to use the "Bill payment mode" or contact Senior Assistant Bursar, Faculty of Management and Finance, University of Colombo on 011-2583106).	<p>Please follow the instructions given below.</p> <ul style="list-style-type: none"> <li>• Visit <a href="https://pay.cmb.ac.lk/">https://pay.cmb.ac.lk/</a></li> <li>• Select: <b>"Application Fee"</b> from the drop-down menu of "Fee Type"</li> <li>• Select Visa/Master</li> <li>• Enter your Name, NIC (National Identity Card Number) or Passport Number and 2,000 LKR as the amount.</li> <li>• Enter <b><u>312041200003</u></b> in the Payment Reference bar</li> <li>• Once verified submit your information</li> <li>• Check and confirm your details.</li> <li>• Enter your card details and proceed</li> </ul>

### **For Official Use Only**

Academic Qualifications:

Professional Qualifications:

Other Qualifications:

Work Experience:

**Qualified for the Program (√) or not (x):**

Recommendation of the selection committee:

Remarks:

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Signatures:.....

Date:.....