

Oxford Chester Uni of Higher Education Sri Lanka Gangarama Education Hub



No 181 Sir James Pieris Mawatha , Colombo 02 | + 94 112341141 | + 94 774628629 | www.ocuni.edu.lk

APPLICATION FORM FOUNDATION DIPLOMA

This Application will not be processed unless all Information has been provided. Please Print Clearly. It is Recommended you submit your application a minimum 2 weeks before your intended semester start date. Late Application may be considered for next available intake.

1. PERSONAL PARTICULARS

Title	Full Name										<i>Affix a passport size photo in here</i>										
Civil Status	Surname Followed by Initials																				
Nationality	National Identity Card No.								Date of Birth												
Residential Address											Preferred Contact Address										
Mobile																					
Telephone No																					
E-Mail																					

2. PROGRAMME PREFERENCE

Name of Foundation Diploma	
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3. ACEDMIC QUALIFICATION

Please fill in your educational qualifications in the order of achievement. If the results are pending for any of the below listed programs. Please mention them as "Pending Results"

Highest Qualification		
Name of the qualification and the awarding body	Year of Completion	

4. OTHER INFORMATION	
4.A Other relevant information (Such as courses attended)	
4.B Do you have any physical or other disabilities which might necessitate special arrangement? If 'Yes', please describe	
4.C Please describe the reason for your interest in following this course and how it will benefit your professional career	
4.D Have you registered for any other Foundation Diploma Programme Course? If 'Yes' please provide details	
4.E Name, designation and contact details of related Referees;	
5. REGISTRATION FEE	
Non-refundable Registration fee of Rs.2000/- to be Paid to A/C No.1000999707 of Commercial Bank or A/C No.95303495 of Bank of Ceylon- Malabe Branch , Oxford Chesters Uni of Higher Education.	
5.A Bank to which the payment was made	
5.B Date & number of payment slip	
5.C Amount paid	
5.D Paste here the payment slip tightly	

6. DECLARATION

I affirm that all statements made in this application are true and correct. I understand that any inaccurate or false information (or omission of any required information) will render this application invalid and that, if admitted and awarded a place on the basis of such information, my candidature can be terminated and I can also be subject to any penalty dictated by the rules of the Oxford Chester University of Higher Education Sri Lanka. Before signing the application, please read and understand the Payment plan and conditions of the payment plan.

- 1) There will be no refunds for already paid installments or registration fees.
- 2) The admission for the Semester End examination will not be issued until the dues are paid upfront.
- 3) All payments should be updated and cross check with the cashier of the Institute.
- 4) OCU will not be responsible for the coordination of payment and updating with the cashier.
- 5) The Management reserves the right to alter the time table at any time after the commencement of the course.
- 6) Students must abide by the Student Charter, regulations, rules of OCU
- 7) Student's examination admission and/or results may be withheld if the course fee installment is not paid by the due date.
- 8) The qualification can only be awarded after all assessment requirements have been met and all fees have been paid and all fees have been paid

Date:

Signature:

7. DOCUMENT CHECK LIST

Please check whether you have attached the following with the application (all hard copies and photographs) should be sent by registered post

	Completed and duly signed Application Form
	Certified Academic Certificate and Transcript
	Certified Copy of Birth Certificate
	Certified Copy of National ID Card or Passport
	Proof of Work Experience (If you are enrolled in a Master's or PhD programme)
	Personal Statement (If you are enrolled in a Master's or PhD programme)
	02 Passport Size Photographs

8. HOW DID YOU HEAR ABOUT US

	Facebook Promotion		OCU Students		Direct Mail
	Website		OCU Staff		Call Center

Guidelines for the submission of applications

Applications are invited for the above courses conducted by the department of business studies, Oxford Chester uni of higher education, Sri Lanka.

Please submit duly filled application form (Pages 2-3 of the application form) as instructed in the form.

Please email the duly filled application form with all supporting documents to info@ocuni.edu.lk and hand over the hard copies to the department of business studies, Oxford Chester Uni of higher education, Sri Lanka

The OCU will not collect original documents at the time of registration. Candidates must submit certified copies of all required documents that meet the registration criteria when completing their registration

Or Send by Registered Post to:

The Program Coordinator,
Oxford Chester Uni of Higher Education,
Department of Business Studies,
No 181 Sir Jams Pieris Mawatha,
Colombo 002.