

 **For office use only**

Application No: ……
2023 / ……………….

**DEPARTMENT OF MARKETING**
**FACULTY OF MANAGEMENT & FINANCE**

**UNIVERSITY OF COLOMBO**

**Application for Diploma in Marketing**

**Instructions to Applicants:**

▪ All details requested in this application must be provided fully and accurately.
Incomplete applications will be rejected and curriculum vitae or any other details in

place of qualifications and work experience will not be accepted.

▪ Use extra papers, if necessary, to give more information. Attach service certificates from
employers or adequate proof of experience.

**1**. **PERSONAL**

**(a) Name in full: Mr. / Mrs. / Miss**

**………………………………………………………………………….**
*(Use block letters)*

**(b) Name with initials:**
**……………………………………………………………………………………..**

**(**c**) Correspondence:**

|  |  |  |
| --- | --- | --- |
|   | **Residential**   | **Business**   |
| **Address**   |   |   |
|   |   |   |
|   |   |   |
| **Telephone**   |   |   |
| **Fax**   |   |   |
| **Email**   |   |   |

**(d) Nationality:** …………………………………

**(e) National Identity Card / Passport No: …** ………………….……**….**

 **(f) Date of Birth: ………………………………………**

 **(g) Gender: Male Female**

**2.**  **EDUCATIONAL QUALIFICATIONS** *(Please attach photocopies of certificates)*

|  |  |  |  |
| --- | --- | --- | --- |
| **School**      | **Examination** **& Index** **number**    | **Main Subjects**  **Grade Obtained**      |  |
|  |  |  |   |

**3.**  **PROFESSIONAL QUALIFICATIONS - If any** *(Please attach photocopies of*
*certificates)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Institution**     | **Period of**  **Study**    | **Qualification**  **Obtained**    | **Month & Year**     |
|
|   |  |  |  |

**4.**  **Work Experience**

|  |  |  |  |
| --- | --- | --- | --- |
| **Organization**  **Period of Service\***   **(Month & Year)**    |  | **Position Held**     | **Nature of Work**     |
|   |   |   |   |

\*Period of service: Give starting date and the date of leaving the organization.

**5.**  **Language Proficiency**

(Give details of your level of knowledge of English E.g., grade received for G.C.E. O/L

and A/L English, any certificate courses followed etc.)
*………………………………………………………………………………………………………………*  *………………………………………………………………………………………………………………*

**6.**  **Mode of Financing**

Privately Sponsored Undecided

 **(a) If sponsored, by whom?**
…………………………………………………………………………

**7.**  **Reasons for Applying**

*(Enumerate briefly and as possible, your reasons for wishing to enroll in a diploma*

*program of study at the Department of Marketing, Faculty of Management &*
*Finance, University of Colombo)*
*………………………………………………………………………………………………*  *……………………………………………………………………………………………………*

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 belief. I am aware that misinterpretation will cause rejection of my
application or the cancellation of my registration even after the selection.

 Date ……………………………… Signature of Applicant ……………………………

The deposit slip of an application processing fee of Rs. 1500 (US $ 15 for foreign applicants) must be sent along with the application. In addition, scanned copies of the application and the deposit slip are required to send through email (diploma\_mkt@fmf.cmb.ac.lk)

**Mail this application to:**

 Head / Department of Marketing
 Faculty of Management & Finance
 University of Colombo
 Colombo 03

Sri Lanka

 Tel: +94-11-2552365

 Email: diploma\_mkt@fmf.cmb.ac.lk



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Academic Qualifications:



Professional Qualifications:



Other Qualifications:



Work experience:





Qualified for the program (✔) or not (x)

Recommendation of the selection committee:





Remarks:

