Please read these instructions carefully before you complete your application form.

INSTRUCTIONS TO APPLICANTS FOR DIPLOMA IN INFORMATION TECHNOLOGY

1. Application form should be filled only in the English medium and using block capital letters.
2. Full Name must be given as **appearing in the Birth Certificate**.
3. Those who do not posses a National ID, Valid Passport or valid Postal ID should attach a separate declaration to the application form indicating why they do not posses a National ID, Valid Passport or valid Postal ID and should also attach photocopies of relevant pages of a Photo ID issued by a government authority if available.
4. The prescribed eligibility criteria (17 years) should have been fulfilled by 30th of September 2010.
5. Please give your permanent address and contact telephone number to enable the EDC of UCSC to communicate with you effectively. Any change of address should be duly notified in writing to the Coordinator/EDC of UCSC.
6. You should indicate your examination results accurately and clearly.
7. All applicants must apply on-line and dully printed copy of the on-line application must be posted to Coordinator/EDC. Applications which are not received on-line will be rejected and the application fee is not refunded.
8. Place your signature and insert the date at the appropriate place in the printed on-line application form.
9. The signature of the applicant should be attested by any one of the following persons: Head or Retired Head of a Government/Director Managed approved school, Grama Niladhari of the Division, Justice of Peace, Commissioner of Oaths, Attorney at Law, Notary Public, Commissioned Officer of the armed forces, Staff Officer of Govt./ Corporation, the Chief Incumbent of a Buddhist Vihara, A religious Dignitary of standing of any other religion.
10. Payment of Rs. 1000/= (for Sri Lankans) or US$25 for foreign candidates must be made using on-line generated vouchers available in the BIT website (www.bit.lk). The vouchers are in quadruplicate and all four copies must be printed.
11. Duly filled application form with the Payment voucher, **printed on-line generated EDC-1 copy, photocopies of certificates** should be sent either by post or by hand to, Coordinator, External Degrees Centre (EDC) of UCSC, 221/2A, Dharmapala Mawatha, Colombo 7 on or before 31st of December 2010. Please write "Application form for Diploma in Information Technology of the Bachelor of Information Technology Degree Programme 2010" in the top left corner of the envelope containing the application form. **Late applications will not be entertained**.

For further information, please contact: Coordinator, External Degrees Centre of UCSC, 221/2A, Dharmapala Mawatha, Colombo 7. Tel: 011-4720511/3 Fax: 011- 2682331

Web site: **www.bit.lk**