

UNIVERSITY OF COLOMBO

CERTIFICATE COURSES IN BUSINESS ENGLISH – 33rd Batch (2025)

10. Employment details (if applicable only)

a. Name and address of corporation/ company/ institute etc. where you are employed:

.....
.....
.....
.....

b. Post/Designation:

11. Highest Educational Qualification:

12. Non-refundable payment of Rs. 1000 paid to account no. **304028000007** and receipt attached:

Yes	
No	

I certify that the particulars given above are true and accurate. I am aware that if at any time the particulars are found to be false or inaccurate, my application may be rejected or my registration cancelled.

Date:

Signature of applicant:

Important Information for applicants

- **Completed application forms and bank receipts should be handed over to the Department of English Language Teaching (DELT) (located in room 203), Faculty of Arts, University of Colombo) between 9 am and 4 pm on weekdays** OR
posted to the address: *Head of Department,
Department of English Language Teaching,
Faculty of Arts, University of Colombo*
via REGISTERED POST on or before the deadline (When application are posted, please write "Certificate Course in Business English" at the top left corner of the envelope)
- **Bank details:**
 - Amount: 1000/= (to be paid at any People's Bank branch)
 - Bank: People's Bank
 - Account holder's name: University of Colombo
 - Account number: 304028000007
 - Branch: Thimbirigasyaya / Branch code: 086

Payments CANNOT be made via cash deposit machines (CDMs) at the bank and online apps.

- **When applications are handed over to the DELT, the applicant (or nominee) should sign the signature sheet kept at the DELT office.**
- **The date of the selection test will be informed via email.**
- **Applicants who fail to appear for the selection test will not be considered for admission to the course.**