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ஜெனரல் சேர் ஜோன் கொத்தலாவல பாதுகாப்புப் பல்கலைக்கழகம்  
**General Sir John Kotelawala Defence University**

රත්මලාන 10390, ශ්‍රී ලංකා.

இரத்தமலாளை 10390, இலங்கை.

Ratmalana 10390, Sri Lanka.

දුරකථන } +94-112632028  
தொலைபேசி } +94-112638656  
Telephone } +94-112622995

ෆැක්ස් }  
பெக்ஸ் } +94-112605160  
Fax }

Web : www.kdu.ac.lk  
E-mail : kdudefence@kdu.ac.lk

KDU/R/276

Mr./ Ms. : .....

Reference No. : .....

08<sup>th</sup> December 2022

**THE CERTIFICATE INSPECTION PROGRAMME AND SELECTION INTERVIEW FOR THE  
CANDIDATES TO FOLLOW DEGREE PROGRAMMES (PAYMENT/NON PAYMENT BASIS)  
- ACADEMIC YEAR 2022 / 2023**

01. The certificate inspection programme and the selection interviews for Payment and non-payment basis degree programmes for the academic year 2022/2023 are scheduled from the second week of December 2022. Your physical presence is requested for the above programme at KDU, Ratmalana.

02. You are required to produce your National Identity Card and the originals of the following documents in three separate files.

a. **File No. 01**

I. Certificate of Birth

II. GCE (O/L) Certificate (issued by the Examination Department)

or

Cambridge / Edexcel (O/L) Certificate (Transcript & Final Results Sheet issued by the International Awarding Bodies)

III. GCE (A/L) Certificate (Including the "Z" score and Common General Test and the confirmation of university admission -"YES" issued from the Department of Examinations)

or

Cambridge / Edexcel (A/L) Certificate (Transcript & Final Results Sheet issued by the International Awarding Bodies)

b. **File No. 02**

I. Two Character Certificates (One certificate is compulsory from the School Principal which can be submitted at the registration, if unable to provide it at the interview)

II. Certificates of Extra Curricular Activities (Cadetting, Scouting/Girl Guiding etc.)

III. Certificates proving any other achievements according to the order of merit

c. **File No. 03**

- I. Certificates of Sports according to the order of merit  
(International Level, National Level, Provincial Level, District Level, Zonal Level & School Level)
- II. A document to prove, if parent/s serve in the Sri Lanka Army/Navy/ Air Force or Police (Confirmation letter /Service ID (copy) with the service period etc.)

03. Candidates should be dressed in formal for the certificate inspection programme and interview as mentioned below:

- a. **Gents** - Shirt, Trouser and Tie with blazer (School Blazer and Tie preferred)  
(To be shaved properly)
- b. **Ladies** - Kandyan/Indian Saree with blazer (School Blazer preferred)  
(Hair should be tied properly)

All colours (badges, medals) received should be worn on the blazer and it should be visible.

04. Please be informed that the parents are not allowed to stay at the University premises during the time of interview (This will be applied for the members of the services as well).



HBH Deeshana RWP, RSP & Bar, USP, psc, MSc (D&SS)  
MSc (Hydrography), MBA (E-Governance), BSc (DS) MTS  
Commander (H)  
Deputy Registrar

**NOTE**

- \* Any form of canvassing would be a disqualification.
- \* Request for change of the date and the time of interview will not be considered under any circumstances.
- \* Travelling or any other expenses incurred by you in this regard will not be reimbursed by the University.
- \* For any query or further information, please call, Tel. 0112635039, 0112635268