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

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KDU/R/276

Mr./ Ms. : .....

Reference No. : .....

26 October 2023

**THE CERTIFICATE INSPECTION PROGRAMME AND SELECTION INTERVIEW FOR THE  
CANDIDATES TO FOLLOW DEGREE PROGRAMMES (PAYMENT/NON PAYMENT BASIS)  
- INTAKE 41 (3rd BATCH) - ACADEMIC YEAR 2023 / 2024**

01. The certificate inspection programme and the selection interviews for Payment and non-payment basis degree programmes for the academic year 2023/2024 are scheduled on the 29th January 2024. 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 by 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, Tie and Trouser 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).



SDKC Sandanayake  
Deputy Registrar – Establishment  
for 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, 0710219505