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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/263(2)

Mr./ Ms. :

Reference No. :

03 April 2024

**INSTRUCTIONS FOR REGISTRATION OF CANDIDATES FOR BSC IN MANAGEMENT
DEGREE PROGRAMME AT KDU, ACADEMIC YEAR 2024**

1.0 STUDENT REGISTRATION (APPLICABLE ONLY FOR THE SELECTED CANDIDATES)

Venue : KDU, Ratmalana

Date : 09.04.2024

Time : 1000 hrs

1. You are required to be present at KDU, Ratmalana with the following documents;

a. Original Certificates

- i. Police Report
- ii. Grama Niladhari Certificate

b. A set of true certified photocopies of the following;

- i. Certificate of Birth
- ii. Character Certificate
- iii. Certified copy of National Identity Card
- iv. GCE (O/L) Certificate or Cambridge or Edexcel (O/L) Certificate
- v. GCE (A/L) Certificate or Cambridge or Edexcel (A/L) Certificate
- vi. A letter in support of working experience (only for KDU Staff)

c. Two (02) recent passport size photographs with red background and without border (Size: 35mm x 45mm).

Candidates should be dressed formally for the photograph as follows:

- Gents – Shirt and Tie with blazer
- Ladies – Kandyan/ Indian Saree with blazer

Important:

1. All above photocopies should be in **A4 size**.
2. If there are ambiguities in the names in certificates, it is compulsory to submit an affidavit.
3. It is mandatory to submit all the documents as instructed above **on the date of registration**. Candidates who are unable to submit the above **documents and the original receipt of fees** as given below on the **date of registration** will be disqualified for the Degree Programme without any further notice.
4. You should be dressed in formal as follows;
Civil Candidates / KDU Staff
Gents - Shirt & Tie with Trouser
Ladies - Kandyan / Indian Saree
5. The fee mentioned below is required to be deposited to the **Account No. 9405831** at Bank of Ceylon, Kotelawala Defence University Branch in favour of **“The Vice Chancellor, General Sir John Kotelawala Defence University”**.

Description	Due Date	Amount (LKR)
Total Course fee		450,000.00
1 st Instalment	At the date of registration	225,000.00
2 nd Instalment	At the end of 1 st year	135,000.00
3 rd Instalment	At the end of 2 nd year	90,000.00

Registration fees for 3 years	At the date of registration	5000.00
Non-refundable Library Fees	At the date of registration	2000.00
Refundable Library Fees	At the date of registration	10,000.00
Refundable Mess Deposit	At the date of registration	2,000.00


Applicable concession rates

Non-academic permanent KDU Staff - 50% from the Total Course fee

You should submit the deposit slip to confirm the payment at the registration.

If the candidate fails to pay the relevant amount on or before the registration date, he/she will not be eligible to commence the academic activities of the degree programme at KDU.

6. You are required to comply with the above instructions as specified.
7. Please note that the above date will not be changed under any circumstances unless otherwise changed by the university, and you are required to comply with the above instructions.
8. Please be informed that the instructions given above are applicable only for the selected candidates. The name list of the selected candidates for the BSc in Management Degree Programme – 2024 is published on the KDU website.


S.K.C. Sandanayake
Acting Registrar

NOTE

- * Any form of canvassing would be a disqualification.
- * Under no circumstances the date of the registration will be changed.
- * Travelling or any other expenses incurred by you in this regard will not be reimbursed by the University.
- * Male candidates are advised to shave properly.