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

රත්මලාන 10390, ශ්‍රී ලංකා.

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KDU/R/263(2)

Mr./ Ms. : .....

Reference No. : .....

28 January 2025

**INSTRUCTIONS FOR REGISTRATION OF CANDIDATES FOR BSC IN MANAGEMENT DEGREE  
PROGRAMME AT KDU, ACADEMIC YEAR 2025**

**1.0 STUDENT REGISTRATION (APPLICABLE ONLY FOR THE SELECTED CANDIDATES)**

**Venue : KDU, Ratmalana**

**Date : 30.01.2025**

**Time : 0900 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 & Military Category)

**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. You are required to sign an **agreement** with the University **on the date of registration** and are requested to come with **two guarantors (parents or any two persons) along with their NICs and photocopies of the NICs** to attest your signature on your agreement. (Guarantors should be above 18 years of age)
6. The fee mentioned below is required to be deposited (No online transactions accepted) to the **Account No. 9405831** at Bank of Ceylon, Kotelawala Defence University Branch in favour of **"Self Finance Fund, General Sir John Kotelawala Defence University"**.

Description	Due Date	Amount (LKR)
Total Course fee		<b>600,000.00</b>
1 <sup>st</sup> Instalment	At the date of registration	300,000.00
2 <sup>nd</sup> Instalment	At the end of 1 <sup>st</sup> year	180,000.00
3 <sup>rd</sup> Instalment	At the end of 2 <sup>nd</sup> year	120,000.00

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  
Tri Forces and Sri Lanka Police - 50% from the 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.**

7. You are required to comply with the above instructions as specified.
8. 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.
9. 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 – 2025 is published on the KDU website.

**RORB Senarathne, RSP, USP, psc**  
Captain (H)  
Deputy Registrar  
For 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.