



**POSTGRADUATE INSTITUTE OF
HUMANITIES AND SOCIAL SCIENCES (PGIHS)
UNIVERSITY OF PERADENIYA**

Service Letter

Section I

To the Applicant: Please submit duly completed this form through your employer if the degree programme you apply requires a service letter or if you wish to submit your work experience as an eligibility criteria for the admission to a degree programme. You should ensure that your employer is given a copy of this form by completing Section 1 to submit with his/her responses.

1.	Name of the Applicant:	
2.	Contact Details of the Applicant:	
3.	Degree Programme Applied:	
4.	Duration of the Programme	
5.	Total Cost of the Programme:	
6.	Name of the Employer / Institution	
7.	Current Post of the Applicant	
8.	Previous Employment, Place of Work and Duration	
9.	Declaration by the Applicant:	<p>I submit this service letter in support of my application for Postgraduate Diploma/ Master of Arts/ Master of Philosophy/ Doctor of Philosophy degree Programme in conducted by the PGIHS, University of Peradeniya, Sri Lanka.</p> <p>Date: Signature:</p>

Section II

To the Employer: Please complete the following section of the document and hand it over to the applicant in a sealed cover or send directly to Assistant Registrar, PGIHS, University of Peradeniya, 20400 Peradeniya, Sri Lanka by post or as an email attachment to ar@pgihs.ac.lk

1	Present Post of the applicant at your Institution	
2	Duration of his/her service in the present post	
3	Do you think that the postgraduate programme that he/she applied is beneficial for his/her career advancement and for your institution?	
4	Indicate whether the applicant be granted funds/ leave or released from service to follow the programme	
5	Any other information you think relevant and assist the PGIHS in making decision on his/her application:	

Name of the Employer:	Mr./Ms./Mrs.
Name and Address of Institution/Organization:	
Date:	
Signature & Official Frank:	