

## **GENERAL INSTRUCTIONS TO APPLICANTS**

Applicants may apply through following modes.

Option 1: Apply online [www.pgihs.ac.lk/applications](http://www.pgihs.ac.lk/applications) (The PGIHS encourages applicants to submit their applications online)

Option 2: Download Application Form from the PGIHS website and submit

Option 3: Obtain the printed copy of Application Form and submit

Applicants can refer the prospectus of the postgraduate programmes offered by the PGIHS through the following link. <http://pgihs.ac.lk/downloads/Prospectus%202019.pdf> for details.

### **Submission of Applications:**

#### ***Option 1: Online Applications:***

Create an Account with your current email address and follow the instructions to submit the application

#### ***Note:***

***Certified copies of requested Birth certificate, Educational certificates and other documents\**** and the original copy of the bank payment slip should be submitted to Senior Assistant Registrar of the PGIHS by Registered post. ***Please indicate your National Identity Card Number/ Telephone Number in each document submitted.*** Please keep a copy of this payment slip for your records.

#### ***Option 2: Download the application from the PGIHS website:***

Applicant who download the application from the website, Should complete the application and send the application by the registered post/hand it over to the Senior Assistant Registrar of the PGIHS along with the ***requested certified copies of certificates and other documents\**** and the original copy of the bank payment slip. Please keep a copy of this payment slip for your records.

#### ***Option 3: By visiting the Institute:***

Applicant who collect the application from the Institute, Should complete the application and send the application by the registered post/hand it over to the Senior Assistant Registrar of the PGIHS along with the ***requested certified copies of certificates and other documents\**** and the original copy of the bank payment slip. Please keep a copy of this payment slip for your records.

### **Following Documents should submit with the Application:**

- a. Certified Copies of the Degree/Diploma Certificate/s
- b. Certified Copies of the Detailed Degree/Diploma Certificate/s
- c. Certified Copy of the Birth Certificate (***English Translation***)
- d. Service Letter (Please use PGIHS/APP/FORM 002)
- e. 4 self-addressed stamped envelopes (Rs.80.00) (Size - 22cm x 10cm) (Local applicants only)

**\*\* Instructions to Certification of documents:**

Applicant who submit duplicate copies of his/her certificates and other documents (Degree Certificates, Detailed degree certificates, Birth certificates and other document) should certify them as true copies of the original by getting it signed and the official stamp by an authorized person. (i.e: Justice of Peace, Grama Niladhari, Principal of a school, Executive grade officer of Public/ Privet sector etc.)

**Instructions to pay Application fee:**

Applicants should pay application fee to any branch of a Peoples bank to the PGIHS bank  
Account No: 057100160027421

**Application fees:**

Local: LKR 2000.00

Foreign: USD 25.00

Applicant should have to fill the bank slip as follows.

PEOPLES BANK		කැප්ටල් පත   ගෙවුම්පිටි   Deposit Slip		Office Copy	
මහජන බැංකුව   மக்கள வங்கி		දිනුම් අංකය   கணக்கு இலக்கம்   Account Number		දිනය   திகதி   Date	
Account Holder Name: Postgraduate Institute of Humanities and Social Sciences, University of Peradeniya		Account Number: 057100160027421		Date: XX XX XXXX	
Account Holder Address: XXXXXXXXXXXXXXXXXXXX		Telephone No: XXXXXXXX		Purpose: Application Fees	
Cash Depositor's Signature: _____		Total: 2 000 00		Checked by: _____	

**Selection of Students and Notification:**

Selection of students will be determined on merit by the Institute. A written selection test or an interview may be conducted depending on the requirement. Outcome of the selection process will be notified in writing to all applicants by the Senior Assistant Registrar of the Institute.

Please note that incomplete applications will be rejected at the selection process.

**For Further Details:**

- Email : [info@pgihs.ac.lk](mailto:info@pgihs.ac.lk)
- Telephone : 081 2 068 363/ 081 2 388 957
- Address : Senior Assistant Registrar,  
Postgraduate Institute of Humanities and Social Sciences (PGIHS)  
University of Peradeniya  
Peradeniya 20400 Sri Lanka