

Please read these instructions carefully before you complete your application form.

INSTRUCTIONS TO APPLICANTS REGISTERING FOR THE FIT PROGRAMME

1. Application form should be filled only in the English medium and using block capital letters.
2. Full Name must be given as appearing in the Birth Certificate
3. Those who do not possess a National ID, Valid Passport or valid Postal ID should attach a separate declaration to the application form indicating why they do not possess a National ID, Valid Passport or valid postal ID and should also attach photocopies of relevant pages of a Photo ID issued by a government authority if available.
4. No prior qualifications are needed to register for the FIT programme.
5. Please give your permanent address and contact telephone number to enable the External Degrees Centre (EDC) of UCSC (University of Colombo School of Computing) to communicate with you effectively. Any change of address should be duly notified in writing to the Coordinator/EDC of UCSC.
6. You should indicate your information accurately and clearly. You can take FIT e-testing and practical tests at UCSC e-testing lab located at University of Colombo School of Computing, Colombo 7.
7. All applicants must apply on-line and dully printed copy of the on-line application must be posted to Coordinator/EDC. Applications which are not received on-line will be rejected and the application fee is not refunded.
8. Place your signature and insert the date at the appropriate place in the printed on-line application form.
9. The signature of the applicant should be attested by any one of the following persons: Head or Retired Head of a Government/Director Managed approved school, Grama Niladhari of the Division, Justice of Peace, Commissioner of Oaths, Attorney at Law, Notary Public, Commissioned Officer of the armed forces, Staff Officer of Govt./Corporation, the Chief Incumbent of a Buddhist Vihara, A religious Dignitary of standing of any other religion.
10. Payment of Rs. 2500/= must be made using the vouchers available in the FIT website (<http://fit.bit.lk>). The vouchers are in quadruplicate and all 4 copies must be filled.
11. A Duly filled **application form** with the **Payment voucher (EDC copy -1), copies of your birth certificate and the document provided under the third instruction** should be handed over to, Coordinator, EDC of UCSC, No 17, Swarna Road, Colombo 06 and obtain a Registration Number. Please write "FIT Registration" in the top left corner of the envelope containing the application form.
12. If you are posting the application form & the payment voucher, it should be accompanied with a self-addressed envelope with stamps to the value of Rs. 40/=

For further information, please contact:

1. External Degrees Centre of UCSC
Coordinator, External Degrees Centre of UCSC, No 17, Swarna Road, Colombo 06.
Tel: 011-4720511/3 Fax: 011- 2682331
Web site: <http://fit.bit.lk>
2. e-Learning Centre of UCSC
e-learning Center, University of Colombo School of Computing, No : 35, Reid Avenue,
Colombo 07, Tel: +94-11-2591080
Website :<http://www.e-Learning.lk>