

## **Guidelines for the Submission of Application**

- Duly filled applications should be submitted with a receipt having paid, Rs. 1000/- (as application processing fee) to University Shroff (weekdays from 9.00am – 12.30pm and 1.30pm – 3.00pm) or with pay-in voucher worth of Rs. 1000/-obtainable at any Bank of Ceylon branch to the credit of University of Moratuwa – A/C No. 70993353
- Make arrangements to submit duly filled recommendations from two independent referees as instructed in the form (see pages 5-8 of the application form)
- check whether you have attached the following:
  1. Copies of certificates of academic qualifications
  2. Copies of certificates of membership/associate membership/graduateship of professional institutions
  3. Letter of consent from employer regarding leave/permission (see page 4 of the application form)
  4. Letter of sponsorship (if applicable)
  5. Pay-in voucher/receipt
- Please hand-over the duly filled application form to the MBA Office of the Department of Management Technology, University of Moratuwa or send through Registered Post to:

**MBA Administrative Officer  
Department of Management of Technology  
University of Moratuwa  
Moratuwa 10400**

- **Closing date** of the applications in **19<sup>th</sup> July 2019**
- Please contact MBA Administrative Officer on +112640433 or email to [mbainmot@gmail.com](mailto:mbainmot@gmail.com) for further information

### **Important Dates**

- Application Closing Date : 19<sup>th</sup> July 2019
- Commencement of Lectures : January 2020

# UNIVERSITY OF MORATUWA

## DEPARTMENT OF MANAGEMENT OF TECHNOLOGY

### Application Form for Master of Business Administration in Entrepreneurship - 2020

#### 1. PERSONAL PARTICULARS

<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss. <input type="checkbox"/> Ms. <input type="checkbox"/> .....	<b>Name in Full :</b> <i>(Write in BLOCK letters and <u>underline</u> surname/family name)</i>	<b>Marital Status</b> <input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> .....
---	--	--

<b>Nationality</b> <input type="checkbox"/> Sri Lankan <input type="checkbox"/> Other ( <i>Specify</i> ).....	<b>National Identity Card No.</b> <table style="width: 100%; text-align: center;"> <tr> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> </tr> </table>											<b>Date of Birth</b> <table style="width: 100%; text-align: center;"> <tr> <td style="width: 30px;">Year</td> <td style="width: 30px;">Month</td> <td style="width: 30px;">Day</td> </tr> </table>	Year	Month	Day	<b>Age</b>
Year	Month	Day														

<b>Home Address</b>    <b>Tel:</b> <b>E-mail:</b>	<b>Office Address</b>    <b>Tel/ Fax:</b> <b>E-mail:</b>	<b>Contact Address</b>    <b>Tel/ Fax:</b> <b>Mobile:</b> <b>E-mail:</b>
--	---	--

#### 2. ACADEMIC QUALIFICATIONS

##### A. Post – secondary Education

From Month / Year	To Month / Year	School Attended	Certificate / Diploma	Year

##### B. Tertiary Education (Undergraduate and Postgraduate). *Please attach copies of relevant certificates.*

From Month / Year	To Month / Year	Institution / University Attended, Country	Degree/ Main Subjects	Class/ Rank	Year	Duration ( 3 year or 4 year)

**C. TOEFL/GMAT**Is English your mother tongue? **Yes / No**

If No:

- a) What is the highest examination you have passed in English?
- b) Your language of instruction at the University / Professional body:
- c) TOFEL / IELTS Score *(If available)*:
- d) GMAT / GRE Score *(If available)*:

**D. Membership of Professional Bodies :**

From	To	Professional body	Post Held / membership Status

**E.** List in chronological order any University scholarships, prizes or other awards received.**3. WORK EXPERIENCE**

Total Years of experience after graduation

Total Years of experience after professional qualifications *(eg. After MIE (Sri Lanka))***A. Previous Occupations** *(Please list jobs held last 5 years)*

From Month / Year	To Month / Year	Name & Address of firm / Organization	Title / Position	Nature of Work

**B. Present Occupation**

Date of Joining	Name of Firm / Organization	Title / Position	Duties

<b>4. OTHER INFORMATION</b>	
A. Other relevant information ( <i>Such as courses attended, research undertaken, publications etc.</i> )	
B. Do you have any physical or other disabilities which might necessitate special arrangements?	
C. Source of finance for the study? <b>Privately / Sponsored</b> If sponsored, please specify the sponsor:	
D. Please describe briefly your reasons for wishing to study this course and how you see it fitting into your future career.	
E. Are you registered for any other postgraduate course? <b>Yes / No</b> If 'Yes' give details:	
<b>F. Names &amp; Addresses of Referees</b>	
<b>First Referee</b>	<b>Second Referee</b>
Name	Name
Designation	Designation
Address	Address
Telephone	Telephone
email	email
<b>5. DECLARATION</b>	
I affirm that all statements made by me on this form are correct. I understand that any inaccurate or false information (or omission of material information) will render this application invalid and that, if admitted and awarded a place on the basis of such information, my candidature can be terminated and I can also be subject to any penalty dictated by the rules of the University of Moratuwa.	
<b>Date:</b>	<b>Signature:</b>

Please send your application to:

**MBA Administrative Officer**  
**Department of Management of Technology**  
**University of Moratuwa**  
**Moratuwa 10400.**

**Closing date for applications is 19<sup>th</sup> July 2019**

Check whether you have attached the following:

1. Copies of certificates of academic qualifications.
2. Copies of certificates of membership/associate membership/graduateship of professional institutions.
3. Letter of consent from employer regarding leave / permission.
4. Letter of Sponsorship (if applicable).
5. Pay-in voucher/receipt.

**LETTER OF CONSENT FROM THE EMPLOYER**  
**GRANTING PERMISSION FOR STUDY**

MBA Administrative Officer  
Department of Management of Technology  
University of Moratuwa  
Moratuwa 10400

**RE: Mr./ Mrs./ Ms./ Miss: .....**  
**Applicant for MBA in Entrepreneurship Programme in University of Moratuwa**

I understand that Mr./Mrs./Ms./Miss: ..... who is working at our organisation has applied for MBA/PG Diploma Programme in the University of Moratuwa, scheduled to be commenced in January 2020.

If he/she is selected:

- i. I grant/do not grant permission for him/her to pursue studies during weekends and full-time basis, during the period of study.
- ii. I grant / do not grant official leave for him/her for attending classes.
- iii. Our organization will/will not sponsor his/her course fees.

I recommend /do not recommend Mr./Mrs./Ms./Miss. .... for the above course.

Yours sincerely

Signature : .....

Name : .....

Designation : .....

Organisation : .....

Date : .....