

**POSTGRADUATE INSTITUTE OF AGRICULTURE
UNIVERSITY OF PERADENITA**

ADMISSIONS 2016

INSTRUCTIONS TO APPLICANTS

A. REGULATIONS

All applications are expected to acquaint themselves with the regulations of the institute which are in the Student hand book issued along with the application form.

B. APPLICATION

- i. Application for admission should be made on the prescribed form issued by the Institute on a payment of Rs.1,000/=. If you wish to download the application form from the PGIA website. Completed application form should be sent along with the bank deposit slip after paying Rs. 1,000/= to People's Bank Current Account. The necessary voucher form can be downloaded from the PGIA website. Ensure to enter the National ID number or Passport number in case of international students in the application as reference when application fee is paid. Please keep photocopies of all the mailed documents and bank deposit slip with you for your reference.

If you wish to submit your application online please see instructions under section G below. However, please note that all other instructions will apply for those who submit the application online.

- ii. All sections in the application form should be completed, preferably type-written and that it is very important to indicate the Board of Study/ Program of Study in Section 9 to process your application
- iii. Candidates who are employed permanently should forward their applications through the relevant Head of the Institute, indicating that applicants are allowed to register for the program.

C. ANNEXES TO THE APPLICATION

The following documents should be annexed to the application form.

- i. A copy of the English version of the Birth Certificate
- ii. Two referee reports (Blank referee report forms are issued with the application form). Section 'A' of the Referee report is required to be completed, duly signed and handover to the referee by the applicant. Referees who are teachers of the applicant are required to complete the section 'B'. The reports should be enclosed in the white envelopes in which the referee report forms are enclosed, sealed and signed on the space provided on the reverse of the envelope by the referees concerned and hand them over to the applicant. Alternately, the referee may mail the report directly to the Institute.
- iii. A photocopy of the degree certificate/ provisional degree certificate issued by the relevant University/ Institute of higher learning. **Students whose results are pending can apply with an official document issued by the Registrar of University / Institute.**

D. INCOMPLETE APPLICATION

Application will be rejected, if

- i. They are not legibly perfected,
- ii. The transcript of the academic record is not received
- iii. All annexures mentioned under 'C' above are not received by the closing date stipulated for the receipt of applications.

E. TRANSCRIPT OF THE ACADEMIC RECORD

The applicant is required to contact his/ her University and ensure that the applicant's transcript is sent to us (A request form is enclosed to facilitate the process).

- F.** All applications for admission should be addressed to the **Deputy Registrar, Postgraduate Institute of Agriculture, P.O.Box 55, Old Galaha Road, Peradeniya, Sri Lanka** using the envelope provided (A printed envelope is issued with the application for the purpose).

G. INSTRUCTIONS FOR ONLINE APPLICATION (Email address mandatory)

You can access the online application from PGIA website site at "<http://pgia.ac.lk/apply>"

1. Fill the application form having logged on to the above link and save. Please make sure to fill all the required fields marked by *. Please make sure to enter your NIC/Passport which will be treated as your reference number. You are allowed to make any changes to your application form until the application closing date.
2. For your application to be effective, you must make a payment of Rs. 1,000/= to People's bank current account and mail the deposit slip, payment voucher, transcript, referee reports, a copy of English version the birth certificate and all other relevant document to the PGIA at the address above or fax them to 081-2388318, or hand them over to the PGIA in person.
3. Once the application is verified and found to be eligible, you will be notified for aptitude test.
4. If you need further information please contact the PGIA at **081-2395576, 081-2395577, 081-2388219** email to dr@pgia.ac.lk or inquire in writing to the PGIA.

Deputy Registrar
Postgraduate Institute of Agriculture
P.O.Box 55
Old Galaha Road
Peradeniya.