

**POSTGRADUATE INSTITUTE OF AGRICULTURE
UNIVERSITY OF PERADENIYA**

**ADMISSIONS 2015
(Applications close on 25-11-2014)**

INSTRUCTIONS TO APPLICANTS

A. REGULATIONS

All applicants 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. APPLICATIONS

- i. Application for admission should be made on the prescribed form issued by the Institute on payment of Rs.1,000/=. If you wish to download the application form from our web site the 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 is available in the web and the A/C No. is mentioned in the voucher form) Ensure to enter the National ID number or Passport number.(for international students) in the application as reference when depositing. Please keep photocopies of all the mailed documents and bank deposit slip.

If you wish to fill the online application form please see instructions under section G below. All other instructions apply.

- ii. All sections in the application form should be completed, preferably type-written. Please note that it is very important to indicate the Board of Study/ Program of Study in Section 9.
- iii. Candidates who are permanently employed should forward their applications through the relevant Head of the Institute, who should state whether the applicant could be permitted to register for the program.

C. ANNEXES TO THE APPLICATION

The following documents should be annexed to the application form.

- i. Photocopy 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 handover 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.

D. INCOMPLETE APPLICATION

Application will be rejected, if

- i. They are not received **on or before 25-11-2014**
- ii. They are not legibly perfected,
- iii. The transcript of the academic record is not received **on or before 25-11-2014**
- iv. All annexure mentioned under 'C' above are not received by the closing date set 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 reach the institute **by 25-11-2014** (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 has been issued with the application for the purpose).

G. INSTRUCTIONS FOR ONLINE APPLICATION (Email address mandatory)

You can access the online application from our web site at:<http://pgia.ac.lk/apply>

1. Fill the application form at the above link and save. Please make sure to enter all the required fields (marked by *). Your NIC/Passport number will be your reference no. You will have to insert a password which you can use to log in and make 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 (See figure I above as an example) and mail the deposit slip, payment voucher, transcript, referee reports and a copy of the birth certificate to the PGIA at the address above or fax to 081-2388318. Or come in person to the PGIA and other the documents.
3. Once the application is verified you will be notified for aptitude test. In case if you are not eligible to apply you may apply in next academic year.
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.