



INSTRUCTIONS FOR APPLICANTS

Admission to the National Diploma in Technology – 2022/2023 Intake
Institute of Technology University of Moratuwa

Very Important:

1. Closing date of applications is 19.12.2022.
2. Applicants are strictly advised to read the rules relating to admission of National Diploma in Technology set out in the Gazette Notification No: 2307 dated 18.11.2022 and this instruction manual before filling the application form.
3. This application must be completed entirely in English medium.
4. Every applicant is required to submit both online application and the hard copy of the online application before the due date. Applicants who failed to submit online application and the hard copy of the application will not be taken in to consideration for further processing and incomplete applications will be rejected without any notice.
5. Applicants are not allowed to edit the application manually after the auto generation of the printable copy.
6. Attaching the scanned copy of the payment slip of the application fee is a compulsory requirement. Payment should be made before the closing date of the application.

HOW TO ACCESS THE ONLINE APPLICATION.....?

1. Go to the website of the Institute of Technology University of Moratuwa (ITUM Web Site: www.itum.mrt.ac.lk)
2. Find the link to online application under the title of “Admission of Students for the National Diploma in Technology – Intake 2022/2023.
3. After click on the link, you will be directed to the login page of the online application.
4. Click “Apply Now” and find the application.

[If you find any difficulty in submitting the application form, contact 011 212 4000 Extension 1122 / 1120 or 1123 .]

For a New Applicant

Apply Now

For Partially Completed Application

Enter Your User Name

SECTION 01 - METHOD OF SUBMITTING THE ONLINE APPLICATION

1. STEP 01 – Application Preference of the Applicant

- 1.1. There are two SETs of field categories applicants can apply for. Applicants can apply for a single SET (Either SET 01 or SET 02) or both SETs (SET 01 and SET 02).
- 1.2. Mark the SET/SETs that you wish to apply.

APPLICATION FOR ADMISSION TO THE NATIONAL DIPLOMA IN TECHNOLOGY COURSE INSTITUTE OF TECHNOLOGY UNIVERSITY OF MORATUWA ACADEMIC YEAR - 2022/ 2023	
* This application is compatible with Google chrome, firefox and internet explorer	
APPLICATION FOR (please ☑)	<input checked="" type="checkbox"/> 1. MARITIME FIELDS - SET 1 <input checked="" type="checkbox"/> 2. OTHER FIELDS - SET 2 <small>[Applicants may apply for single set (Set 1 or Set 2) or both sets (Set 01 and Set 02)]</small>

2. STEP 02 – Personal Details of the Applicant

2.1. Use only “BLOCK CAPITAL Letters” to fill this section.

2.2. *Applicant’s Full Name*

It is compulsory to enter the “Full Name” of the Applicant as per the Birth Certificate. This name will be appearing in all the official documents and in your Diploma Certificate. [Eg: DISSANAYAKA MUDIYANSELAGE SAGARA LAKMAL PERERA]

2.3. *Applicant’s Name with Initials*

Last name should be indicated first and then the initials of the other names should be indicated. Do not type any symbols between initials. [Eg: D M S L PERERA]

2.4. *Applicant’s Date of Birth and the Age as at the given date*

Age as at a given date will be automatically calculate when you indicate your Date of Birth at the given cage.

2.5. *Applicant’s National Identity Card Number*

If your National Identity card number includes any letters, those letters should be indicated in BLOCK CAPITAL letters. [Eg: 985631532V or 200124702563]

PERSONAL DETAILS (PLEASE USE BLOCK CAPITALS)		
NAME IN FULL * (AS PER THE BIRTH CERTIFICATE) Ex :- DISSANAYAKA MUDIYANSELAGE SAGARA LAKMAL PERERA / WATHHEGEDARA DON SEPALIKA KUMARI	DISSANAYAKA MUDIYANSELAGE SAGARA LAKMAL PERERA	
LAST NAME (PERERA / KUMARI) *	PERERA	
INITIALS (Put Space between Letters (D M S L / W D S)) *	D M S L	
NATIONALITY * Sri Lankan	Religion * Buddhism	GENDER * Female
DATE OF BIRTH * 12 / 5 / 2001	AGE AS AT 31 ST DEC. 2021 20 / 7 / 19	
NATIONAL ID NUMBER *	200101604352	

3. STEP 03 – Contact Details of the Applicant

3.1. Applicant’s Permanent Address

A valid residential address should be entered. All official documents will be sent to the given address throughout the academic period.

3.2. Applicant’s Contact Numbers

It is necessary to provide phone numbers which are currently in use. All official information will be communicated to this number when necessary.

3.3. Applicant’s email address

A valid email address should be indicated. Please recheck the email address that you have entered before the submission of application. All official information will be communicated through the given email address until the official selection and registration of the student. [Eg: sagaraperera@gmail.com]

4. STEP 04 – Results obtained by the applicant at the G C E Advanced Level Examination

4.1. Results of the year to be considered for the selection

Select the results of the year to be considered for the selection. Please note that the Z score relevant to the indicated year has been considered for the selection.

4.2. Attempt

Select the attempt relevant to the year and results mentioned in above 4.1. [Eg: 1st Attempt].

4.3. Index Number

Enter the index number of the Advanced Level Examination relevant to the results and year mentioned in above 4.1.

4.4. Z Score

Enter the Z score obtained at the G C E Advanced Level. Do not type/indicate any letters. Type only Numbers. Indicate “M” in the below dropdown only if your Z Score is a minus value.

5. STEP 05 – Medium in which the applicant wishes to sit the Aptitude Test

5.1. Indicate the medium you wish to sit for the aptitude test (Sinhala, English or Tamil). Applicants are not allowed to change the medium after the submission of the application.

6. STEP 06 – School(s) attended by the applicant from year 11 to year 13

6.1. Please indicate name and address of the school(s) attended by you from Grade 11 to Grade 13. If you have attempted G C E Advanced level examination many times, please fill the details relevant to all attempts.

6.2. If you have attempted G C E Advanced level examination as a private candidate, indicate “Private” as the name and address of the school and indicate the relevant district.

SCHOOL(S) ATTENDED FROM YEAR 11 TO YEAR 13								
YEAR	NAME & ADDRESS OF SCHOOL	DISTRICT	PERIOD OF ATTENDANCE					
			FROM			TO		
			Year	Month	Date	Year	Month	Date
11	Ananda College, Colombo 10	Colombo	2019	1	4	2019	12	20
12	Ananda College, Colombo 10	Colombo	2020	4	5	2020	12	29
13	1 st ATTEMPT Ananda College, Colombo 10	Colombo	2021	2	7	2021	12	30
13	2 nd ATTEMPT Grade 13 School		Year	Month	Date	Year	Month	Date
13	3 rd ATTEMPT Grade 13 School		Year	Month	Date	Year	Month	Date

7. STEP 07 – Field Preference

7.1. SET 1 – This should be completed only by the candidates who have applied for Maritime Studies. Insert order of preference as 1 for First preference and 2 for Second preference.

7.2. SET 2 – Insert order of preference as 1,2,3,4,5,6,7,8. ‘1’ for the “Most Preferred”, ‘2’ for the next and so on.

8. STEP 08 – Confirmation of University Registration

8.1. It is compulsory to indicate “Yes” if you have already registered in any other University or Higher Educational Institution (Except Open University of Sri Lanka) under the University Grants Commission. If not indicate as “No”

ARE YOU REGISTERED AS A FULLTIME STUDENT IN ANY OTHER UNIVERSITY UNDER THE UGC (OTHER THAN OPEN UNIVERSITY) OR ANY OTHER HIGHER EDUCATIONAL INSTITUTION UNDER THE MINISTRY OF HIGHER EDUCATION?
(Please indicate Yes or No)

Yes No

9. STEP 09 – Save and Check the details

9.1. After entering all the details place a “tick” to “I agree above information are correct” and click “Save and Check the Details” to get the preview of submitted details.

9.2. It will take few minutes to load the preview. Therefore, avoid refreshing the page until the preview is loaded.

BACK

After you click "Save and Check the Details" Button, it will take few minitues to procees, So please wait until the page is loaded. Don't reload the page again.

I Agree above infomations are correct.

Save and Check the Details

10. STEP 10 - Check the preview

- 10.1. After submitting all the information, a preview of the application form will be generated with submitted information. Check whether the entered information has been previewed correctly.
- 10.2. User name of the applicant will be displayed on top of the preview. Save the User name for future reference.

Successfully Inserted

✦ Please remember your username.
Your username is **0043pereradmsl**

APPLICATION FOR ADMISSION TO THE NATIONAL DIPLOMA IN TECHNOLOGY COURSE INSTITUTE OF TECHNOLOGY UNIVERSITY OF MORATUWA ACADEMIC YEAR - 2022/ 2023	FOR OFFICE USE ONLY APPLICATION NO. 0 0 4 3 DISTRICT
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APPLICATION FOR (please)

1. MARITIME FIELDS - SET 1

2. OTHER FIELDS - SET 2

[Applicants may apply for single set (Set 1 or Set 2) or both sets (Set 01 and Set 02)]

1). PERSONAL DETAILS

NAME IN FULL (AS PER THE BIRTH CERTIFICATE)	DISSANAYAKA MUDIYANSELAGE SAGARA LAKMAL PERERA
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- 10.3. If the applicant wishes to make any changes to the submitted information, click “Edit my Details” at the bottom of the preview and make changes. Please make sure you need to save the details after every change.

This should be completed only by the candidates who have applied for Maritime Studies.

SET 2 - Insert order of preference as 1,2,3,4,5,6,7,8. "1" for the "Most Preferred", "2" for the next and so on "8" for the last preferred.

SET 1		SET 2	
MARITIME FIELDS	ORDER	OTHER FIELDS	ORDER
MARINE ENGINEERING TECHNOLOGY	1	CHEMICAL ENGINEERING TECHNOLOGY	1
NAUTICAL STUDIES AND TECHNOLOGY	2	CIVIL ENGINEERING TECHNOLOGY	3
		ELECTRICAL ENGINEERING TECHNOLOGY	2
		ELECTRONIC & TELECOMMUNICATION ENGINEERING TECHNOLOGY	6
		INFORMATION TECHNOLOGY	5
		MECHANICAL ENGINEERING TECHNOLOGY	4
		POLYMER TECHNOLOGY	7
		TEXTILE & CLOTHING TECHNOLOGY	8

STATE PRIORITY, IF APPLIED FOR BOTH

SETS	ORDER
SET 1	1
SET 2	2

ARE YOU REGISTERED AS A FULLTIME STUDENT IN ANY OTHER UNIVERSITY UNDER THE UGC (OTHER THAN OPEN UNIVERSITY) OR ANY OTHER HIGHER EDUCATIONAL INSTITUTION UNDER THE MINISTRY OF HIGHER EDUCATION? (Please Indicate Yes or No) No

Edit My Details

11. STEP 11 – Payment

- 11.1. Applicants are required to pay a non-refundable application fee of Rs. 800.00 (Rupees Eight Hundred) for one SET (SET I or SET II) or Rs. 1000.00 (Rupees Thousand) for Both SETs (SET I and SET II).
- 11.2. Indicate the paid amount (Rs. 800 or Rs. 1000) by placing a tick to the relevant amount
- 11.3. Scanned copy of the payment slip should attach to the given space by clicking “Choose File” and submit the file by clicking “Upload”. You can use "jpeg", "jpg", "png", "pdf" files to upload the payment slip.

Bank Voucher (You can use "jpeg","jpg","png","pdf" files to upload 4)

Paid Amount to the Bank Rs. 1000 Rs. 800 : Payment slip.png

I Agree above infomations are correct.

11.4. After uploading the payment slip, it will indicate “Successfully uploaded the Bank Voucher” and the Selected Amount at the top of the preview.

12. STEP 12 - Submission of the application

- 12.1. Check all the details and place a tick to “I agree above information are correct”. Then, click “Submit the Application and Download the PDF” to submit the duly filled application. After the submission a PDF version of the Complete application will be downloaded to your device.
- 12.2. Applicants will receive an email to the given email address when they complete submitting the application partially. An email indicating that the applicant has successfully completed the submission of application will receive after the applicant has generated the PDF of the application successfully.

SECTION 02 - METHOD OF FORWARDED THE PRINTED COPY OF THE ONLINE APPLICATION

1. Download the auto generated printed copy of the online application. Information submitted by the applicant will be automatically inserted in the downloaded application.
2. An application number has been automatically generated and included in the top right hand corner of the downloaded application. Save the application number for future reference. This application number will be the main identification number of the applicant throughout the selection process.

<p>APPLICATION FOR ADMISSION TO THE NATIONAL DIPLOMA IN TECHNOLOGY COURSE</p> <p>INSTITUTE OF TECHNOLOGY UNIVERSITY OF MORATUWA</p> <p>ACADEMIC YEAR - 2022/ 2023</p>		<p>FOR OFFICE USE ONLY</p>	
<p>APPLICATION FOR (please <input checked="" type="checkbox"/>)</p> <p>1. MARITIME FIELDS - SET 1 <input checked="" type="checkbox"/></p> <p>2. OTHER FIELDS - SET 2 <input checked="" type="checkbox"/></p>		<p>APPLICATION NO.</p> <p>0 0 4 3</p>	<p>DISTRICT</p>

Application Number

3. Get the certification to No. 06 of the application (results and schools attended). School applicants for the G.C.E. Advanced Level Examination should obtain the certification from the Principle of last attended school and Private applicants for the G.C.E. Advanced Level Examination should obtain the certification from a Justice of Peace.

6). CERTIFICATION OF RESULTS AND SCHOOLS ATTENDED

It is compulsory to certify the results under No. 3 and details under No.5 in the application by the School Principal for the School Candidates and by a Justice of Peace for External Candidates.

I certify that the particulars given above by the candidate in the cage No. 3 and No. 5 are true and accurate according to the Original certificates

Name of the Principal/ Rev/Dt/Mr/Mrs
Justice of Peace

.....
Signature Date

Official Seal

4. Read the applicant’s declaration given in No. 04 of the application carefully. Signature of the applicant and the date is compulsory
5. Paste the original payment receipt of the application fee in the given space
6. Enclose a self-addressed stamped envelope (Rs. 110/=worth) in size 9” x 4”.
7. The duly filled application should forward to The hard copy of the duly filled application form should be forwarded under **Registered Post** marked “**NDT Admission 2022/2023**” on the top left hand corner of the envelope and addressed to the **Assistant Registrar, Academic & Student Affairs Division, Institute of Technology, University of Moratuwa, Diyagama, Homagama** before the closing date of applications.