## <u>Higher Diploma in Business Programme</u> <u>Department of Commerce and Financial Management</u> <u>University of Kelaniya</u>

Please follow the below guidelines to register online for the Higher Diploma in Business Programme.

- 01. Please go to the below website and click the registration icon. <u>https://coursereg.kln.ac.lk/reg/HDIB</u>
- 02. Please enter your name, email and a password to login to the website in order to get the application form.
- 03. Please fill the following information in the application form.
  - Personal information
  - ✤ Education qualifications
  - Professional qualifications
  - ✤ Work experience
  - ✤ Language proficiency
  - Details of referees
- 04. The applicants of the Higher Diploma in Business Programme are required to pay an application fee of Rs. 750.00. You can pay the amount as an online transaction or a bank deposit.
- 05. Please download the completed application form and the payment evidence after the above steps are completed. If you are going to pay the application fee through a bank branch, please fill the deposit slip according to the specimen deposit slip which was downloaded earlier.
- 06. You are required to send the scanned copies of the true copies of G.C.E. (O/L) and G.C.E. (A/L) certificates. Furthermore, please send the scanned copies of the National Identity Card and deposit slip to the following email address.

Please contact for more details.

(HDIB) Office: 0766526456 / 011 2903588

E-mail: <u>diplomainbusiness@kln.ac.lk</u>