APPLICATION CHECK LIST
(Applicants registered/ proposed to be registered at local Universities)

Documents to be submitted with the Application (Addendum to the Clause 4 of the Guidelines)

No.	Description	Mark
01	Complete Curriculum vitae with the current position at the Respective University	
02	Certified Copies of the Degree/ Diploma Certificates mentioned in the application, along with the original detailed results sheet issued by the relevant HEI.	
03	A letter issued by the University/HEI where the applicant is employed at, certifying the availability of study leave	
04	Letters of commendation by the two (02) referees mentioned in the application.	
05	Registration letter /Placement letter for the intended postgraduate programme issued by the intended University/HEI.	
06	A well- written- research proposal (approximately 1500 words for Masters/ Masters leading to PhD, and 2000 words for PhDs) with the letter of acceptance by the proposed University	
07	Declaration of other sources of funding available for the intended study programme (any subsequent funding secured by the candidate should be declared to the NCAS immediately by the candidate)[1]	
08	Certified copies of the research and publication by the candidate[2]	
09	Total budget of tuition fee obtained from the intended University/HEI of registration).	
	Total budget of the research expenses certified by the Supervisor	
10	Letter from the Registrar of the university certifying the name of the supervisor appointed by the Senate with his/her institutional affiliation.	
11	Six months progress report **(Must be submitted by the candidates who are applying after six (06) months of registration).[3]**	
12	A copy of the official Identity card issued by the University/HEI	
13	A copy of the National Identity Card	
14	Copy of the Birth Certificate	
15	Any other supporting documents 1. ………………………………… 2. ………………………………… 3. …………………………………	

**** Please note that the non-submission of all the mandatory documents will result in rejecting of your application with no further communication.

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[1] Please note that no applicant is eligible for funding from the NCAS for his or her postgraduate studies if he/she receives financial support from the postgraduate funding scheme operated by the University Grants Commission, a Government project (i.e. World Bank, Asian Development Bank sponsored projects) or a recipient of foreign/local scholarship through the Government or a related institution for the same purpose (Extracted from NCAS funding Guidelines: 2:4).

[2] Please attach three best publications (abstracts/ full papers) as per your choice: Title, Publisher, Place, date etc. with the cover page, content page and the abstract/ Article as a proof, certified by the respective Head of the Department/ Dean/ Vice Chancellor/ Coordinator)

[3] Please visit the https://ncas.ac.lk/grantees/ and download the latest six-monthly (version 02) progress report for the purpose.