

APPLICATION CHECK LIST

(Applicants registered/ proposed to be registered at Universities overseas)

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 recommendation 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. . In case of an applicant intended to register with a foreign university/HEI, acceptable level of communication with the university/HEI is sufficient at the application stage.	
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 by way of scholarships, partial funding, tuition waivers, living stipend etc. by the applicant other than government funding/scholarship. (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	Certified copies of IELTS/TOEFL/ PTE results sheet	
10	Documentary evidence for the relevant course fees including registration, payable to the intended postgraduate programme (By way of an official invoice sent by the intended University/HEI overseas).	
	Total budget of the living expense/medical insurance etc., certified by the University.	
	Total budget of the research expenses certified by the University overseas	
11	Credential of the prospective supervisors in terms of qualifications and research Publications.	
12	Six months progress report (Must be submitted by the candidates who are applying after six (06) months of registration). ³	
13	Copy of the Passport with bio page and the visa pages (Must be submitted by the applicants who are already in overseas carrying out the studies).	
14	A copy of the National Identity Card	
15	Copy of the Birth Certificate	

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

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.