**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)**

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| --- | --- | --- |
| 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]](#footnote-1) |  |
| 08 | Certified copies of the research and publication by the candidate[[2]](#footnote-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]](#footnote-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). [↑](#footnote-ref-1)
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) [↑](#footnote-ref-2)
3. Please visit the <https://ncas.ac.lk/grantees/> and download the latest six-monthly (version 02) progress report for the purpose. [↑](#footnote-ref-3)