



RAJARATA UNIVERSITY OF SRI LANKA – MIHINTALE  
CENTRE FOR DISTANCE & CONTINUING EDUCATION  
DEPARTMENT OF ENGLISH LANGUAGE TEACHING

Application for the Diploma in English (Extension) – 2025

Ref No : - DE/ \_\_\_\_\_

Reg. No: RJT/DE/EX/2025/

01. Personal Information

i. Title: Rev. ☐ Mr. ☐ Ms. ☐

ii. Name with initials :

iii. Full name :

iv. Postal Address :

v. Contact Numbers : Home :

Mobile:

Office :

vi. E-mail address :

vii. Date of Birth :          
(D D ) (M M) (Y Y Y Y)

(Please attach a copy of Birth Certificate)

viii. Age on 06.05.2025 :      
(D D ) (M M) (Y Y)

ix. National Identity Card Number :

x. Civil Status : Married ☐ Unmarried ☐

xi. Present Employment (If any):

Place of work:

02. Entry Requirements:

I. G.C.E. (A/L) or Equivalent (NVQ 4) Examination:

Subject	Grade	Year
1. <input type="text"/>	<input type="text"/>	<input type="text"/>
2. <input type="text"/>	<input type="text"/>	<input type="text"/>
3. <input type="text"/>	<input type="text"/>	<input type="text"/>
4. <input type="text"/>	<input type="text"/>	<input type="text"/>
5. <input type="text"/>	<input type="text"/>	<input type="text"/>

N.B: A photo copy of the original certificate should be attached.

## II. Qualification for English:

### G.C.E (O/L) Examination

Subject  
English

Grade

Year

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OR

### G.C.E (A/L) Examination

Subject

General English

Grade

Year

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**N.B:** A photo copy of the original certificate should be attached.

**03. If you do not possess a Credit pass (C) for English at G.C.E. (O/L) OR a Pass (S) for General English at G.C.E. (A/L), indicate the Entry Requirement you possess according to the advertisement:**

**(Put a ✓ in the relevant cage)**

- Pass at the Advanced Certificate Course in English  
conducted by a recognized university ☐
- Basic or Professional English Certificate from a recognized university ☐
- A pass at the compulsory English examination conducted by a university  
as a requirement for the award of a degree. ☐
- Any other (specify) ..... ☐

**N.B:** A photo copy of the original certificate should be attached.

## 04. Declaration :

- a). I do hereby certify that the above particulars furnished by me are accurate and true to the best of my knowledge and I am also aware that the University has the right to cancel my registration if the particulars furnished by me are found incorrect
- b) I hereby agree to abide by the rules and regulations laid by the Rajarata University of Sri Lanka regarding the extension courses in English and also in general.

Date :

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(D D )

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(M M)

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(Y Y Y Y)

Signature :

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## For Office Use Only

The above named applicant has completed/ not completed the entry requirements for registration.

Date :

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(D D )

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(M M)

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(Y Y Y Y)

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Registrar (CDCE)



**RAJARATA UNIVERSITY OF SRI LANKA**  
**Centre for Distance and Continuing Education (CDCE)**  
**DIPLOMA IN ENGLISH (EXTENSION) - YEAR 2025 (INTAKE 25)**  
**(Online or Physical mode) conducted by**  
**Department of English Language Teaching**  
**Faculty of Social Sciences & Humanities**

Applications are invited for the above program from those employed in the public and the private sectors and school leavers. Applicants should possess the following entry requirements:

- A. A candidate should have passed General Certificate of Education (Advanced Level) Examination, **or** an equivalent qualification **or** a course equivalent to SLQF level 2 (Sri Lanka Qualifications Framework) **or** NVQ 4 (National Vocational Qualification) **and**
- Credit pass (C) for English at GCE (O/L) **or**
  - Pass (S) for General English at GCE (A/L) **or**
  - Basic or Professional English Certificate from a recognized university **or**
  - Pass at the National Certificate in English (NCE) **or**
  - Pass at the compulsory English examination conducted by a university as a requirement for the award of a degree. **or**
  - A degree in English medium from a recognized university. **or**  
Any other qualification, the Board of Studies may, on case-by-case evaluation, consider suitable, and acceptable to the Senate OR
- B. An Advanced Certificate in English from a recognized university

In addition, the candidates have to sit for a written or oral selection test conducted by the University.

**Duration**

One Year (Saturday or Sunday-Day Time or Evening)

**Course**

This course includes lessons and activities to improve advanced Listening, Speaking, Reading and Writing Skills and Grammar. The course includes a Literature component as well.

The course is conducted both in the physical/in-campus mode and the online mode according to the preference of the candidate. The examinations are conducted in-campus physically.

**Fees**

Total Fee- Rs. 33,500/=

(With the option of paying in 2 installments: Rs. 21,000/=+Rs.12, 500/=)

*Commencement:*

*May 31, 2025*

**Applications**

Application forms and further information could be downloaded from <https://www.rjt.ac.lk/notice/> or obtained by personally visiting the university. Completed application should be sent to **Senior Assistant Registrar, Centre for Distance & Continuing Education, Rajarata University of Sri Lanka, Near Sarvodaya, Bulankulama Disawa Mawatha, Stage II, Anuradhapura** along with a copy of the birth certificate, copies of educational certificates, and the bank cash deposit slip after depositing the **selection fee of Rs.500.00** credited to Account No. 5022233 of Rajarata University of Sri Lanka at Bank of Ceylon, Mihintale Branch (Payment could be made at any branch of Bank of Ceylon).

**Extended Closing Date of Applications: 06.05.2025**

**Inquiries:** *Coordinators – 0716858691, 0714349191*  
*Department of English Language Teaching - 025 -2266802*  
*Center for Distance and Continuing Education - 0252260120*

**Registrar**

**Rajarata University of Sri Lanka**

**Mihintale**

**28.04.2025**