



**Guidelines to Complete the HORIZON CAMPUS Application form**

Please complete all sections of the HORIZON CAMPUS Application form clearly and accurately in BLOCK LETTERS. If the application form is incomplete or illegibly written, we may not be able to process your application.

Upon completion, please return the form to: HORIZON CAMPUS, Millennium Drive, Malabe, Sri Lanka.

Telephone: + 94 11 4 365 555, + 94 716 623 623

Certified copies of the following original documents are compulsory to process the HORIZON CAMPUS Application:

- Valid birth certificate
- Education / Professional Academic Qualifications to date
- Identity verification document (National Identity card, Passport, etc)

\* All copies need to be certified as 'true copies' by an authorized person (eg: Justice of Peace, Notary Public , School principle, Head of Institution). You will need to pay the Registration fees and all other HORIZON CAMPUS fees. as on dates indicated. Information about the fees will be provided by our HORIZON CAMPUS Student Affaires unit. The course information for HORIZON CAMPUS is subject to change. Admission to any academic programme will be determined by the Dean of the Faculty / Head of Department /Registrar HORIZON CAMPUS) Please include your mailing and email address in the HORIZON CAMPUS Application. Please be advised to check your email (if you have provided it in the application) regularly, as we will be notifying all information via email as well. All changes in your postal address, phone numbers, email and personal information to be notified to the Registrar/Asst. Registrar for purpose of up-dating your records. Please always check with your student counselor or Academic Councillor when planning your programme. Please indicate the name in which your certificates should be issued.

**1. Your personal details** (Please write using block letters. All sections must be completed)

Rev/Dr /Mr/Mrs/Ms

Name with initials

Name in full

How do you prefer to indicate your Name in final degree/Diploma certificate

Permanent postal address

Date of birth

NIC No

Telephone (R)

Civil status: Single

Married

Telephone (O)

Mobile

Email

**2. Academic Qualifications**

University (Starting with most recent)	Programme	Year
.....		
.....		
.....		
.....		

### 3. Professional Qualification

Institution	Qualification Obtained	Year

### 4. Work Experience (Manager, Executive, Supervisory, Entrepreneurial, Etc.) with in last 10 years

Place of employment and address	Designation / Position held	Period	
		From	To

### 5. Important checklist

Before submitting this application, please make sure you have included:

- A signed and completed application form
- Relevant Academic/Profetional/Work experience Documents
- One photograph
- Registration payment (this will be non refundable)
- Application for credit transfer (If applicable)
- Relevant Copies of your transcripts
- Officially certified English translations (if applicable)

### 6. Declaration

I hereby confirm that the information submitted by me are true, accurate, and complete. Furthermore, I understand that I am accountable to provide all necessary information and documents to support this application. In addition, I give my consent to HORIZON CAMPUS to verify any information submitted by me. HORIZON CAMPUS reserves the right to vary or reverse any decision pertaining to my enrollment (submitted to HORIZON CAMPUS) made on the basis of information and documents which are inaccurate, partial, misrepresented or forged.

I am aware and responsible for any and all additional charges I may have to bear (E.g. early withdrawal fees, new program fees, administrative charges, etc), should I change/alter my initially selected course/programme to another course/programme offered by HORIZON CAMPUS within the stipulated period of the course/programme initially selected.

I agree and understand that the decision made by the Management of HORIZON CAMPUS is final and conclusive, and agree that I have no claims whatsoever against any such decision by the Management of HORIZON CAMPUS. I agree to abide by all rules and regulations enforced by HORIZON CAMPUS.

Signed \_\_\_\_\_

Date

Please remember to re-check the HORIZON CAMPUS Application form and verify that all required information and documents are provided/included as per the check list.



Suhada Mawatha, Millennium Drive off Chandrika Kumaranathunga Mawatha, Malabe.

Tel: 0114 365 555

Email: [info@horizoncampus.edu.lk](mailto:info@horizoncampus.edu.lk)

[www.horizoncampus.edu.lk](http://www.horizoncampus.edu.lk)