

Sri Lanka – Canada Scholarship Foundation (SLCSF)

Instructions for completing the Scholarship Application

(READ THIS CAREFULLY before completing the application)

1. **DO NOT APPLY unless you have a minimum of five (5) A's** in the most recent G.C.E. (O/L) examination. Otherwise, your application will be rejected, as we typically receive hundreds of applications with 9 A's alone.
2. **Name of Student:** should match the name in the examination results certificate issued by the school.
3. **E-mail address (if available):** This is important if we need to clarify anything in your application. If included, you should read your emails regularly and respond to them promptly.
4. **Phone number (if available):** If you have a home phone number, indicate it with area code. If you don't have a home phone number, you may provide a neighbor's, relative's or a teacher's phone number if you like and indicate it as such.

As an example, indicate your home phone number in Colombo area as (11) 2223333. If the phone number is your neighbor's, indicate as: (11) 2223333 (neighbor).

5. **Date of Birth:** If your date of birth is April 3rd, 1994, indicate as: **03 April 1994** (in the order: Date/Month/Year). Don't write as 3.4.94 or 4.3.94 as these can be confusing.
6. **GCE (O/L) exam results:** Attach a **photocopy** of results **certified by the School Principal including his/her official rubber stamp**. Otherwise, your application will be rejected. Some students send just a photocopy of the original results sheet, without the Principal certifying it as a true copy of the original. These will be rejected. **DO NOT attach any originals** of your exam result certificates.
7. **Details of family members and their Gross monthly income:** Include all family members (including you) with their relationship to you and their gross monthly income. Gross income is the income before deductions such as: loan payments, deductions for pensions or provident funds, etc. Include income from other scholarship payments, Samurdhi allowances, etc., in the gross total income. Family details and the total monthly family income **MUST be certified by the Grama Officer** including his/her official rubber stamp. Otherwise, the application will be rejected.

For family members who are government servants or employed by companies or other institutions, include a copy of the latest monthly salary statement, certified as a "True copy of the original" by the Grama Officer. For family members who don't have permanent employment or who are self-employed, include the approximate monthly income (before any deductions) in the application and get it signed and certified by the Grama Officer with signature, date and the official rubber stamp.
8. If you think the Sri Lanka – Canada Scholarship Foundation should consider any special circumstances (such as: deceased parents, disabled parents, etc.) during the selection process, attach a separate sheet indicating the details.
9. Only if you are selected, you will receive a letter from the Sri Lanka – Canada Scholarship Foundation (SLCSF) in July – August time frame. Typically we receive hundreds of applications, but only a small number of applicants will be selected due to limited funds. Unsuccessful applicants will not be notified.
10. Do not attach any other certificates related to sports, speech contests and other extra-curricular activities. While these are very important for a student's development, as it is difficult to evaluate or assess them, they are NOT considered in our selection process. Selections are based only on the GCE (O/L) exam results, family details and total family income (and any other special circumstances).

11. Mail your signed application, together with a photocopy of the exam results certified by the school principal to:

Ms. Devika Jayawardena
Sri Lankan Coordinator, SLCSF
125/14 Peterson Lane
Colombo 6

As it may take several days for us to receive your application, please mail it at least few days before the closing date (typically, mid May. It is NOT necessary to send your application by registered post.

Typical reasons for rejecting applications:

- a. Not having the minimum academic qualifications
- b. The photocopy of exam results is not certified by the school principal as a “True Copy of the Original” with the official rubber stamp. (Just a photocopy of the original exam results certificate will be rejected, even if the original contains principal’s signature and the official rubber stamp).
- c. For casual (non-permanent) or self-employed family members, the family details and the approximate gross monthly income are not indicated or not certified by the Grama Officer.
- d. For family members who are government employees or employees of companies or other institutions, certified photocopies (certified as a “True copy of the Original” by the Grama Officer) of the most recent monthly salary statement(s) is/are not included.

NOTE: We sincerely congratulate you on your successful GCE ‘O’ Level performance and encourage you to continue your higher studies and aim for a better future, even if we may not be able to award you a scholarship due to our limited financial resources. We wish you the very best in life!