UNIVERSITY OF COLOMBO
CENTRE FOR OPEN AND DISTANCE LEARNING

APPLICATION FORM FOR WORKSHOPS

Workshop Programme:	Workshop on General Office Administration	
Date of the Workshop	**12th June 2025 (This can be changed)**	
1. Full Name		
2. Name with Initials		
3. Date of Birth (dd/mm/yyyy)		
4. Gender		
5. NIC/ Passport		
6. Personal Contact Number		
7. Personal Email Address		
8. Postal Address		
9. Designation		
10. Place of Work		
11. Workplace Address		
12. Contact Number (Office)		
13. Email Address (Office)		
14. Food Preference (Check one ⊠)	Chicken ☐	Fish/seafood ☐
	Egg ☐	Vegetarian ☐

I do hereby certify that the above information is true and correct.

…………………………   …………………
Signature   Date

Recommendation of the Head of the Organization

Mr/Ms...is nominated for the program, **Workshop on General Office Administration.**

His/Her course fee **will be / will not be** paid by our department.

Name   : ……………………………………

Designation : ………………………………………………………………
Date   : _ _ /_ _ / 2025

Important

* Completed application form should be Emailed to courses@codl.cmb.ac.lk OR Sent via registered post to reach us **on or before 06th of June 2025.**

       Senior Assistant Registrar
       Centre for Open and Distance Learning
       University of Colombo
       Cumaratunga Munidasa Mawatha
       Colombo 03.

Please write "**Workshop on General Office Administration**" at the top left corner of the envelope.

Please enter "**Workshop on General Office Administration**" as the subject of the email.

* **The original Bank slip or cheque should be submitted on the date of workshop.**

* **Participants should submit either the payment slip for payment of Rs. 8000/= for programme fee made to A/c no.** 322099900004 **at People's Bank, Thimbirigasyaya branch or Cheque written to Bursar, University of Colombo using A/c no**. 322099900004 .

* **Payment Details:**

Amount	: Rs. 8,000/= (to be paid at any People's Bank branch)
Bank	: People's Bank
Account holder's Name	: University of Colombo - Main collection account
Account Number	: 322099900004
Branch	: Thimbirigasyaya
Branch code	: 086

Please note that payments CANNOT be made via cash deposit machines (CDMs) and online apps.