

# Sri Lanka - Canada Scholarship Foundation (SLCSF)

## Instructions for completing the Scholarship Application

(READ THESE INSTRUCTIONS CAREFULLY before completing the application)

1. **DO NOT APPLY unless you have passed all subjects and have obtained a minimum of seven (7) A's** in the most recent G.C.E. (O/L) examination, for the first time. Otherwise, your application will be rejected.
2. **Name of Student:** This name should match the name in the examination results certificate.
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 3<sup>rd</sup>, 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 will be very confusing.
6. **GCE (O/L) exam subjects and results:** Your results should be **certified by the School Principal including his/her official stamp** in the application. Otherwise, your application 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 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 stamp.

***Please refrain from providing incorrect information about your total family income. If you do so, do not forget that you are unfairly stealing the scholarship of another helpless student. Furthermore, some scholarship sponsors personally visit their students. In such occasions, if they feel that you have provided incorrect information about your total family income, your scholarship will be immediately terminated. This could adversely affect your self-dignity forever.***

8. If you think the Sri Lanka - Canada Scholarship Foundation should consider any special circumstances (such as: deceased parents, disabled family members, etc.) during the selection process, write them on the opposite side of the application form 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. Complete your application with signatures and official stamps of the School Principal and Grama Officer, and mail it to the following address, prior to the closing date of May 26th:

Secretary, Sri Lanka - Canada Scholarship Foundation  
314/10 Tapodha Mawatha  
Moratuwa Road  
Piliyandala

As it could take about 2-3 days for us to receive your application, please mail it at least 2-3 days prior to the closing date of May 26th. It is NOT essential to send your application by registered post.

**Main reasons for rejecting applications:**

- a. Not having the minimum academic qualifications
- b. Exam results are not certified by the School Principal with the signature and official 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 with the signature and official stamp.
- d. For family members who are government employees or employees of companies or other institutions (or, retired from such employment), 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.
- e. **When you use gum or any other material for sealing the envelope, please make sure that gum does not get applied to your application inside the envelope. If we find it difficult to get the application out of the envelope (because the application is sticking to the envelope), we will reject those letters.**

*If we are not able to award you a scholarship due to our limited financial resources, 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.*

***We wish you the very best in life!***