



# LANGUAGE AND CULTURAL STUDIES DIVISION Application for Registration

(Please circle your choice)

Student Reg. No. – for office use only

Chinese	French	German	Hindi	Korean	Spanish	Sinhala	Japanese	Tamil
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 Beginners Level  Intermediate Level  Advance Level 

(PLEASE TYPE OR USE BLOCK CAPITALS)

1. **Name:** (Pls. write your name as it should appear on the final certificate. Underline the first name and double underline the surname)

Rev./Dr./Mr./Mrs./Miss:

2. **Name with Initials**

3. **National Identity Card No. :**

4. **Date of Issue:**

5. **Date of Birth:**

6. **Highest Educational Qualification:**

7. **Employer:**

8. **Designation:**

9. **Official Address:**

10. **Postal Address:** (Please specify this clearly as all correspondence will be directed here)

11. **Contact Information:** Home Phone:

Office Phone:

Mobile Phone:

E-mail :

How did you get to know about the courses at the BCIS? .....

I declare that the foregoing particulars are accurate. Date: ..... Signature: .....

.....for office use only.....

Receipt No:

Unique Number:

## IMPORTANT INFORMATION FOR APPLICANTS

A new, **one – step procedure** has been adopted to make applying and registering for the BCIS courses conveniently. When you have completed the application form, **please submit it by hand to the BCIS Office.**

Please submit the following registration requirements during your visit.

### 1. Course fee

- \* Beginners Level – Rs. 14,000/- (Duration - 55 hours)
- \* Intermediate Level – Rs. 15,000/- (Duration - 55 hours)
- \* Advanced Level – Rs. 20,500/- (Duration - 70 hours)
- \* French Language Beginners' Course - Rs. 18,000/- (Duration - 55 hours)
- \* Sinhala Language Beginners' Course - Rs. 15,000/- (Duration - 40 hours)

**(A non - refundable registration fee of 500/- will be taken for each above mentioned levels)**

### 2. Stamp – sized photograph

3. One photocopy of your **National Identity Card** ( front & back )

**IMPORTANT NOTE: IT IS MANDATORY TO PASS THE FINAL EXAMINATION TO ISSUE THE CERTIFICATE.  
REGISTRATION FEE & THE COURSE FEE ARE NOT REFUNDABLE.**

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**Web: [www.bcis.edu.lk](http://www.bcis.edu.lk)**

**Office hours :** Tuesday to Friday – 09:00 a. m. - 05:00 p. m.  
Saturday – 08:30 a. m. - 04:00 p. m.

**Office hours (Accounts Division) -** Tuesday to Friday – 08:30 a. m. - 04:00 p. m.  
Saturday – 08:30 a. m. - 04:00 p. m.