



LANGUAGE AND CULTURAL STUDIES DIVISION Application for Registration

(Please circle your choice)

Student Reg. No. – for office use only

| | | | | | | | | | |
|--------|---------|--------|--------|-------|--------|---------|---------|----------|-------|
| Arabic | Chinese | French | German | Hindi | Korean | Spanish | Sinhala | Japanese | Tamil |
|--------|---------|--------|--------|-------|--------|---------|---------|----------|-------|

 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:

Mobile Phone:

Whatsapp No:

E-mail :

Have you done a course at the BCIS?

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

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

• Copy of the NIC:

• Photograph :

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. 14,500/- (Duration - 55 hours)
- * Intermediate Level – Rs. 15,500/- (Duration - 55 hours)
- * Advanced Level – Rs. 21,000/- (Duration - 70 hours)
- * French Language Beginners' Course - Rs. 28,000/- (Duration - 60 hours)
- * Sinhala Language Beginners' Course - Rs. 15,500/- (Duration - 40 hours)

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

SSCL Tax of 2.5% will be taken for each above mentioned levels)

(BCIS Refundable Policy is applicable to all the Language Programmes)

2. Stamp – sized photograph

3. One photocopy of your **National Identity Card** (front & back) or
the copy of the **Birth Certificate**

IMPORTANT NOTE: IT IS MANDATORY TO PASS THE FINAL EXAMINATION TO ISSUE THE CERTIFICATE.

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Email: lcsd@bcis.edu.lk

Web: www.bcis.edu.lk

Office hours : Tuesday to Friday – 09:00 a. m. - 04:30 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.