

Check list for issuing visas for foreign students and lecturers who come to Sri Lanka for Higher Studies

List of documents to be checked	
For Entry Visa	
1. Covering letter of University/Institute to the Department of Immigration and Emigration.	Yes /No
2. Recommendation of Vice Chancellor of University/Head of Institute for the covering letter to the Department of Immigration and Emigration.	Yes /No
3. Certified copy of the passport of applicant.	Yes /No
4. Certified copy of the selection letter which has been sent by the University / Institute informing the student.	Yes /No
5. Police / security clearance report for the student which had obtained from his/her country of residence.	Yes /No
For Residence Visa	
1. Covering letter of University/Institute to the Department of Immigration and Emigration.	Yes /No
2. Recommendation of Vice Chancellor of University/Head of Institute for the cover letter to the Department of Immigration and Emigration.	Yes /No
3. Certified copy of the passport of applicant.	Yes /No
4. Applications of Residence Visa with recommendation of Vice Chancellor/ Head of Institute and official seal.	Yes /No
5. Landing Entry/Learning Entry visa of applicant (compulsory).	Yes /No
For Extension of Residence Visa	
1. Covering letter of University/Institute to the Department of Immigration and Emigration.	Yes /No
2. Recommendation of Vice Chancellor of University / Head of Institute for the cover letter to the Department of Immigration and Emigration.	Yes /No
3. Certified copy of the passport of applicant.	Yes /No
4. Recommendation of Vice-Chancellor of University / Head of Institute for extension of the Residence Visa.	Yes /No
5. Details of students who apply for extension of Residence Visa to be given in table (Annex I).	Yes /No
6. If extension of Residence visa for lecturers is in terms of MoU, the full name and the signed date of MoU.	Yes /No
7. Prior approval letter obtained from the Secretary to Line Ministry for the service of Lecturer on a payment basis.	Yes /No