

Chairman  
University Grants Commission  
Colombo 07.

**Issuing visas for foreign students and lecturers who come to Sri Lanka for higher studies**

The Ministry of City Planning, Water supply and Higher Education is in the process of only making recommendations on issuing Entry Visa, granting Residence visa as per the relevant period of study and extending its period for the foreign students and lecturers who come to the Sri Lankan State Universities for Higher Education. Therefore, when applicants are obtaining a visa, such applicants would be forwarded without security clearance by the Ministry of Higher Education.

2. The Ministry of Defence has drawn special attention and is in the process of formulating a formal security clearance procedure for issuing visas to foreigners due to the terrorist activities growing internationally.

3. Accordingly, you are kindly urged to inform all the Universities, that the following documents should be submitted along with the relevant information, when submitting applications to obtain visa from the foreigners who come to Sri Lanka for higher studies in the future.

**I. Applications for Entry Visa:-**

- i. Covering letter requesting to the Administrative Superintendent of the Department of Immigration and Emigration through the Secretary of the Ministry of Higher Education
  - This letter should be recommended by the Vice Chancellor of the relevant University/Head of the Institute and Chairman/Secretary of the University Grants Commission.
- ii. Certified copy of the passport
- iii. A copy of the letter which has been sent by the University / Institute informing that the student has been selected for the course.
- iv. Police / security clearance report obtained from the student's country of residence

**II. Applications for Residence Visa:-**

- i. Covering letter requesting to the Administrative Superintendent of the Department of Immigration and Emigration through the Secretary of the Ministry of Higher Education
  - This letter should be recommended by the Vice Chancellor of the relevant University/Head of the Institute and Chairman/Secretary of the University Grants Commission.
- ii. Application of Residence Visa

- It should be recommended by the Vice Chancellor/Head of the Institute with the official seal
- iii. It is compulsory that the applicant has obtained a "Landing Entry/Learning Entry" visa when submitting a residence visa application.
- iv. **Applications for Residence Visa should not be submitted for the students and lecturers who come to the country through Travel Visa / Business Visa**
- v. When submitting applications for the extension of Residence visas of foreign students, the details of such students should be included in the cover letter as follows and submit it along with the recommendation of the Vice Chancellor of the relevant University/ Head of the Institute and the Chairman / Secretary of the University Grants Commission.

Serial no.	Name of the student	Passport no.	Country	Registration no. of the student	Course registered	Duration of the course	Academic year (Currently studying)	Period Applying for Residence Visa	Student Performance Progress

- vi. (i) If applying for an extension of Residency visa for lecturers in terms of a signed memorandum of understanding (MoU), the full name and the signed date of the MoU should be stated in the application.
  - (ii) The pre-approval letter obtained from the Secretary to the Line Ministry obtained for the services of lecturers who come to the country on a payment basis other than the lecturers who come to work on a voluntary basis should be submitted along with the Residence Visa Application.
4. Students who come to Universities to follow diplomas / degrees on fee levying basis, after completing the registered course, they enroll in another course (Eg: Master's / Master of Science) in the same University or in another University without going back to their own country and continue the studies by extending their Residence visa. Hence, minimizing the continuous staying of foreign students from enrolling one course to another for a long time period has been found appropriate.
5. Therefore, hereafter the foreign students who come to Sri Lanka should go back to their home country after completing their first registered course. If it is necessary to follow a course again, Entry Visa must be obtained as in the first instance.

You are kindly request to inform all the Universities about the facts mentioned above.

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