

APPLICATION FOR ADMISSION OF STUDENTS WITH FOREIGN QUALIFICATIONS TO UNDERGRADUATE COURSES OF THE UNIVERSITIES IN SRI LANKA

ACADEMIC YEAR 2024/2025

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UNIVERSITY GRANTS COMMISSION SRI LANKA



Notes for Guidance

1. This form should be used if you wish to apply for an undergraduate degree program in a Sri Lankan University as a student with Foreign Qualifications for the Academic Year 2024/2025.
2. Application form and the Admissions Handbook for the Students with Foreign Qualifications valid for the Academic Year 2024/2025 are available on the UGC website (www.ugc.ac.lk).
3. Before completing this form, please refer the Admissions Handbook for the Students with Foreign Qualifications valid for the Academic Year 2024/2025 to check your eligibility, course details and other vital information. In order to make your application successful you must meet all the necessary requirements, which can be found in the Admissions Handbook for the Students with Foreign Qualifications valid for the Academic Year 2024/2025.
4. When completing the form, please ensure that you provide your full name as appeared in your passport.
5. Please provide all the supporting documents in English, we require officially translated versions as well as copies in the original language.
6. Please provide originals/certified copies of all the supporting documents duly authenticated by relevant authorities as specified in the Section 10.2 of the Part I of this Handbook.
7. Every application should be accompanied by a Draft of US \$ 100 payable to the University Grants Commission, being the application processing fee. You can transfer this amount telegraphically as well. *(Refer Section 6 (b) of the Part I of this handbook)*
8. Do not leave any section of this application unanswered. Please write "N/A" in all irrelevant sections.
9. Application should be A4 sized. When preparing your application & documents for submission, place your application first followed by the supporting documents. You should not separate the pages of the application and place supporting documents in between the application pages. Application & supporting documents should be bound in an easily detachable way. Avoid any kind of permanent binding such as spiral binding or staples.
10. All the applications should be forwarded to Deputy Secretary/University Admissions, University Grants Commission, No 20, Ward Place, Colombo 07, Sri Lanka on or before the closing date.
11. Children of Sri Lankan diplomats seeking admission to Universities in Sri Lanka should forward their applications through the Secretary, Ministry of Foreign Affairs, Foreign Employment & Tourism, Republic Building, Sir Baron Jayathilake Mawatha, Colombo 01, Sri Lanka to reach Deputy Secretary/University Admissions, University Grants Commission, No 20, Ward Place, Colombo 07, Sri Lanka on or before the closing date.
12. All applications will be acknowledged (*via e-mails*) within two weeks of receiving the applications.
13. If you have any questions about filling out your application form, please do not hesitate to contact the Admissions Department Tel: +94-11-2695301/02, +94-11-2123415 Fax: +94-11-2691678 E-mail: foreignadmissions@ugc.ac.lk
14. Application calling date for the academic year 2024/2025 will be 11th August 2025.
15. Closing date for applications for the academic year 2024/2025 will be 01st September 2025.

Important:

A scanned copy of the application (in PDF format) including all its attachments should also be forwarded to foreignadmissions@ugc.ac.lk in parallel to sending the hardcopy of the application, on or before the closing date. Failure to send the scanned copy may cause delays in processing your application.



FOR OFFICE USE ONLY

COURSE:

APPLICATION NO:

UNIVERSITY GRANTS COMMISSION

APPLICATION FOR
ADMISSION OF STUDENTS WITH FOREIGN QUALIFICATIONS TO
UNDERGRADUATE COURSES OF THE UNIVERSITIES IN SRI LANKA
ACADEMIC YEAR 2024/2025

This form should be completed and sent via courier (along with the supporting documentation as required) to reach Deputy Secretary/University Admissions, University Grants Commission, No: 20, Ward Place, Colombo 07, Sri Lanka on or before 01st September 2025. A scanned copy of the application (in PDF format) including all its attachments should also be forwarded to foreignadmissions@ugc.ac.lk in parallel to sending the hardcopy of the application, on or before the closing date.

1. PERSONAL DETAILS (In BLOCK Capitals)																	
N.B.: Certified copies of the relevant pages of your passports/birth certificate/citizenship certificate/NIC should be attached.																	
Full Name:																	
Name with initials:																	
Title (Rev, Mr, Miss, Mrs):																	
Date of Birth:		DD:		MM:		YYYY:		Age (as at 01 st September 2025):		DD:		MM:		YY:			
Sex (✓)		Male:		Female:		Citizenship (✓)		Single:		Citizenship		Dual:		Citizenship 1		Citizenship 2	
NIC Number								Date Citizenship obtained				DD:		MM:		YYYY:	
Passport Number:				Civil Status (✓)		Married:		Unmarried:		Nationality:							
2. CONTACT DETAILS (In BLOCK Capitals)																	
Address of the Permanent Residence:						Address for correspondence:											
						Local:				Foreign:							
Tel:						Tel:				Tel:							
Mobile:						Mobile:				Mobile:							
Fax:						Fax:				Fax:							
Email: (write clearly)						Email: (write clearly)				Email: (write clearly)							
3. PARENT'S/GURDIAN'S DETAILS																	
Father's name:																	
Occupation:																	
Name & Address of his employer:								Tel:				Email:					
Contact Details:				Tel:		Local:											
						Foreign:											
Mobile:				Email:		(write clearly)				Passport Number:							
Period worked abroad				From						To							
Mother's name:																	
Occupation:																	

Name & Address of her employer:				Tel:		Email:	
Contact Details:		Tel:	Local:				
			Foreign:				
Mobile:		Email:	(write clearly)			Passport Number:	
Period worked abroad		From			To		
Guardians' name:							
Occupation:							
Name & Address of the employer:				Tel:		Email:	
Contact Details:		Tel:	Local				
			Foreign				
Mobile		Email:	(write clearly)			Passport Number:	
N.B : All Sri Lankan applicants should attach following documents; (Refer Section 10.2 of the Part I of this Handbook) I Certified copies of the candidate's passports (with visa) covering the period studied abroad and documentary evidence issued by a relevant authority of the foreign country confirming the candidate's resided/residing period there II Originals of the Foreign & Sri Lankan (if any) School Leaving Certificates of the candidate covering the period studied Abroad III Originals of the Service Certificate/s of the Father/Mother/Guardian (if parents expired) covering the period worked Abroad IV Certified copies of parents'/guardians' passports (with visa) covering the period worked abroad and documentary evidence issued by a relevant authority of the foreign country confirming the parents'/ guardian's resided/residing period there. V Documentary evidences for the legal appointment of the Guardian (only if parents expired)							
4. EDUCATIONAL QUALIFICATIONS							
Educational qualifications in reverse chronological order N.B: All applicants should attach to their applications, certified copies of the educational certificate and the statement of results of their qualifying examination. The copy of the certificate and the statement of results should be certified by the relevant Examinations Board which conducted the examination concerned. (Refer Section 10.2 of the Part I of this Handbook)							
Year (In reverse chronological order)	Month	Qualifying Examination	Index No/ Unique Candidate Identifier	Awarding Body	Subjects offered and Grades obtained	Name of the School	Final Certificate Level/ Qualification Awarded
5. ENGLISH LANGUAGE PROFICIENCY							
Applicant's primary language is not English (Yes/No) :							
Applicant's Previous education has been in English (Yes/No) :							
Applicants whose primary language is not English or whose previous education has not been in English must provide evidence of proficiency in English (i.e. achieve a minimum score of 79 on the TOEFL or achieve a minimum score of 6.5 on IELTS or a score between 51 and 60 on PTE (Refer Section 10.2 of the Part I of this Handbook) Please list down your English Language Qualifications with results obtained.							

English Qualification		Results/Score		Passing Year									
6. OTHER QUALIFICATIONS													
Any other relevant qualifications gained by you:													
7. COURSES OF STUDY & UNI-CODES													
A unique code has been given to each individual course of study of a particular university /campus / institute. This unique code is referred to as a "Uni-Code". Indicate downwards the order of preference of the course/courses of study and the order of preference of the "Uni-codes" for those courses of study across . [Ex: Biological Science - 006A 006B 006C 006 D] (Please refer page no 99-106 for the mapping tables of the Uni-codes) Note: Under no circumstances the order of preference can be changed.													
Order of Preference of the Courses of Study ↓		Order of Preference of the Uni-codes →											
		1	2	3	4	5	6	7	8	9	10	11	12
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
8. REFEREES													
Give the details of two persons of good standing in your country who could, from their personal knowledge, testify to your character, academic background and capacity to undertake further studies													
Referee 01													
Name													
Designation													
Address													
Tel:				Email:									
Referee 02													
Name													
Designation													
Address													
Tel:				Email:									

If you are a non-Sri Lankan and know of any Sri Lankan citizen permanently residing in Sri Lanka who could act as your referee			
Name			
Designation			
Address			
Tel:		Email:	
9. FINANCIAL SUPPORT:			
Specify how much funds would be available to you whilst in Sri Lanka, and the source of such funds. :			
Documentary evidence [an original letter from a bank stating the bank balance of Father/ Mother/ Guardian in relevant foreign currencies] should be attached. (Refer Section 10.2 of the Part I of this Handbook)			
DECLARATION			
I certify that the information provided by me in here is true and accurate.			
I am aware that my application will be rejected if any information contains herein is found to be false or inaccurate before my admission to a university in Sri Lanka, and further, that I am liable to be dismissed from the university concerned at any time in the event of such finding being made after my admission.			
Date :		Signature of the Applicant:	

Check list

Note: Failure to send all required documents along with the application form will result in rejection of the application. Therefore, make sure that you have submitted the following documents as required along with your application; Please mark "N/A" if it is not applicable.	
For Sri Lankan candidates	(✓)
✓ Originally signed hardcopy of the application and Annexure I of this application.	
✓ Advanced Level Certificates & Statement of Results certified by the relevant Examinations Board.	
✓ Certified copies of the candidate's passports (with visa) covering the period studied abroad.	
✓ Documentary evidence issued by a relevant authority of the foreign country confirming the candidate's resided/ residing period there.	
✓ Originals of the Foreign & Sri Lankan (if any) School Leaving Certificates of the candidate covering the period studied abroad	
✓ Certified copy of the candidate's Birth Certificate.	
✓ Originals of the Service Certificate/s of the Father/Mother/Guardian (only if parents expired) covering the period worked abroad.	
✓ Certified copies of parents'/guardians' passports (with visa) covering the period worked abroad.	
✓ Documentary evidence issued by a relevant authority of the foreign country confirming the parents'/guardian's resided/residing period there.	
✓ Documentary evidences to prove that the Guardian has been legally appointed (if parents expired).	
✓ Original letters issued by the banks stating the bank balances of the Father/Mother/Guardian in relevant foreign currencies (currency of the relevant country they have/are worked/working) as documentary evidences in proof of the availability of sufficient funds	
✓ If child of a Diplomat, originals of the Service Certificate/s & the copies of Letters of Assignment of parents issued by the Ministry of Foreign Affairs, Foreign Employment & Tourism, Sri Lanka covering the six year period immediately prior to sitting the qualifying examination.	
✓ Certified copy of the certificate of Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS) or Pearson Test of English (PTE), if studied in a language other than English.	
✓ Proof of the payment of US \$ 100 as the Application Processing Fee.	

For Foreign candidates	(✓)
✓ Originally signed hardcopy of the application	
✓ Advanced Level Certificates & Statement of Results certified by the relevant Examinations Board.	
✓ Original of the School Leaving Certificate from which the candidate sat for the qualifying examination	
✓ Certified copy of the candidate's Birth Certificate/National Identity Card	
✓ Certified copy of the candidate's Citizenship Certificate (if any)	
✓ Original letters issued by the banks stating the bank balances of the Father/Mother/Guardian in relevant foreign currencies (currency of their own country) as documentary evidences in proof of the availability of sufficient funds.	
✓ If child of a Diplomat, originals of the Service Certificate/s & the copies of Letters of Assignment of parents issued by the Ministry of Foreign Affairs, Foreign Employment & Tourism, Sri Lanka.	
✓ Certified copy of the certificate of Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS) or Pearson Test of English (PTE), if studied in a language other than English.	
✓ Proof of the payment of US \$ 100 as the Application Processing Fee.	

Only for Sri Lankan Applicants

All Sri Lankan applicants with Foreign Qualifications should fill and submit this form, in addition to the above application.

Full name of the applicant (In BLOCK Capitals)									
Passport Number:						NIC			
CONTACT DETAILS (In BLOCK Capitals)									
Address of Foreign Residence					Address of Sri Lankan Residence				
Period of residence as at 01st September 2025					Period of residence as at 01st September 2025				
From	DD:	MM:	YYYY:		From	DD:	MM:	YYYY:	
To:	DD:	MM:	YYYY:		To:	DD:	MM:	YYYY:	
Have you sat the G.C.E (A/L) Examination in Sri Lanka? (✓)					Yes		No		
If so give the following particulars;					1st Attempt		2nd Attempt		3rd Attempt
Year of Examination									
Index Number									
Results Obtained(Subjects & Grades)									
Z Score									
Period of Study Abroad (Please submit documentary evidence):									
From:	DD:	MM:	YYYY:	Grade:	To	DD:	MM:	YYYY:	Grade:
Grades attended				Name & Address of the school/s attended: (In reverse chronological order)					
From Grade:		To Grade:		School 1:					
From Grade:		To Grade:		School 2:					
From Grade:		To Grade:		School 3:					
Period Studied in Sri Lanka									
From:	DD:	MM:	YYYY:	Grade:	To	DD:	MM:	YYYY:	Grade:
If you have studied in Sri Lanka (Attached certified copy/copies of the School Leaving Certificate/s)									
Grades attended				Name & Address of the school/s attended (In reverse chronological order)					
From Grade:		To Grade:		School 1:					
From Grade:		To Grade:		School 2:					
From Grade:		To Grade:		School 3:					
Place/ Places of residence during the 3 years immediately prior to your qualifying examination (in reverse chronological order):									
1.									
2.									
3.									
4.									
Place/ Places of residence of your parents/guardian during the period of 3 years immediately prior to your qualifying examination (in reverse chronological order):									
1.									
2.									
3.									
4.									
DECLARATION									
I certify that the information provided by me in here is true and accurate.									
I am aware that my application will be rejected if any information contains herein is found to be false or inaccurate before my admission to a university in Sri Lanka, and further, that I am liable to be dismissed from the university concerned at any time in the event of such finding being made after my admission									
Date :						Signature of the Applicant:			



Admissions Department
University Grants Commission
No. 20, Ward Place, Colombo 07, Sri Lanka
www.ugc.ac.lk

Tel : 011-2695301 / 011-2695302 / 011-2692357 / 011-2675854