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

ACADEMIC YEAR 2024/2025 www.ugc.ac.lk



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)																					
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Name wit	h initia	ls:																			
Title (Rev	, Mr, M	iss,	Mrs):																		
Date of Birth: DD: MM: YYYY: Age (as at 01st September 2025): DD: MM: YY:										Υ:											
Sex (✓) Male: Female: Citizenship (✓							) S	ingle:		Citizenship <b>Dual</b> :				l:	Citizenship 1			Citizenship 2			
NIC Number Date Citizenship obtained DD: MM: YYYY:												YYYY:									
Passport Number:					(	Civil Status	<b>(√)</b>	Marr	ied:		Un	ımarried	l:		Natio	onal	lity:				
2. CONTACT DETAILS (In BLOCK Capitals)																					
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4. EDUCAT	IONAL Q	UALIFICATI	ONS											
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			alifying nination C		x No/ que idate tifier	Awarding Body		Subjects offered an Grades obtained		Name of t 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				Results/Score				Passing Year							
6.	OTHER QUALIFICATIONS					U.				J.						
Any other relevent qualifications gained by you:																
7.	COURSES OF STUDY & UNI-	CODES														
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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 SURF	PPORT:									
Specify how much fund	ls would be	available to you whilst in	Sri Lanka	a, and the s	source of such fun	ds. :				
		inal letter from a bank si (Refer Section 10.2 of the				Mother/ Guardian in relevant foreign				
DECLARATION										
I certify that the inform	ation provi	ded by me in here is true	and accu	rate.						
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:			Signatu	re of the A	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.

not appl	icable.	
For Sri L	ankan 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 Fore	ign candidates	(√)
<b>√</b>	Originally signed hardcopy of the application	
<b>✓</b>	Advanced Level Certificates & Statement of Results certified by the relevant Examinations Board.	
<b>✓</b>	Original of the School Leaving Certificate from which the candidate sat for the qualifying examination	
<b>√</b>	Certified copy of the candidate's Birth Certificate/National Identity Card	
✓	Certified copy of the candidate's Citizenship Certificate (if any)	
<b>✓</b>	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.	
<b>✓</b>	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.	
<b>✓</b>	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.	
<b>✓</b>	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 nar	me of the app	olicant (In BLOCK C	apitals)										
Passpoi	rt Number:			NIC									
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Z Score													
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DECLAF	RATION												
I certify	that the infor	mation provided by	me in here is true and a	iccurate.									
universi		ka, and further, that						before my admission to a the event of such finding					
Date:			Signatu	re of the A	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