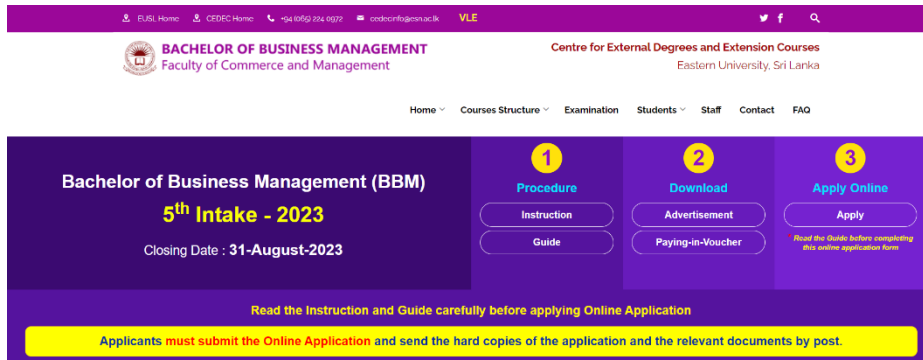


Eastern University, Sri Lanka
Bachelor of Business Management (BBM) - 2023 – External Degree
Faculty of Commerce and Management

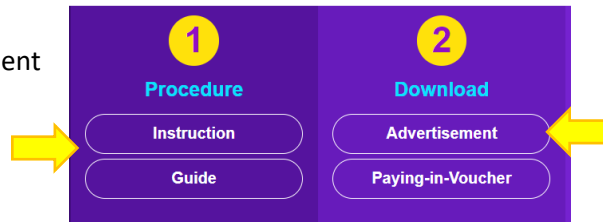
Guidelines for Online Application

Centre for External Degrees and Extension Courses

1. Visit <http://www.cedec.esn.ac.lk/bbm>

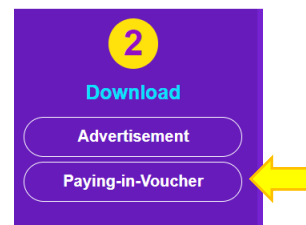


2. Read the instruction, guide and advertisement attached in website.



3. Download and print Paying-in-Voucher (PIV) form.
Pay Rs. 1,000.00 to the following account.

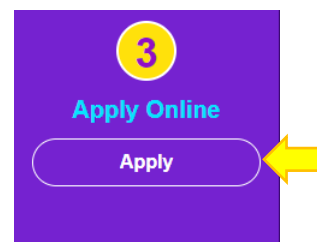
Bursar/EUSL,
227-1-001-9-0000-390 /People’s Bank, Chenkalady.



4. The following documents (Scanned copies) should be submitted along with the Online Application Form. *(Scanned file size must be less than 2MB and image format and image should clear)*

- a. Educational qualifications (O/L, A/L) – Front pages
- b. Any other relevant qualifications.
- c. University copy of Paying-in-Voucher (PIV).

5. Click **Apply** button to fill the online application form.





6. Online Application Form – Select your course first

The screenshot shows the CEDEC MIS application interface. On the left is a dark sidebar with a user profile and navigation options. The main content area is titled 'Application 2018 External Degree'. A red notice reads: 'NB* Please read the instructions before applying to any courses.' Below this, a message says 'Select the course and confirm the details before fill the application form'. A 'Select Course' dropdown menu is open, showing 'Choose..' and 'Bachelor of Business Management - Degree' selected. A yellow arrow points to the selected course.

7. Fill the form with relevant information with a **valid email address** (use your personal email only, do not use others or shop) and attach scanned documents.

This screenshot shows two parts of the application form. The top part, 'Details', shows 'Select Course' as 'Bachelor of Business Management - Degree'. It lists 'Intake : 1', 'Type : Degree', and 'Medium : Tamil'. It also shows 'Application Open : 2018-01-17' and 'Closing Date : 2018-02-17'. The bottom part, 'Personal Information', includes fields for 'Title', 'Full Name', 'Name With Initials', 'Gender' (with radio buttons for Male and Female), and 'Date Of Birth' (with a dd----yyyy format). To the right, a separate box titled 'GCE (O/L) Result Sheet Attachment *' contains a red notice: 'NB* Upload a scanned copy of the original GCE (O/L) Examination university admission in a image format (JPEG/PNG/GIF)'. Below this is a 'Choose File' button and the text 'No file chosen'. A yellow arrow points to the 'Choose File' button.

8. To add O/L and A/L result use  button to add more fields. To remove any additional fields, use  button.

9. Before click submit button, please read and tick Declaration.

Declaration by the applicant

1. I certify that the above information furnished by me are true ar
2. I am aware that in the event of the any information being foun

I hereby agree to abide by all rules and regulations appli
that in the event of violations of any regulation on my pai

10. Finally recheck all the details you filled and click **Submit** button and wait few seconds until you get notification.

11. You will get success notification and your completed application will be sent to your e-mail. If you get failure notification try again or contact us.

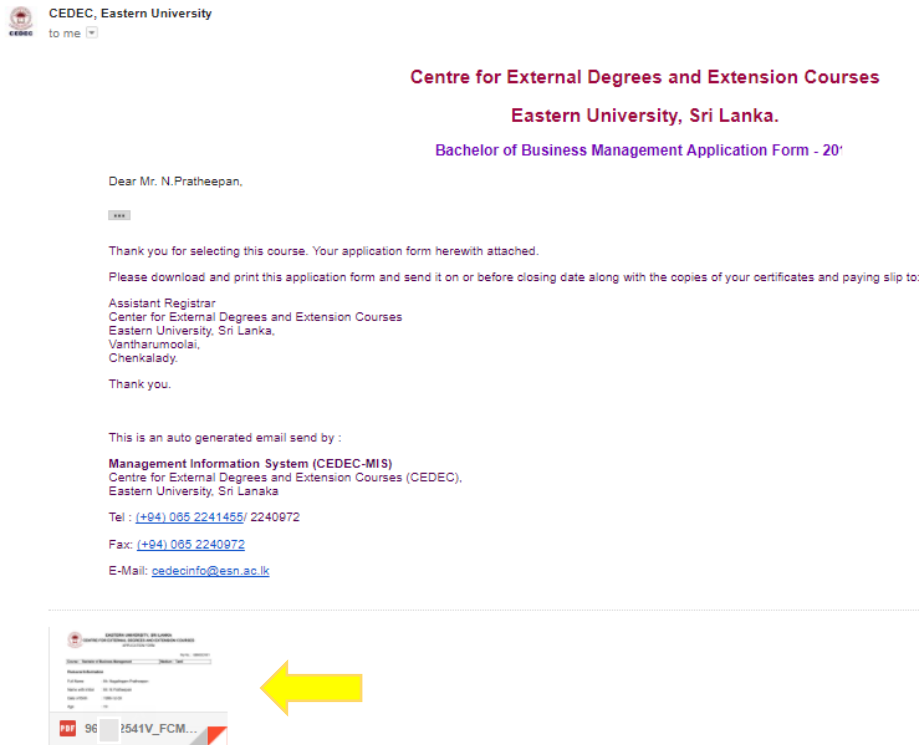
NB* Please read the instructions before applying to any courses.

Select the course and confirm the details before fill the application form

Select Course *

Success : Your application successfully added. Email notification sent to your email.

12. Open your e-mail and download the attachment of your completed application from the inbox.



13. The candidate should also send printed application (Hard copy) that you downloaded (*from your email*) along with the copies of relevant documents and University copy of PIV, to the following address,

Assistant Registrar,
Centre for External Degrees and Extension Courses,
Eastern University, Sri Lanka,
No. 50, New Road,
Batticaloa.

* Please mention as **“Bachelor of Business Management (BBM) - 2023”** on the upper left corner of the envelope.

Closing Date: On or before 31st August 2023

**If you get any trouble while applying online, feel free to contact us via email to cedecinfo@esn.ac.lk*