

Eastern University, Sri Lanka

Guidelines for Online Application

Centre for External Degrees and Extension Courses (CEDEC)

1. Visit the given website of your course

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



3. Download and print Paying-in-Voucher (PIV) form.

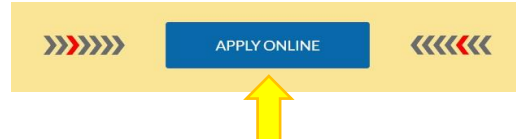
Pay **Rs. 1000.00** to the following account.

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.

- Educational qualifications (O/L, A/L)
- Any other relevant qualifications.
- University copy of Paying-in-Voucher (PIV).

5. Click **Apply** button in the website to go to the online application form.





6. In the Online Application Form – Select your course first (*different programme is used for illustration purpose*)

A screenshot of a web application interface. At the top, it says 'Application 2023 External Degree'. Below that, there is a red notice: 'NB• Please read the instructions before applying to any courses.' and a grey instruction: 'Select the course and confirm the details before fill the application form'. There is a 'Select Course' dropdown menu with 'Choose..' selected. A dropdown list is open, showing 'Choose..' and 'Diploma in Information and Communication Technology (2023/2024 - B1)'. A yellow arrow points to the selected course option.

7. Fill the form with relevant information with a **valid email address** and attach scanned documents *(This email will be used to communicate with you in future)* .

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

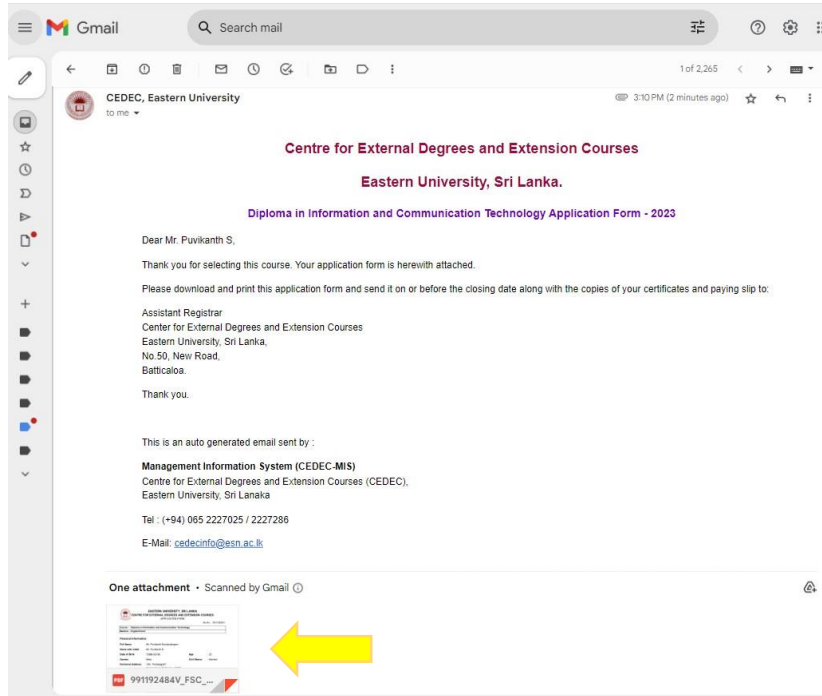
I hereby agree to abide by all rules and regulations appli
that in the event of violations of any regulation on my pai

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

The image shows a success notification message on a web page. The page title is 'Application 2023 External Degree'. Below the title is a red warning message: 'NB* Please read the instructions before applying to any courses.' Below this is a text prompt: 'Select the course and confirm the details before fill the application form'. Below the prompt is a dropdown menu for 'Select Course' (set to 'Choose..'). Below the dropdown is a green success message box: 'Success : Your application successfully added. Email notification sent to your email (If not in inbox then check spam folder of your email). Download your application here. Download'. A yellow arrow points from the text in the box to the 'Download' button.

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,
No.50, New Road,
Batticaloa.

* Please mention the **Name of the programme you applied** on the upper left corner of the envelope.

Send on or before the **Closing Date**.