

Eastern University, Sri Lanka
Higher Diploma in Library and Information Sciences
Faculty of Arts and Culture
Guidelines for Online Application
Centre for External Degrees and Extension Courses (CEDEC)

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



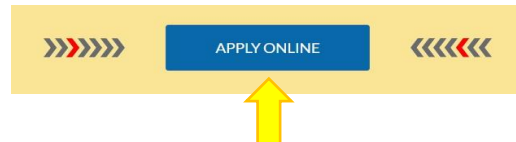
2. Read the guide and advertisement attached in website.



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.
 - a. Educational qualifications (O/L, A/L)
 - 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

Application 2023 External Degree

NB• Please read the [instructions](#) before applying to any courses.

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



Select Course ▾

- Choose..
- Choose..
- Diploma in Information and Communication Technology (2023/2024 - B1)**

7. Fill the form with relevant information with a **valid email address** and attach scanned documents.

The screenshot shows a web form for course selection. At the top, there is a dropdown menu for 'Select Course' with 'Bachelor of Business Management - Degree' selected. Below this is a 'Details' section with '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 radio buttons for 'Male' and 'Female'), and 'Date Of Birth' (with a 'dd-----yyyy' format).

This screenshot shows a specific field for uploading a 'GCE (O/L) Result Sheet Attachment'. It includes a note: 'NB* Upload a scanned copy of the original GCE (O/L) Examination university admission in a image format (JPEG/PNG/GIF)'. Below the note 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

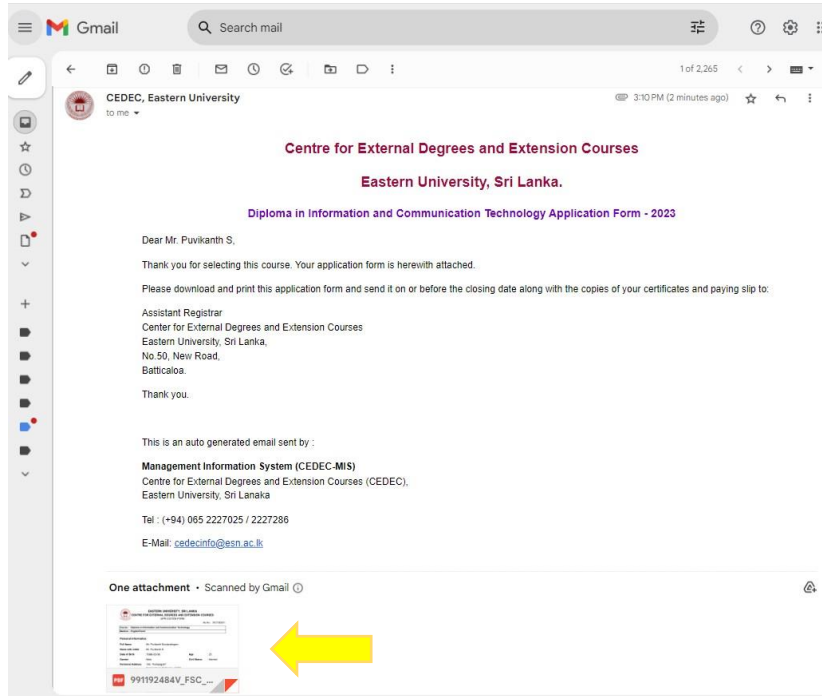
- 1. I certify that the above information furnished by me are true ar
 - 2. I am aware that in the event of the any information being four
- I hereby agree to abide by all rules and regulations appli
that in the event of violations of any regulation on my pai

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 screenshot shows the 'Application 2023 External Degree' page. It features a red warning message: 'NB* Please read the instructions before applying to any courses.' Below this is a dropdown menu for 'Select Course' with 'Choose..' selected. A large green success message box is displayed, stating: '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.' with a blue '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 with self addressed envelop with 50/= stamp,

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

* Please mention as “**Higher Diploma in Library and Information Sciences**” on the upper left corner of the envelope.

Closing Date: On or before 02nd August 2023