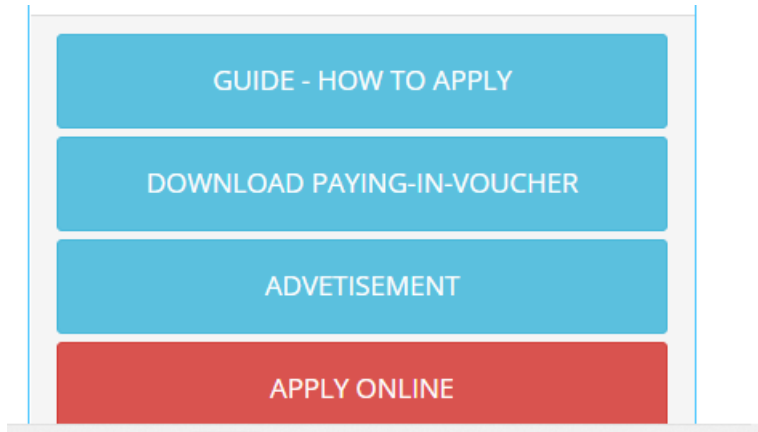


Eastern University, Sri Lanka
Short Courses

Guidelines for Online Application

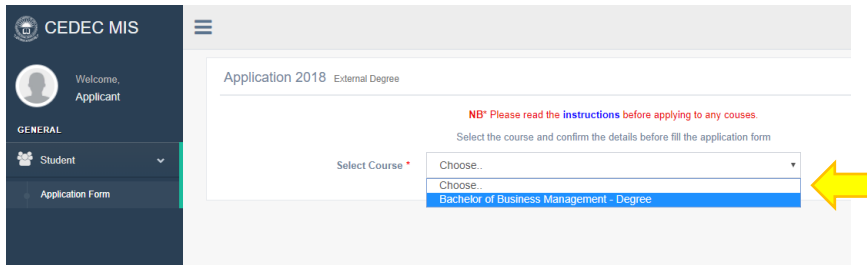
Centre for External Degrees and Extension Courses

1. Visit <http://www.cedec.esn.ac.lk/sc>
2. Read the instruction, guide and advertisement attached in the website.



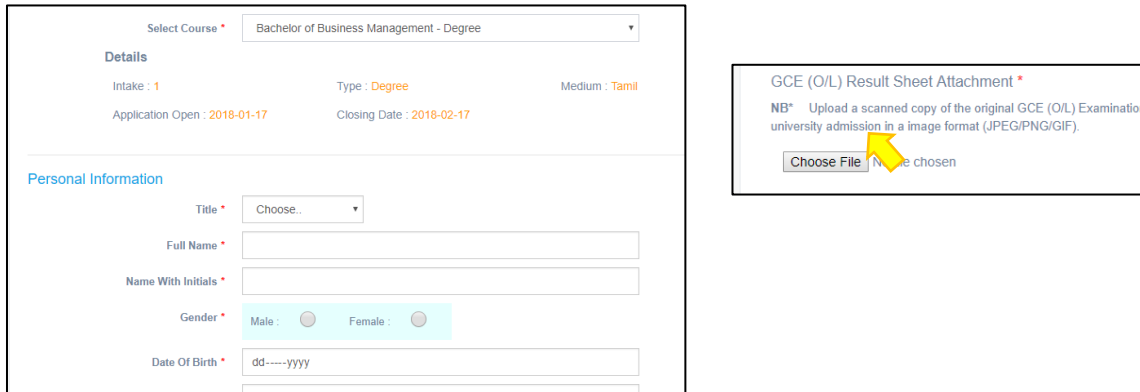
3. Download and print Paying-in-Voucher (PIV) form. Pay Rs. 1000.00 to the following account. Bursar/EUSL, **227-1-001-9-0000-390** /People's Bank, Chenkalady.
4. If you have any following qualifications, documents (Scanned copies) should be submitted along with the Online Application Form. *(Scanned file size must be less than 1MB 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 blue sidebar with a user profile and navigation options. The main content area is titled 'Application 2018 External Degree'. It contains a red notice: 'NB* Please read the instructions before applying to any courses.' Below this is a dropdown menu labeled 'Select Course *' with 'Bachelor of Business Management - Degree' selected. A yellow arrow points to this dropdown.

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



This screenshot shows the 'Details' and 'Personal Information' sections of the application form. The 'Details' section includes 'Intake : 1', 'Type : Degree', 'Medium : Tamil', 'Application Open : 2018-01-17', and 'Closing Date : 2018-02-17'. The 'Personal Information' section has fields for 'Title *', 'Full Name *', 'Name With Initials *', 'Gender' (with radio buttons for Male and Female), and 'Date Of Birth *'. 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)'. It features a 'Choose File' button and the text 'None chosen', with a yellow arrow pointing to the button.

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

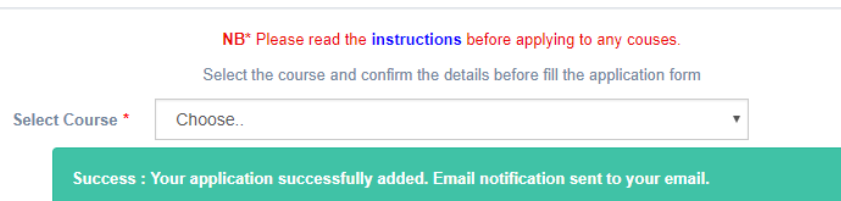
9. Before click submit button, please read and tick Declaration.



The screenshot shows the 'Declaration by the applicant' section. It contains two numbered statements: '1. I certify that the above information furnished by me are true ar' and '2. I am aware that in the event of the any information being foun'. Below these is a checkbox with the text 'I hereby agree to abide by all rules and regulations appli that in the event of violations of any regulation on my pai'. A yellow arrow points to the checkbox.


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

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



This screenshot shows the bottom part of the application form, including a red notice: 'NB* Please read the instructions before applying to any courses.' and a dropdown menu labeled 'Select Course *' with 'Choose..' selected. Below the form is a green success message box: '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.

 CEDEC, Eastern University
to me ▾

Centre for External Degrees and Extension Courses
Eastern University, Sri Lanka.
Bachelor of Business Management Application Form - 2018

Dear Mr. N.Pratheepan,

Thank you for selecting this course. Your application form herewith attached.

Please download and print this application form and send it on or before closing date along with the copies of your certificates and paying slip to:

Assistant Registrar
Center for External Degrees and Extension Courses
Eastern University, Sri Lanka,
Vantharumoolai,
Chenkalady.

Thank you.

This is an auto generated email send by :

Management Information System (CEDEC-MIS)
Centre for External Degrees and Extension Courses (CEDEC),
Eastern University, Sri Lanka

Tel : [+94\) 085 2241455](tel:+940852241455) / 2240972

Fax: [+94\) 085 2240972](tel:+940852240972)

E-Mail: cedecinfo@esn.ac.lk

**If you get any trouble while applying online, feel free to contact us 0652227025 or email to cedecinfo@esn.ac.lk*

Thank you