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UNIVERSITY OF SRI JAYEWARDENEPURA, SRI LANKA

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My Number }
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නුගේගොඩ,
ශ්‍රී ලංකාව.
NUGEGODA
SRI LANKA.
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01.02.2023

UNIVERSITY ENROLMENT OF STUDENTS - ACADEMIC YEAR 2021/2022

It is with great pleasure I inform you that you have been selected to the degree programme, **Management Common / Bachelor of Science Honours in Business Information Systems / Bachelor of Commerce Honours / Bachelor of Science Honours in Estate Management and Valuation / Bachelor of Science Honours in Management (Public)** for the academic year 2021/2022 in the Faculty of Management Studies and Commerce of the University of Sri Jayewardenepura.

1. Online Registration through internet

You are required to register in the University through internet from 01.02.2023 to 07.02.2023 .It is compulsory to read and understand the following steps in completing the registration process and need to register before the 07.02.2023.

- i. Please visit the University website **www.sjp.ac.lk** and select **“Student Enrolment”**
- ii. Use your **NIC number and Advance Level examination number** for login.
- iii. After login you will have to complete the given application form. Follow the instruction carefully before submitting the application.

- **Please take a soft copy of passport size photograph (45 mm in height x 35mm in width) from a studio (white background with colour bust) and upload it. (jpg format soft copy)**
(Scanned photographs or photographs with spectacles, closed eyes, laughing, wearing cap, fade colours etc. will not be accepted.)
(Maximum Capacity – 02 MB)

- Certified copies of your Birth Certificate and National Identity Card should be uploaded **(Scan .pdf format.) (Maximum Capacity – 02MB)**

Note: - Copies of above documents should be certified **by a Justice of Peace (JP)** before upload from scan **.pdf** format.

- English translation of the Birth Certificate should be uploaded **(Only if the Birth Certificate is in Tamil Language – (Scan .pdf format))**

- If you wish to apply for hostel facilities / Bursary , please enter the relevant information. **To obtain further the details please contact Student welfare Division (011 - 2803471)**
- Please fill out the declaration application form and upload a **colour scanned copy. (pdf format .) (Maximum Capacity – 02 MB)**

Note: - If the time is insufficient to obtain the signature of School Principal (Only for the School Candidate) or Grama Niladhari/Divisional Secretary (Only for Private Candidate), **should upload it within one week period of time through online.**

- iv. After filling the application you are able to receive a specimen bank slip for the payments. **Your registration fee for the first academic year is Rs. 850/=.** When enter **Rs. 850/=**, you will receive a bank account number which is unique to you. Please be good enough to do the payments in cash using the details in your specimen bank slip. Cash payments should be made to any branch of the peoples bank using a deposit slip and obtain a receipt **before 07.02.2023**

➤ **Please keep all uploaded and original documents you applied for the online registration in your possession. (To produce when necessary)**

2. University Identity Card and Student's Record Book

All students will be issued a University Identity Card and Student's Record Book in due course. For this, the relevant uploads must have been done correctly to the "Student Enrolment".

3. Postponement of the University Entrance


Registered students who are unable to join the academic programme 2021/2022 due to medical or other specific reasons can get the admission extended **only by one academic year**. Such applications should be submitted to Dean/ Faculty of Management Studies and Commerce , along with medical certificates and / or other relevant documents **only after admitting you as a student in the faculty.**

4. Late Registration

Students who have not been admitted on the due date or students, who haven't got their entrance duly extended, **will not be considered for late admissions** as steps will be taken by the University to fill such vacancies.

5. Student Handbook

The Student Handbook is an official document containing information about the University for students. Soft copy including Sinhala, Tamil and English languages **can be downloaded from University website. (www.sjp.ac.lk/students)**


S.N. Palangasinghe
Senior Assistant Registrar
Academic Student Affairs, Publications and Examinations Division

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