



**UNIVERSITY OF SRI JAYEWARDENEPURA – SRI LANKA**

**52<sup>nd</sup> CONVOCATION**

52<sup>nd</sup> Convocation of the University of Sri Jayewardenepura will be held on 13<sup>th</sup>, 14<sup>th</sup>, 15<sup>th</sup> & 16<sup>th</sup> October 2026 at the Bandaranaike Memorial International Conference Hall for the conferment of degrees.

**We are in the process of calling convocation supplication forms from the faculty wise this time.**

**Accordingly, graduands of the Faculty of Management Studies and Commerce (who have qualified based on the Final Results of the Final Examination held in December 2025) are hereby requested to submit their duly completed Convocation Supplication Forms in accordance with the instructions provided below.**

**Graduands from other faculties also be called in due course.**

Convocation Supplication Form can be downloaded from .....

**Convocation Fee**

First Degree	Rs. 6,500.00
First Degree (in absentia)	Rs. 6,500.00

Scanned copies of the following documents **{(must be clear scanned documents in PDF format (not image formats such as JPG/JPEG, photos taken from cameras, mobile phones or shaded/darked documents scanned by mobile phones.) should be sent before **12.06.2026** via [con.fmsc@sjp.ac.lk](mailto:con.fmsc@sjp.ac.lk)**

1. Dully filled supplication form & the declaration (A4 size) (The declaration must be printed on the reverse side of the supplication form)
2. The bank receipt for the payment of the convocation fee (yellow copy for the bank payment/generated payment slip for online payment)
3. Certified copy of the Sinhala Language birth certificate / If the birth certificate is in another language, a certified Sinhala translation of the birth certificate (Check name, whether it is exactly the same as the name written on the supplication form)
4. Scanned copy of the first two pages of the Student Record Book

{Subject of the e-mail should be as follows:

: Index number, Registration no, Name of the Degree

Ex : CPM 22xxx, MC 103xxx, Bachelor of Science Honours in Accounting Degree }

A reply email confirming the receipt of the above documents will be sent to graduands within 14 days. Therefore, please ensure that you send the documents via your personal email address. If any graduand does not receive a reply email within this period, please contact the Academic Student Affairs, Publications & Examinations Division after 14 days. (Contact number: 011 2758220)

The originals of the following documents (which were sent by email) should be forwarded by registered post to the address given below before **12.06.2026**. In addition, a separate self-addressed envelope (9 x 4 inches) affixed with Rs. 70/= stamp must also be sent with these documents. Please ensure that **your index number, registration number, and the name of the degree with the relevant course** are written on the top left-hand corner of the envelope. (This envelope is essential for sending you the letters related to the Convocation by post. This has also been mentioned under item No. 02 of the Convocation Supplication Form).

**Original Documents to be sent by Registered Post**

1. Dully filled supplication form & the declaration (A4 size)
2. The bank receipt for the payment of the convocation fee (yellow copy for the bank payment/generated payment slip for online payment)

(There is **no need to send** the certified copy of the Sinhala Language birth certificate / certified copy of the Sinhala translation of the birth certificate, or a printed copy of the scanned first two pages of the Student Record Book (No. 03 & 04 of the above list) **by post**.)

Postal Address:

Senior Assistant Registrar  
Academic Student affairs, Publications & Examinations Division  
University of Sri Jayewardenepura  
Gangodawila, Nugegoda

Use the following link to access the Student Payment System for the relevant payments:

<https://stu.payments.sjp.ac.lk/sjp/slipPrintingOnlinef.php>

(Before generating the payment receipt, please make sure to select '**Convocation Fees**' under the 'Income Type' drop-down menu.)

**Additional information for consideration**

**The name you have written on your Convocation Supplication Form must exactly match the name as it appears on your Sinhala Language birth certificate or the Sinhala translation of the Birth Certificate.**

**The declaration must be printed on the reverse side of the supplication form (A4 size paper)**

**Cloaks will be issued by the Faculty of Management Studies & Commerce on 10<sup>th</sup> & 11<sup>th</sup>, October 2026. Before collecting your cloak, you must return all library books and hand over your Student Identity Card to the Faculty Office.**

Senior Assistant Registrar

Academic Student affairs, Publications & Examinations Division

Self-addressed (09 x 04 inches) Rs. 70/= stamped envelope should be as follows

(This envelope is essential for sending you the letters related to the Convocation by post from the University, and it must be ensured that it is sent with clear handwriting according to the structure given below)

Index No: CPM 22xxx, Registration No: MC 103xxx Name of the degree with the relevant course	Stamp
Do not write any thing in this section	Your Name & Address