

Notes for Guidance

1. This form should be used if you wish to apply for an undergraduate degree program in a Sri Lankan University as a student with Foreign Qualifications for the Academic Year 2025/2026.
2. Application form and the Admissions Handbook for the Students with Foreign Qualifications valid for the Academic Year 2025/2026 are available on the UGC website (www.ugc.ac.lk).
3. Before completing this form, please refer the Admissions Handbook for the Students with Foreign Qualifications valid for the Academic Year 2025/2026 to check your eligibility, course details and other vital information. In order to make your application successful you must meet all the necessary requirements, which can be found in the Admissions Handbook for the Students with Foreign Qualifications valid for the Academic Year 2025/2026.
4. When completing the form, please ensure that you provide your full name as appeared in your passport.
5. Please provide all the supporting documents in English, we require officially translated versions as well as copies in the original language.
6. Please provide originals/certified copies of all the supporting documents duly authenticated by relevant authorities as specified in the Section 10.2 of the Part I of this Handbook.
7. Every application should be accompanied by a Draft of US \$ 100 payable to the University Grants Commission, being the application processing fee. You can transfer this amount telegraphically as well. *(Refer Section 5 (b) of the Part I of this handbook)*
8. Do not leave any section of this application unanswered. Please write "N/A" in all irrelevant sections.
9. Application should be A4 sized. When preparing your application & documents for submission, place your application first followed by the supporting documents. You should not separate the pages of the application and place supporting documents in between the application pages. Application & supporting documents should be bound in an easily detachable way. Avoid any kind of permanent binding such as spiral binding or staples.
10. All the applications should be forwarded to Deputy Secretary/University Admissions, University Grants Commission, No 20, Ward Place, Colombo 07, Sri Lanka on or before the closing date.
11. Children of Sri Lankan diplomats seeking admission to Universities in Sri Lanka should forward their applications through the Secretary, Ministry of Foreign Affairs, Foreign Employment & Tourism, Republic Building, Sir Baron Jayathilake Mawatha, Colombo 01, Sri Lanka to reach Deputy Secretary/University Admissions, University Grants Commission, No 20, Ward Place, Colombo 07, Sri Lanka on or before the closing date.
12. All applications will be acknowledged (*via e-mails*) within two weeks of receiving the applications.
13. If you have any questions about filling out your application form, please do not hesitate to contact the Admissions Department Tel: +94-11-2695301/02, +94-11-2123415 Fax: +94-11-2691678 E-mail: foreignadmissions@ugc.ac.lk
14. Application calling date for the academic year 2025/2026 will be 27th July 2026.
15. Closing date for applications for the academic year 2025/2026 will be 17th August 2026.

Important:

A scanned copy of the application (in PDF format) including all its attachments should also be forwarded to foreignadmissions@ugc.ac.lk in parallel to sending the hardcopy of the application, on or before the closing date. Failure to send the scanned copy may cause delays in processing your application.



FOR OFFICE USE ONLY	
COURSE:	
APPLICATION NO:	

UNIVERSITY GRANTS COMMISSION

APPLICATION FOR ADMISSION OF STUDENTS WITH FOREIGN QUALIFICATIONS TO UNDERGRADUATE COURSES OF THE UNIVERSITIES IN SRI LANKA ACADEMIC YEAR 2025/2026

This form should be completed and sent via courier (along with the supporting documentation as required) to reach Deputy Secretary/University Admissions, University Grants Commission, No: 20, Ward Place, Colombo 07, Sri Lanka on or before 17th August 2026. A scanned copy of the application (in PDF format) including all its attachments should also be forwarded to foreignadmissions@ugc.ac.lk in parallel to sending the hardcopy of the application, on or before the closing date.

1. PERSONAL DETAILS (In BLOCK Capitals)																			
N.B.: Certified copies of the relevant pages of your passports/birth certificate/citizenship certificate/NIC should be attached.																			
Full Name:																			
Name with initials:																			
Title: (Rev/Mr/Miss/Mrs)																			
Date of Birth:		DD				MM				YY				Age: (as at 17.08.2026)					
Sex: (✓)		Male				Female				Citizenship: (✓)		Single				Dual			
NIC Number:										Date Citizenship obtained:		DD				MM			
Passport Number:										Civil Status: (✓)		Married				Unmarried			
																Nationality:			
2. CONTACT DETAILS (In BLOCK Capitals)																			
Address of the Permanent Residence (Applicant's):										Address for correspondence:									
										Local		Foreign							
Tel:										Tel:		Tel:							
Mobile:										Mobile:		Mobile:							
Email:										Email:		Email:							
3. PARENT'S/GURDIAN'S DETAILS																			
Father's Name:																			
Occupation:																			
Name & Address of His Employer:										Tel:		Email:							
Contact Details:										Tel:									
										Local									
										Foreign									
Mobile:										Email:				Passport Number:					
Period worked abroad:				From						To									

Mother's Name:							
Occupation:							
Name & Address of Her Employer:				Tel:		Email:	
Contact Details:		Tel:	Local				
			Foreign				
Mobile:			Email:			Passport Number:	
Period worked abroad:		From			To		
Guardians' Name:							
Occupation:							
Name & Address of the Employer:				Tel:		Email:	
Contact Details:		Tel:	Local				
			Foreign				
Mobile			Email:			Passport Number:	
N.B : All Sri Lankan applicants should attach following documents; (Refer Section 10.2 of the Part I of this Handbook) I Certified copy/copies of the bio page/bio pages of candidate's passport/passports covering the period studied abroad and Electronically verifiable travel movement records issued by the immigration authority of the relevant foreign country for the applicant confirming his or her resided/ residing period there. II Originals of the Foreign & Sri Lankan (if any) School Leaving Certificates of the candidate. III Originals of the service certificate/certificates of the Father/Mother/Guardian obtained from employer/employers in the relevant foreign country covering the considered period. IV Certified copy/copies of the bio page/bio pages of parents'/guardians' passport/passports covering the period employed abroad and Electronically verifiable travel movement records issued by the immigration authority of the relevant foreign country for parents'/guardian's resided/residing period there. V Certified copy of the candidate's Birth Certificate. VI Documentary evidences to prove that the Guardian has been legally appointed.							
4. EDUCATIONAL QUALIFICATIONS							
Educational qualifications in reverse chronological order							
N.B: All applicants should attach to their applications, certified copies of the certificates and the statement of results of their qualifying examination with their applications. <i>If the certificate and statement of results are provided as electronic documents (e-documents), applicants must indicate how the authenticity of such documents can be verified. (Refer Section 10.2 of the Part I of this Handbook)</i>							
Year (In reverse chronological order)	Month	Qualifying Examination	Index No/ Unique Candidate Identifier	Awarding Body	Subjects offered and Grades obtained	Name of the School	Final Certificate Level/ Qualification Awarded

If you are a non-Sri Lankan and know of any Sri Lankan citizen permanently residing in Sri Lanka who could act as your referee			
Name:			
Designation:			
Address:			
Tel:		Email:	
9. FINANCIAL SUPPORT:			
Specify how much funds would be available to you whilst in Sri Lanka, and the source of such funds. :			
Original letters issued by the banks stating the bank balances of the Father/Mother/Guardian in relevant foreign currencies (currency of the relevant country they have/are worked/working) or in USD as documentary evidences in proof of the availability of sufficient funds should be attached [Not relevant for children of Sri Lankan diplomats]. <i>The bank balances must be maintained for at least three (03) months back from the closing date at least equal to the annual course fee for one (01) year of the course of study that the applicants wish to pursue. (Refer Section 10.2 of the Part I of this Handbook)</i>			
DECLARATION			
I certify that the information provided by me in here is true and accurate.			
I am aware that my application will be rejected if any information contains herein is found to be false or inaccurate before my admission to a university in Sri Lanka, and further, that I am liable to be dismissed from the university concerned at any time in the event of such finding being made after my admission.			
Date:		Signature of the Applicant:	

Check list for documents to be submitted along with the application

Note: Failure to send all required documents along with the application form will result in rejection of the application. Therefore, make sure that you have submitted the following documents as required along with your application; Please mark "N/A" if it is not applicable.	
For Sri Lankan candidates	(✓)
✓ Originally signed hardcopy of the application and Annexure I of this application.	
✓ Certified copies of the Advanced Level Certificate and Statement of Results of the qualifying examination. <i>If the certificate and statement of results are provided as electronic documents (e-documents), applicants must indicate how the authenticity of such documents can be verified.</i>	
✓ Certified copy/copies of the bio page/ bio pages of candidate's passport/ passports covering the period studied abroad. <i>When sending the application via an email, please make sure to send scanned copies of all pages in such passport/ passports. Hard copies are not required.</i>	
✓ Electronically verifiable travel movement records issued by the immigration authority of the relevant foreign country for the applicant confirming his or her resided/residing period there. <i>If the records are not electronically verifiable, those should be authenticated by the issuing immigration authority, or certified by the relevant Sri Lankan Embassy/High Commission confirming the authenticity of the original official records. In instances where the authenticity of the records cannot be confirmed through the said methods, applicants should confirm the authenticity of those documents by a legally valid affidavit. If a legally valid affidavit is provided for this purpose, the affidavit itself should state that the reason for providing it is the non-availability of the mentioned authentication methods for the required travel movement records in the relevant foreign country.</i>	
✓ Originals of the Foreign and Sri Lankan (if any) School Leaving Certificates of the candidate relevant to the considering three (03) academic year period.	
✓ Certified copy of the candidate's Birth Certificate.	
✓ Originals of the Service Certificate/Certificates of the Father/Mother/Guardian obtained from the employer/employers in the relevant foreign country, covering the considered period.	
✓ Certified copy/copies of the bio page/bio pages of parents'/guardians' passport/passports covering the considered period. <i>When sending the applications via an email, please make sure to send scanned copies of all pages in such passport/ passports. Hard copies are not required.</i>	

✓	Electronically verifiable travel movement records issued by the immigration authority of the relevant foreign country for parents'/guardian's resided/residing period there. If the records are not electronically verifiable, those should be authenticated by the issuing immigration authority, or certified by the relevant Sri Lankan Embassy/High Commission confirming the authenticity of the original official records. <i>In instances where the authenticity of the records cannot be confirmed through the said methods, applicants should confirm the authenticity of those documents by a legally valid affidavit. If a legally valid affidavit is provided for this purpose, the affidavit itself should state that the reason for providing it is the non-availability of the mentioned authentication methods for the required travel movement records in the relevant foreign country.</i>	
✓	Documentary evidences to prove that the Guardian has been legally appointed, if parents are deceased.	
✓	Letter from the Ministry of Foreign Affairs, Foreign Employment & Tourism, Sri Lanka forwarding the applications of the children of Sri Lankan diplomats worked/working abroad.	
✓	Originals of the service certificate/certificates (<i>issued by the Ministry of Foreign Affairs, Foreign Employment & Tourism, Sri Lanka</i>) of parents who are Sri Lankan diplomats worked/working abroad.	
✓	Certified copies (<i>certified by the Ministry of Foreign Affairs, Foreign Employment & Tourism, Sri Lanka</i>) of the Letters of Assignment of parents who are Sri Lankan diplomats worked/working abroad.	
✓	Original letters issued by the banks stating the bank balances of the Father/Mother/Guardian in relevant foreign currencies (<i>currency of the relevant country they have/are worked/working</i>) or in USD as documentary evidences in proof of the availability of sufficient funds [Not relevant for children of Sri Lankan diplomats]. <i>The bank balances must be maintained for at least three (03) months back from the closing date at least equal to the annual course fee for one (01) year of the course of study that the applicants wish to pursue.</i>	
✓	Certified copy of the certificate of Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS) or Pearson Test of English (PTE), if the applicant's primary language is not English or applicant's previous education has been conducted in a language other than English.	
✓	Legally valid affidavit, if there is a difference in the names of the applicant mentioned in the educational certificate, statement of results, school leaving certificates, birth certificate, passport and any other submitting document.	
✓	Legally valid affidavit, if there is a difference in the names of father/mother/guardian mentioned in the service certificates, passport and any other submitting document.	
✓	Proof of the payment of US \$ 100 as the Application Processing Fee.	

For Foreign candidates	(✓)
✓ Originally signed hardcopy of the application	
✓ Certified copies of the Advanced Level Certificate and Statement of Results of the qualifying examination. <i>If the certificate and statement of results are provided as electronic documents (e-documents), applicants must indicate how the authenticity of such documents can be verified.</i>	
✓ Certified copy/copies of the bio page/ bio pages of candidate's passport/ passports.	
✓ Original of the School Leaving Certificate from which the candidate sat the qualifying examination.	
✓ Certified copy of the candidate's Birth Certificate/ National Identity Card.	
✓ Certified copy of the candidate's Citizenship Certificate (if any).	
✓ Originals of the Service Certificate/ Certificates of the Father/Mother/Guardian.	
✓ Letter from the Ministry of Foreign Affairs, Foreign Employment & Tourism, Sri Lanka forwarding the applications of the children of foreign diplomats worked/working in Sri Lanka.	
✓ Originals of the Service Certificate/Certificates (issued by the Ministry of Foreign Affairs, Foreign Employment & Tourism, Sri Lanka) of parents who are foreign diplomats worked/ working in Sri Lanka.	
✓ Certified copies (certified by the Ministry of Foreign Affairs, Foreign Employment & Tourism, Sri Lanka) of the Letters of Assignment of parents who are foreign diplomats worked/working in Sri Lanka.	
✓ Original letters issued by the banks stating the bank balances of the Father/Mother/Guardian in relevant foreign currencies (currency of their own country) as documentary evidences in proof of the availability of sufficient funds. <i>The bank balances must be maintained for at least three (03) months back from the closing date at least equal to the annual course fee for one (01) year of the course of study that the applicants wish to pursue.</i>	
✓ Certified copy of the certificate of Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS) or Pearson Test of English (PTE), if the applicant's primary language is not English or applicant's previous education has been conducted in a language other than English.	
✓ Legally valid affidavit, if there is a difference in the names of the candidate mentioned in the educational certificate, statement of results, school leaving certificates, birth certificate, passport and any other submitting document.	
✓ Legally valid affidavit, if there is a difference in the names of father/mother/guardian mentioned in the service certificates, passport and any other submitting document.	
✓ Proof of the payment of US \$ 100 as the Application Processing Fee.	

Only for Sri Lankan Applicants

All Sri Lankan applicants with Foreign Qualifications should fill and submit this form, in addition to the above application.

Full name of the applicant (In BLOCK Capitals)									
Passport Number:						NIC			
CONTACT DETAILS (In BLOCK Capitals)									
Address of Foreign Residence					Address of Sri Lankan Residence				
Period of residence as at 17th August 2026					Period of residence as at 17th August 2026				
From	DD:	MM:	YYYY:		From	DD:	MM:	YYYY:	
To:	DD:	MM:	YYYY:		To:	DD:	MM:	YYYY:	
Have you sat the G.C.E (A/L) Examination in Sri Lanka? (✓)					Yes		No		
If so give the following particulars;					1st Attempt		2nd Attempt		3rd Attempt
Year of Examination									
Index Number									
Results Obtained(Subjects & Grades)									
Z Score									
Period of Study Abroad (Please submit documentary evidence):									
From:	DD:	MM:	YYYY:	Grade:	To	DD:	MM:	YYYY:	Grade:
Grades attended				Name & Address of the school/s attended: (In reverse chronological order)					
From Grade:		To Grade:		School 1:					
From Grade:		To Grade:		School 2:					
From Grade:		To Grade:		School 3:					
Period Studied in Sri Lanka									
From:	DD:	MM:	YYYY:	Grade:	To	DD:	MM:	YYYY:	Grade:
If you have studied in Sri Lanka (Attached certified copy/copies of the School Leaving Certificate/s)									
Grades attended				Name & Address of the school/s attended (In reverse chronological order)					
From Grade:		To Grade:		School 1:					
From Grade:		To Grade:		School 2:					
From Grade:		To Grade:		School 3:					
Place/ Places of residence during the 3 years immediately prior to your qualifying examination (in reverse chronological order):									
1.									
2.									
3.									
4.									
Place/ Places of residence of your parents/guardian during the period of 3 years immediately prior to your qualifying examination (in reverse chronological order):									
1.									
2.									
3.									
4.									
DECLARATION									
I certify that the information provided by me in here is true and accurate.									
I am aware that my application will be rejected if any information contains herein is found to be false or inaccurate before my admission to a university in Sri Lanka, and further, that I am liable to be dismissed from the university concerned at any time in the event of such finding being made after my admission									
Date :						Signature of the Applicant:			

