SECTION 8

Frequently Asked Questions by the students (FAQs)

This section provides you the answers to Frequently Asked Questions (FAQs) by the students. For example, how the district of a candidate for the purpose of university admission is determined, whether you can sit for advanced level examination again and apply for university admission after registering for a course of study and other FAQs.

You must read this section. If you have questions we have not answered, please feel free to write us direct or email and we will respond. We will also add answers to such questions in future publications.

SECTION 8

Frequently Asked Questions by the students (FAQs)

1. How do I apply for university entrance?

Candidates should apply online for university admission via the official website of the UGC (www.ugc.ac.lk) and forward the duly signed printed copy of online generated application form to the UGC via registered post along with the other relevant documents on or before the deadline given for application as pronounced by the press notices.

Important:

It is compulsory to apply for university admission online

2. What is a Uni-Code?

Uni-Code is a unique code (a unique identity) given to each individual course of study of a particular university/campus/institute.

All the Uni-Codes are given on pages 142 to 148 of the published University Admissions Handbook valid for the Academic Year 2025/2026.

Candidates should use these Uni-Codes to indicate their order of preferences when filling out their applications for University Admission online.

The instructions to indicate the preferences correctly using Uni-Codes are given in Section 3 of the University Admissions Handbook. Therefore, you are advised to read this section carefully before indicating/changing the order of preferences of Uni-Codes online.

3. Why it is important to have a list of Uni-Codes arranged according to your order of preferences before start filling the application online?

Candidates are considered only for the Uni-Codes for which they have marked a preference. They will not be considered for Uni-Codes to which they have not marked a preference.

Accordingly, if a particular candidate has not given preference to a Uni-Code for which he/she could have been selected according to the Z-score, he/she would not be allocated to that Uni-Code and instead he/she will be considered for the next choice of Uni-Codes. Therefore, you must have a list of Uni-Codes carefully prepared before start filling the application form for university admission online.

Also, you are advised to mark preferences for a maximum number of Uni-Codes in order to avoid the risk of not getting selected to a Uni-Code for which you are eligible due to the fact that you have failed to indicate a preference as mentioned above.

4. Is it possible to change the order of preference indicated by the applicant after submitting the application to the UGC?

Yes, the order of preference including adding and removing uni-codes could be changed within two (02) weeks of the closing date of applications as per the instructions given in the University Admissions Handbook.

Candidates need to change the order of preference online according to the instructions given in the UniversityAdmissions Handbook and send the duly signed printed copy by registered post to the UGC.

The signature you place on the printed copy of the new order of "Uni-Codes" should be same as the signature you have already placed in your first application for university admission.

By changing your order of "Uni-Codes" at this stage, the entire order of preferences given by you in the first application will be cancelled and you will be considered for the selection of students for university admission based on the new order of preference given by you.

5. How to change the order of preference for courses of study of universities online?

- Login to your profile via UGC website (www.ugc.ac.lk) using your User ID & password.
- Change the order of preference.
- Send the printed copy with your signature to UGC by registered post.

6. How can I check whether my application has been received by UGC?

Once your application is received by UGC, you will be notified by a text message to the mobile phone number given by you in your application.

7. Is it possible to predict the course of study and the university to which a candidate will be assigned before releasing the cut off marks?

No.

The cut off marks for courses of study/universities will be based on Z-score, order of preference of candidates, number of places available in universities etc.

8. Is it compulsory to send the original school-leaving certificate along with the application form by private candidates?

Yes.

If a candidate fails to provide the original School Leaving Certificate, his/her application will be rejected.

9. How could a student get information regarding the minimum Z- score for each course of study of universities from different districts?

1. Newspapers
2. UGC website ; www.ugc.ac.lk
3. UGC Public Relations Office

10. How can I get to know whether I am selected for university entrance?

You will be informed by a letter / an Email / a SMS from the UGC.

11. Are mutual transfers allowed?

No

12. Could I apply to a course of study if my Z-score is below the district 'cut-off' for that course of study of the university published for the previous academic year as published in the University Admissions Handbook?

Yes. You can apply and you should apply to as many eligible courses, regardless of the cut-off points of the previous year. Cut - off marks for the selected courses of study of universities for a district may vary from year to year, depending on performance of the students (Z - score) for that year and the number of seats available in the universities.

Some students with adequate Z - scores may decide not to apply and decide to do the advanced level again and others may apply but will not register. Therefore, opportunities may arise. So, if you decide to apply, you must apply to as many as possible eligible courses of study.

13. Can I sit for Advanced Level Examination again and apply for university admission after registering for a course of study of a university?

No. All students are provided an equal opportunity to enter state higher education and to be fair to all, opportunity to enter into a free state sponsored course of study is given only once.

This is because, withdrawal from the registration of the course of study the student got selected will cause loss of opportunity for university admission of another student in the same year. Also, by requesting to withdraw the registration and get registered to another course of study based on the results of a subsequent year, the student is trying to deprive the opportunity of another student who sat the examination in that year.

14. When can a student considered as a registered student of a University/ Higher Educational Institute?

Once the candidate, upon obtaining the letter of selection from the UGC, having made the payment of Rs. 50/= as the registration fee in credit of the UGC, to the bank or online and registers online via the official website of the UGC for the selected course of study of the University/ Higher Educational Institute to which he/she has been assigned, on or before the last date given for registration, he/she is deemed as a registered student at a University/Higher Educational Institute, established under the Universities Act No 16 of 1978 (as amended) as mentioned in Section 1.6 (8) of the University Admissions Handbook.

15. What is the basis of deciding the district of a candidate?

The basis is to select the district of the school you were enrolled for at least one year or more during a period of three years when you were studying advanced level subjects.

16. How is the three-year period calculated?

Three year period is calculated backwards from the last date of the month, which is the month, immediately preceeding the month in which the Advanced Level Examination is held. For example, if the Advanced Level Examination is held in January, the three year is calculated backwards from 31st December of the previous year.

17. What if I have been enrolled in more than one school during this period?

The district of the school the student has studied most number of days (However, this period should be at least one year or more) is considered as the district for university admission.

18. What if I have not enrolled in any school or if my schooling period for G.C.E. (Advanced Level) Examination is less than one year?

District where your permanent residence is located will be considered as the district for university admission. To prove this, you must provide documentary evidence as given in Section 1.5 of the University Admissions Handbook.

19. Why information and the dates of practical/ aptitude tests are not published in the University Admissions Handbook?

The universities arrange practical/ aptitude tests and the dates may change each year depending on many factors. Each university publishes press notices and /or notices in their official websites calling application for aptitude tests.

Section 5 of the University Admissions Handbook clearly mentions courses of study which conduct practical/ aptitude tests & the contact details of such universities are also mentioned in Annex (c). Since universities conduct the practical/ aptitude tests, students can contact the university for more information regarding practical/ aptitude tests.

20. What if I pass the practical/ aptitude test but not within the cut off for the same course of study?

To enter the course of study that requires a practical/ aptitude test, you must obtain required Z-score in addition to passing the practical/ aptitude test. You will not be selected to a course of study merely by passing the practical/ aptitude test, if you have not obtained sufficient Z -score.

21. Would I be allowed to defer my admission, once I am registered?

Students are allowed to defer only after registration for the selected course and the university. You need to have a very genuine reason for deferment. Once registered, if they defer, they cannot enter into any other degree programme based on subsequent, better advanced level result. Registration to the state university or Higher Educational Institute can be done only once.

Maximum period for deferment is one year.

22. Why cannot the UGC allow students to register & de-register?

This is because admission criteria of free education system is complex and must be fair to all students.

Admissions policy is 40% from All Island Merit, 55% on District Quota depending on the population of the district & 5% from educationally disadvantaged districts. Everyone has to have an equal opportunity to free education.

Therefore, one person cannot be given more than one chance where a complex 40%, 55%, 5% formula is used to select the best students for 121 courses of study; approximately the best 42,172 candidates out of nearly 90,674 applicants.

The UGC must be responsible for all students for a fair selection securing single opportunity for each student. If you are in two minds whether to register or not, because you think that actually you can perform better next time, our genuine advice is not to get registered.

23. What if a selected candidate has not satisfied at least 30% for the common general paper?

Candidates who have not obtained 30% or above for the Common General Paper are not eligible for registration for the courses of study of the universities for which they have been selected based on the Z- Score in the current academic year.

If such a candidate has obtained a minimum of 30% for the Common General Paper in a previous attempt within three attempts allowed for university admission, the previous achievement can be considered.

Candidates who have not obtained a minimum of 30% shall re-sit & obtain a minimum of 30% for the Common General Paper in a next available year within three attempts allowed for university admission, to be eligible to get registered for the courses of study of the universities for which the candidates have already been selected based on Z Score, in a future academic year.

24. How can students appeal for course changes?

Candidates can make appeals requesting to change their courses of study to lower preferences or to apply for courses of study to which they have not indicated preferences in the original application.

All such applications are given serious consideration and we will attempt to fulfill student expectations to the best of our ability, as long as it does not affect other students (conditions apply).

They should submit their appeals by sending specimen form given at the end of the University Admission Handbook, along with evidence for payment within three (03) weeks from releasing of cut-off points following instructions in Section 4.4 of the University Admissions Handbook.

25. Is it compulsory to get registered to a course of study of a university in order to send an appeal?

No. You can send an appeal even without getting registered to the selected course of study of the university, and also even if you have not selected to any of the courses of study.

26. What is "Promotion Declaration" ?

These two words appear only when you try to register online for the course of study of the university you have already selected to.

Therefore, this is important only when you are completing the online registration form.

Simply, this means that when you fill the online registration form, you should select and then delete (remove) all other Uni-Codes from the Uni-Codes list which you do not want us to consider you when we fill the vacancies. This is because we always try to upgrade you to a higher Uni-Code which you have requested.

27. How to declare promotions or how to complete the Promotion Declarations online?

You can declare your promotions **online when getting registered** to the selected course of study of the university you prefer. The instructions are given below.

1. Click on the **Promotion Declaration** button.

2. Then, the list of higher preferred Uni-Codes than the currently selected course of study of the university, arranged according to your order of preference will be displayed.

3. Carefully select the **Uni-Codes for which you <u>do not want to be considered</u>** under future rounds of filling of vacancies for which you have given higher preferences than the already selected Uni-Code (put a "✓" mark in relevant check boxes). However, if you do not want

to be considered for any of the courses of study of universities (Uni-Codes) in future for which you have given higher preferences and wish to remain in the already selected course of study of university, you may click on the check box in the last column of the header row to select all the Uni-Codes in one go. The Uni-Codes selected by you for removal will be striked off.

4. Then, click on the **REMOVE SELECTED HIGHER PREFERENCES** button to remove your unwanted Uni-Codes from the database. When you click on the **REMOVE SELECTED HIGHER PREFERENCES** button, the window will not get closed, instead your database will be updated. Next, click on the Back button to go back to the previous page. (The Uni-Codes which you have selected as unwanted Uni-Codes for filling of vacancies will also be displayed in the Online Payment Receipt generated at the end of the online registration process).

5. If you want to re-change the Uni-Codes list which you have selected for removal, you can repeat the steps (1) to (4) above.

   (The Uni-Codes which you have selected as unwanted Uni-Codes for filling of vacancies will be displayed in the Online Payment Receipt generated at the end of the online registration process. This will help you to remember what you have marked as "Not to be considered Uni-Codes").

28. What will happen <u>if I do not remove</u> the unwanted Uni-Codes to be considered under future rounds of filling of vacancies from the Uni-Codes list, when getting registered online for the currently selected course of study of the university?

If you fail to remove the courses of study of universities (Uni-Codes) for which you do not want to be considered in future rounds of filling of vacancies, we have no choice but to consider you for promotions to those Uni-Codes.

It is important for you to realize that, if you have not requested to stay in the already selected course of study of the university (Uni-Code) without getting elevated, we have no choice but to promote you to your higher preferred Uni-Codes when filling the vacancies. Then you **must accept and get registered** for that course of study of the university you would get selected under filling of vacancies.

Therefore, it is extremely important to inform this fact to us when getting registered online for the course of study of the university you preferred.

29. Without removing all the Uni-codes, can I choose only few of the Uni-Codes as unwanted Uni-Codes to be considered under future rounds of filling of vacancies, to which I have given higher preferences than the already selected course of study of the university (Uni-Code)?

Yes.
First you should put "✓" marks in the check boxes of the unwanted Uni-Codes.
Then, you should remove the unwanted Uni-Codes from the list of Uni-Codes by clicking on the **REMOVE SELECTED HIGHER PREFERENCES** button.

30. Will my appeal be considered for a course of study of a university (Uni-Code) for which I have fulfilled the Z-Score, yet not requested in the application form.

Only the appeals which will be sent within three (03) weeks of releasing minimum Z score marks for university admissions will be considered. However, the chance to get selected to the requested Uni-Code is **very rare** since your request can be accommodated only if there are vacancies in the

relevant course of study of the university. This is because we have already given this chance to the other students who have requested that Uni-Code.

Therefore, it is important to fill as much Uni-Codes as possible in your application form for university admission.

31. **I got selected for the course of study in Biological Science at University of Peradeniya under the normal intake which is my 5th preference in the application form. However, as I am much more interested in the course of study in Biological Science at University of Sri Jayewardenepura or Biological Science at University of Colombo which are my 4th and 3rd preferences in the application form respectively, I decided not to get registered for the course of study in Biological Science at University of Peradeniya. Therefore, will there be any possibility of getting me selected for the course of study in Biological Science at University of Sri Jayewardenepura or University of Colombo under filling of vacancies?**

    There is no possibility.

    If you do not get registered for a course of study of a university selected, you will not then be considered for any of the universities to follow that course of study to which you have given higher preferences than the course of study of the university already selected. Instead, your application will be considered for **the next preferred course of study**.

    Therefore, if you are looking forward to get selected for a different university to follow the same course of study under the filling of vacancies, to which you have given higher preference than the already selected university, first you must get registered at UGC for that course of study of the university already selected.

    Otherwise, your application will not be considered in future for other universities to follow that course of study, to which you have given higher preferences.

32. **I got registered for the selected course of study in Biological Science at University of Peradeniya under the normal intake which is my 5th preference in the application form, as advised above. Afterwards, I got selected to follow the course of study in Biological Science at University of Sri Jayewardenepura which is my 4th preference, under filling of vacancies. However, since I prefer to get selected for Biological Science at University of Colombo which is my higher preference than this (3rd preference), I decided not to get registered for Biological Science at University of Sri Jayewardenepura to which I got selected under filling of vacancies. Therefore, will there be any possibility of getting me selected for the course of study in Biological Science at University of Colombo under future rounds of filling of vacancies?**

    There is no possibility.

    Even though you already got registered for the course of study in Biological Science at University of Peradeniya, if you do not get registered for the course of study in Biological Science at University of Sri Jayewardenepura which is your 4th preference to which you got selected under filling of vacancies, your application will no longer be considered for the course of study in Biological Science at University of Colombo to which you are willing to get selected in a future round of filling of vacancies which is your 3rd preference in the application form.

    Therefore, if you want to consider your application for the course of study in Biological Science at University of Colombo under a future round of filling of vacancies, first you should get registered for the course of study in Biological Science at University of Sri Jayewardenepura to which you got selected under filling of vacancies. Otherwise, your application will no longer be considered for the course of study in Biological Science.

33. Will I be considered under filling of vacancies in future, if I do not get registered to the currently selected course of study of the university?

As mentioned in the sub section "Important" of Section 3.2, if you do not get registered for the currently selected course of study of the university, you would not be considered for any other university to follow the same course of study under future rounds of filling of vacancies, for which you have indicated higher preferences. However, your application will be considered for other courses of study under future rounds of filling of vacancies, for which you have indicated higher preferences than the currently selected course of study for which you did not get registered.