



ශ්‍රී ජයවර්ධනපුර විශ්වවිද්‍යාලය
University of Sri Jayewardenepura

බාහිර උපාධි හා විස්තාරිත පාඨමාලා ඒකකය
External Degrees and Extension Courses Unit

**Registration of Students for Bachelor of Science in Business Studies
(General) External Degree Programme 2024**

To check your eligibility for registration for the year 2024 for the Bachelor of Science in Business Studies (General) External Degree conducted by the External Degrees and Extension Courses Unit of the University of Sri Jayewardenepura, by accessing the following link and entering the National Identity Card Number without 'V' letter. However, completion of your registration is subject to the **verification of the application and the relevant documents** you have already submitted.

Instructions for registration

Complete your registration process as per the following instructions **on or before 21/10/2024**.

Payment of Course fee

- Total Course Fee - Rs. 250,000/-
- The total amount of course fee is Rs. 250,000/-. This can be paid in full or in installments as shown below.

Registration & Course Fee	Amount Rs.	Closing Date	Course fee can be paid in four (04) installments as follows
First Installment	50,000.00	21-10-2024	You will have separate account number for First installment. The payment of first installment of course fee (50,000/-) can be made separately through any island-wide People's Bank branch or by VISA & Master (debit/credit) cards. Bank charges will apply to payment by VISA & Master cards.
Second Installment	100,000.00	30-05-2025	It is compulsory to pay the Second Installment of Rs. 100,000/- before Year I Semester II Examination. Details about payment procedure will be published in our website. Applicants who have not completed the payment will not be allowed to sit for the Year I Semester II Examination.
Third Installment	50,000.00	31-03-2026	It is compulsory to pay the Third Installment of Rs. 50,000/- before Year II Semester II Examination. Details about payment procedure will be published in our website. Applicants who have not completed the payment will not be allowed to sit for the Year II Semester II Examination.
Fourth Installment	50,000.00	29-05-2026	It is compulsory to pay the Fourth Installment of Rs. 50,000/- before Year II Semester II Examination. Details about payment procedure will be published in our website. Applicants who have not completed the payment will not be allowed to sit for the Year II Semester II Examination.

Bank charges will apply to payment by VISA & Master cards.

❖ Student Record Book

Your name, as it appears in your birth certificate will be used for registration, in your student record book, and in the degree certificate. As per existing rules, any change in your name after registration should be informed to the External Degrees and Extension Courses Unit, with relevant documents before the Year III Semester II examination.

❖ Starting of academics activities

Academic activities will commence in January 2025 and the degree program is expected to be completed by the end of year 2027. Seminars for Year I, Year II, and Year III of the Bachelor of Science in Business Studies (General) External Degree Program will be conducted online by the academic staff of the University. Your participation in the seminars is compulsory. Recordings of the online seminars will also be published in LMS.

❖ Applying for Examinations

Year I, II and III Examination applications will be called through www.external.sjp.ac.lk web site and applications must be submitted before the closing date.

❖ Procedures to be followed for registration

▪ **Self-photo upload**

You are required to upload (3.5cm x 4.5cm) passport size, **jpeg type** color photograph, in white background (suitable photograph for the student Record Book), to **www.external.sjp.ac.lk/reg** website. Maximum file size is limited to **2 MB** and the file type must be jpeg/jpg.

▪ **Declaration Form**

You are required to upload a scanned copy of declaration form, with your photograph prepared according to above specification pasted on it, and the photograph attested by an authorized person including a principal of a Government School, Grama Niladhari, Justice of Peace, Attorney at Law or Administrative officer of Government Service. Attestation should be done on the photograph itself with signature and seal of the attester.

▪ **Sending documents required for registration by post**

Following documents should be sent to below mentioned address **via Registered post on or before 21/10/2024**

1. The Original Bank receipt (Customer Copy) of registration fee and Course fee or online receipt for VISA or Master credit/debit payments.
2. Completed Declaration form
3. Two Photographs of Passport size (3.5cm x 4.5cm) - Application number and NIC number should mention in other side of the Photograph.
4. A photocopy of the original certificate received from the Department of Examination. (if you were not sent a photocopy of the original certificate received from the Department of Examination, on applications calling)

Address: Deputy Registrar

External Degrees and Extension Courses Unit

P.O Box 10,

University of Sri Jayewardenepura

Gangodawila

Nugegoda

("Application for 2024 Bachelor of Science in Business Studies (General) External Degree program" should be mentioned on top left hand corner of the envelope).

▪ **Cancellation of Registration**

The accuracy of the documents submitted for your registration will be checked in due course. If it is proved that false information or fictitious documents have been submitted, the University will cancel your registration without any refund.

**** Refund of fees on cancellation of registration**

If registration needs to be cancelled after registering for the degree program, a request letter, along with the student record book issued to you, must be sent to the External Degrees and Extension Courses Unit via registered post. Refunds will be made on cancellation of Registration only for the following reasons.

1. **However, if a request is made within two weeks from the date of registration for cancellation**, the course fee will be refunded with **10% of it** withheld. Requests for refunding of course fees made after this period will not be entertained.
2. If a person is registered as an internal student in a State University before the first semester examination in the first year, the course fee will be refunded with **10% of it** withheld.

▪ **More information about the Bachelor of Science in Business Studies (General) External Degree**

The Orientation Program of the above degree will be held in December 2024 at the University of Sri Jayewardenepura. Details about orientation program, installment applications, seminar time tables, examination time tables, examinations admissions, registration renewal and convocation details will be available on www.external.sjp.ac.lk website.



Deputy Registrar

External Degrees and Extension Courses Unit

20-09-2024