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University of Sri Jayewardenepura
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External Degrees and Extension Courses Unit

Dear Mr / Mrs / Miss,

**Verification of the documents of Students for Bachelor of Arts in English
(General) External Degree Programme 2025/2026**

**Instructions to Candidates who have selected for the above degree
programme**

Please follow the instructions given below and complete your registration process **on or before 31/03/2026**

1. Registration Procedure

1.1 Declaration Form

You can obtain your Declaration Form downloadable from <https://external.sjp.ac.lk/bachelor-of-arts-in-english-general-external-degree-registration-and-enrollments/>. web site. The photograph and the Declaration Form should be attested by a Principal of a Government School, Grama Niladhari, Justice of Peace, Attorney at Law or an Administrative officer of Government Service. The signature and the seal of the attest or should be placed on the photograph itself.

1.2 Documents to be bring on verification

1. Completed Declaration Form
2. Two (02) passport size color photographs (3.5 cm x 4.5 cm) “Please mention your application number on the reverse of the photograph”. A copy of the same photograph should be attach for the declaration form. You should upload the same photograph to the student profile after Orientation Programme. (You must have a soft copy of this photo)
3. Original Birth Certificate
4. National Identify Card
5. The Original Advanced Level result sheet and Other Original Documents attached to the application form.

Above documents should be bring on Documents Verification Day.

- If it is proved that false information or fictitious documents have been submitted, your registration will be cancelled without any refund.

1.3 Payments

- Total Course Fee - Rs. 250,000/-

➤ Rs. 250,000.00, which is the Total Payment including registration fee and course fee can be paid in one installment or in three (03) installments as mentioned below.

Registration & Course Fee	Amount Rs.	Closing Date	Course fee can be paid in three (03) installments as follows
First Installment	100,000.00	31-03-2026	1 st installment includes of Registration fee (Rs. 15,000/-) course fee & Examination fee (Exam Fee Only for the Fresher's). It is compulsory to pay Rs.100,000/- through Relevant Account numbers. The relevant account numbers will be given on the day of your document verification . All payments can be made from any branch of the people's bank or by Credit/Debit Cards. Closing date for the 1st Installment – 31/03/2026
Second Installment	100,000.00	30-06-2026	It is compulsory to pay the Second Installment of Rs. 100,000/- and the Third Installment of Rs. 50,000/- before the Part I Examination.
Third Installment	50,000.00	28-08-2026	Payments are to be made through your student profile. Further details regarding this student profile will be communicated on the Orientation Day. Applicants who have not completed the payment will not be allowed to sit for the part I Examination.

2. The following conditions will apply for Cancellation of Registration

1. If a request is made within two weeks from the date of registration for registration cancellation, **only 90% of the course fee will be refunded. Last cancellation date-14.04.2026**
2. Requests for refunding of course fees made **after two weeks from the date of registration** will be rejected.
3. If you need to cancel your registration after registering for the degree program, a request letter must be sent to the External Degrees and Extension Courses Unit via registered post, along with your student record book.

3. Student Record Book

Your name as mentioned in your Birth Certificate will be used for your registration, the same name will be mentioned in your Record Book and the Degree Certificate. As per the existing rules and regulations, any change of your name after the registration should be informed to the External Degrees and Extension Courses Unit before the Part III Examination and such requests should be supported by relevant documents.

4. Commencement of Academic Activities

The Academic activities of the degree programme will commence on May 2026. It is expected to complete the Academic activities by the end of 2028. Seminars will be conducted via Online Mode. The Recordings of the conducted seminars will be uploaded to the E-learning system (LMS) (learnnext.sjp.ac.lk) for your reference.

Attention

- *Students who have been requested to complete their registration payments should do before 31.03.2026. After the verification of documents, the payment details will be handed over on the same date. Their registration will begin only after that. All announcements regarding this will be done only through our website.*

Information related to the Bachelor of Arts in English (General) External Degree program

Details about Installment payments, Seminar Timetables, Examination Timetables, Examination Admissions, Registration Renewal and the Convocation will be informed via www.external.sjp.ac.lk website and Student Profile only. **Letters will not be sent in this regard.** Therefore, we advise you to visit the www.external.sjp.ac.lk website and Student Profile regularly.



Deputy Registrar

External Degrees and Extension Courses Unit