

Annexure

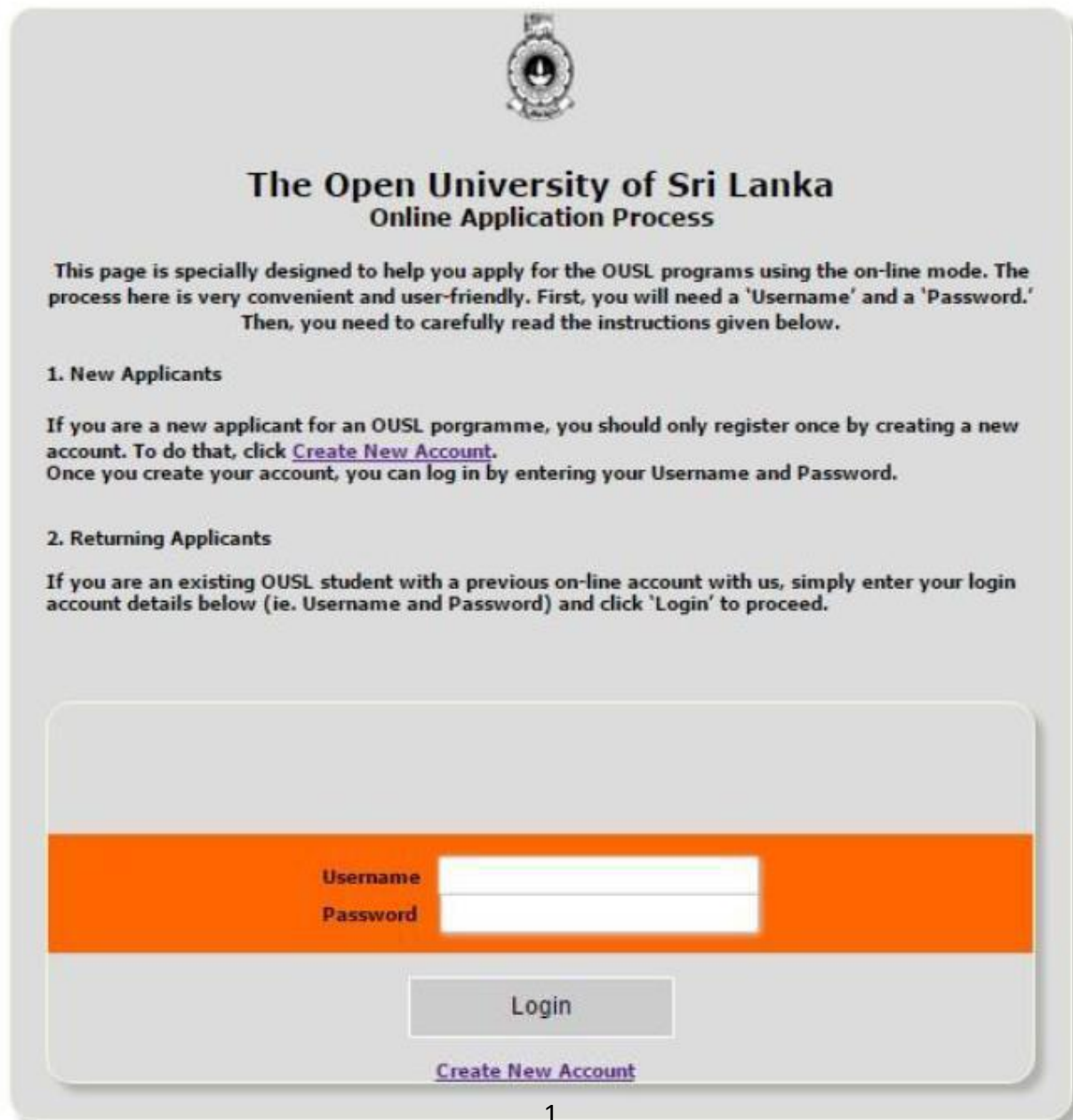
Application for the Certificate programme Tamil & Sinhala programme is available online. Students can follow the following steps to apply online.

Step 1


Log on www.ou.ac.lk

Step 2

Click “Online Application” on the left side of the menu bar. You will direct to the following window of the online application process.



The screenshot shows the 'Online Application Process' page for The Open University of Sri Lanka. At the top center is the university's crest. Below it, the title 'The Open University of Sri Lanka Online Application Process' is displayed. A paragraph explains that the page is designed for online application and requires a 'Username' and 'Password'. It then lists two categories of applicants: '1. New Applicants' and '2. Returning Applicants'. For new applicants, it instructs them to create a new account by clicking 'Create New Account' and then log in with their new credentials. For returning applicants, it instructs them to enter their existing login details and click 'Login'. At the bottom, there is a login form with two input fields labeled 'Username' and 'Password', a 'Login' button, and a link for 'Create New Account'.



The Open University of Sri Lanka Online Application Process

This page is specially designed to help you apply for the OUSL programs using the on-line mode. The process here is very convenient and user-friendly. First, you will need a 'Username' and a 'Password.' Then, you need to carefully read the instructions given below.

1. New Applicants

If you are a new applicant for an OUSL programme, you should only register once by creating a new account. To do that, click [Create New Account](#). Once you create your account, you can log in by entering your Username and Password.

2. Returning Applicants

If you are an existing OUSL student with a previous on-line account with us, simply enter your login account details below (ie. Username and Password) and click 'Login' to proceed.

Username

Password

Login

[Create New Account](#)

Step 3

Click on “Create New Account”. You will direct to the following window.

Fill the relevant information and create a new account. *(Please remember your user name & Password for the future activities)*

New User Creation

*** Mandatory fields , පිළිවෙත් නොවන ක්ෂේත්‍ර, සුදුසුම තුරු**

Account Details

You can use your own user name and password ,password must have at least six characters.

Username

Password

Confirm Password

Personal Details

Title

Initial

Last Name

Name Denoted by Initial

Address line 1

Address line 2

Address line 3

NIC/Passport No

Date Of Birth

Gender

E mail

Telephone -Mobile

Telephone -Fixed

Country

I have double checked the above mentioned details and they are correct according to my knowledge (මාගේ සතුටක් පෙන්වනු ලබන දත්ත, පරිදි නිවැරදි බව සතුටක් කරමි .)

Step 4

After completing the Step 3 you will direct to the following window.



Welcome to The Open University On-line Application System

[Edit Account details](#) [Programme Details](#) [Add New Application](#) [My Applications](#) [Log Out](#)

Logged as asankavva Tuesday, 1st December 2015

My Application Details

No previous application(s) found, Please click [Add New Application](#) for new application

No	App No	Programme	Application Fee	Date Applied	View	Payment	Download Admission	Docs & Past papers
No previous application(s) found, Please click Add New Application for new application								

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Step 5

Click on “Add New Application”. You will direct to the following window.

Fill the relevant information.

*Note: Programme - * Certificate programme Tamil & Sinhala*

The screenshot shows the 'On-line Application' page. At the top, there is a navigation bar with buttons for 'Edit Account details', 'Programme Details', 'Add New Application', 'My Applications', and 'Change Password'. Below this is a 'Log Out' button. The user is logged in as 'nikakn17' and the date is 'Tuesday, 18th October 2016'. The main heading is 'On-line Application'. Below it, the text says 'Please Fill the Application Details' and 'Fill the mandatory fields which are mentioned as * .If you need to edit personal details go to "Edit Account Details" from the main menu.' Under 'Programme Data', there is a note: 'Please read the brochure before apply (Entrepreneurship(Sinhala, Tamil, English)'. The 'Program' dropdown menu is set to 'Advanced Certificate in English for Business & Professional Communication'. The 'Preferred Center' dropdown menu is set to 'Please select'.

Step 6

After completing the step 5 click on “Apply and Pay”. You will direct to the following window.

The screenshot shows the 'Select Payment Method' page. It has two main options: 'Credit Card Payment' and 'mCash Payment'. The 'Credit Card Payment' option features logos for VISA and MasterCard. Below it, there is a section titled 'Credit Card Payment Instructions' with three numbered steps: 1. Click the Credit card payment option above. 2. You can use credit/debit card (on-line payment activated)for payments. 3. We accept only "Mastercard" or "Visa" type credit/debit cards. The 'mCash Payment' option features the mCash logo and icons for various mobile devices. Below it, there is a section titled 'mCash payment instructions'.

Step 7

Select the preferred payment method and follow the instructions given in the web page itself.

Step 8

At the end of the payment process you can download the system generated information sheet by clicking “View”.

Step 9

After submitting the application, you would see a message to download the [Admission Form](#). Take the printout of it because you have to show it at your Placement Test with your National Identity Card.

Note:

If you encounter any difficulty in online registration, you are kindly requested to get the assistance through Coordinators from the nearest Open University Regional/Study center.

**Names and telephone numbers of
Regional and Study Centres**

		T.P. No.
1.	Ambalangoda	091-2258585
2.	Ambalantota	047-2225533
3.	Ampara	063-2222052/063-2222056
4.	Anuradhapura	025-2222871
5.	Badulla	055-3012151/055-2228842
6.	Bandarawela	057-2222820
7.	Batticaloa	065-2222264
8.	Colombo	011-2853930
9.	Galle	091-2223784
10.	Gampaha	033-2234571/033-2234572
11.	Hatton	051-2225139/3492
12.	Jaffna	021-2223374
13.	Kalutara	034-3949160/034-2223399
14.	Kandy	081-2494083-4,081-2494495-7
15.	Kegalle	035-2222501
16.	Kilinochchi	021-2283970
17.	Kuliyapitiya	037-3133655
18.	Kurunegala	037-2223473
19.	Mannar	077-5625352
20.	Matara	041-2222943,041-2229782
21.	Monaragala	055-2277395
22.	Polonnaruwa	027-2225776
23.	Puttalam	032-2266822
24.	Ratnapura	045-2228660
25.	Trincomalee	026-2222088
26.	Vavuniya	024-2222995

Additional Information

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