

Application for Exchange Programs – Inbound International Students

GENERAL REQUIREMENTS

English Proficiency

You must have the appropriate English language proficiency level before you are admitted into the Open University of Sri Lanka (OUSL). OUSL accepts two formal tests of English proficiency: IELTS and TOEFL.

The standard for English proficiency is: achieve a minimum score of **79** on the Test of English as a Foreign Language (**TOEFL**) or achieve a minimum score of **6.5** on the International English Language Testing System (**IELTS**).

IELTS and TOEFL tests must be undertaken no more than two years before your course commencement at OUSL. You may be exempt from taking a formal test if your secondary or post-secondary studies were conducted entirely in English and you have passed an English language subject.

Proposed Enrolment Program

Select your course preferences by going through the list of offerings with the Faculty of your choice at OUSL.

Further information on courses is available by contacting the relevant Faculty.

Ensure that your academic adviser at your home institution approves your proposed Study Abroad or Exchange Program for smooth credit transfer.

If your academic transcript contains generic subject titles (for example, Business Studies 1) then you would need to supply a detailed subject outline (in English) for these subjects when submitting your application to OUSL. Failure to provide this additional information can lead to significant delays for faculty approval of your intended study plan.

Declaration

All applicants must sign the Declaration. Failure to do so will delay the processing of your application.

NOTIFICATION OF APPLICATION OUTCOME

OUSL will process your application as soon as it is received. It generally takes up to three weeks to process your application where it is complete and has all certified documents attached. The outcome of your application may be delayed if you do not submit all necessary documentation for assessment. The OUSL International Relations Division (IRD) will send written notification of your application outcome by email.

Overseas Student Health Cover (OSHC)

OUSL requires ALL students coming to Sri Lanka on a Student Visa to have Overseas Student Health Cover (OSHC) for the entire duration of their stay in Sri Lanka, documentary evidence of this must be provided at the time of application for exchange.

CHECKLIST

Completed all relevant sections of the application form

- | | |
|--|--------------------------|
| Kept a copy of your application for your records | <input type="checkbox"/> |
| Listed 6 -8 courses in order of preference for each semester | <input type="checkbox"/> |
| Attached all relevant certified documents (academic record & IELTS/TOEFL) | <input type="checkbox"/> |
| Attached a copy of the personal details page (Bio-page) of your passport | <input type="checkbox"/> |
| Attached your nomination letter/email from your home institution, if required | <input type="checkbox"/> |
| Provided copy of medical insurance documents | <input type="checkbox"/> |
| Attached all relevant translations (certified) of the above documents, if required | <input type="checkbox"/> |
| Read and signed the declaration | <input type="checkbox"/> |

ACCEPTING YOUR OFFER

How to accept your offer

Before you can enroll, you'll need to officially accept your offer.

Step 1: Receive your offer

If you're successful, we'll send you:

- an offer letter
- an acceptance of offer form
- an OUSL guide book

Step 2: Accept your offer

To accept your offer, you must:

- check that all your information is correct
- complete, sign and return the acceptance of offer form to the International Relations Division (IRD)
- make your acceptance payments via the OUSL website. Your acceptance payment amount will be included in your offer letter. Please submit a copy of your payment to the IRD.

Step 3: Confirm your enrolment and apply for your visa

When we receive your acceptance form, we'll send you a confirmation of enrolment (CoE). You will need your confirmation of enrolment to apply for your visa.

It can take up to 2 months to be granted your student visa. Make sure you apply with enough time to process your visa application.

Visa and Immigration

Students planning on undertaking part or all of their study in Sri Lanka will need to apply for a Resident Visa – Student category. Students will be assisted throughout this process by the IRD.

Students must apply for an entry permit first whilst in their home country and a student visa upon arrival in Sri Lanka. Students are requested to contact the International Academic Relations Division as soon as they receive their official offer letter.

OUSL adheres to instructions given by the Ministry of Higher Education Sri Lanka and the Department of Immigration & Emigration Sri Lanka with regards to all Visa and International Student matters.

For further details on the application process and assistance, please contact the International Academic Relations Division ird@ou.ac.lk

****Please Retain These Pages For Reference****

Instructions - Read this Before Proceeding

1. Please complete all sections and print neatly in BLOCK LETTERS (ENGLISH).
 2. Use this form to apply for the **Exchange Program**.
 3. Certified copies of your academic transcripts including English translations where necessary must be attached on submission of this form.
 4. Please note: You must be **at least 18** before applying for the exchange.
 5. For further information please email ird@ou.ac.lk
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Personal Details

Title (Mr, Miss etc)

Surname/Family Name (As Shown on Passport)

Given Names (As Shown on Passport)

Gender

Date of Birth

Citizenship

Country of Birth

Passport Number

Permanent Address in Home Country

Mailing Address

Telephone (With Country Code and Area Code)

Email

Medical Disclosure

Do you have a disability, impairment or long-term medical condition which may affect your studies? If yes provide details

Do you have a disability, impairment or long-term medical condition which may affect your studies?

Yes, please provide details

No

Do you have an appropriate level of health cover for the entire duration of your stay in Sri Lanka, if so please provide details including a copy of the policy document.

Educational Qualifications

Please give details of all your secondary education and other post-secondary courses that you have attended or are currently studying. You must attach certified copies of your academic results, including English translations where necessary.

Name of School or Institution	Name of Qualification (Master/Bachelor Degree)	Attendance Date	Course Completed?

English Proficiency

English language details (tick the box/s that describes you).

English is the language of instruction at my home institution

English is my main/first language

The result of my IELTS/TOEFL test is attached

Additional Information

Do you speak a language other than English at your permanent home address?

Yes, if so what is the language spoken most often

No

Proposed Study Program

I wish to study the following courses (in order of preference): NOTE: Exchange applications must be accompanied by a letter from your institutional coordinator. Please indicate that courses previously studied satisfy the prerequisite requirement for courses you wish to undertake. Please note that some courses have specific additional admission requirements (for example presentation of a portfolio of your work)

I wish to begin study at OUSL in (year and semester):

Course Code	Course Title	Prerequisite Completed (if any)	Office Use Only
			Course Approval

Privacy Statement

The information collected on admission forms is used to determine whether you may be offered admission to the University. If you enrol as a student of OUSL, the information you have provided on this admission form will be used to administer your enrolment, to offer other services to you and to provide statistical information to the Government of Sri Lanka as required by law.

Declaration (All Applicants *MUST* Sign)

By submitting this application I agree to comply with the statutes and rules of Open University of Sri Lanka that apply to me. I further agree that I am subject to and must comply with any policies or procedures of the University governing my conduct as a student, and academic matters affecting my studies, including but not limited to, the OUSL Student Code of Conduct and the procedures for Management of student discipline.

I declare that to the best of my knowledge the information supplied by me is true, correct and complete in every respect. I acknowledge that the submission of false, incorrect, incomplete or misleading information may result in cancellation of my enrolment or delays in processing.

I acknowledge that I am responsible for the payment of all student fees and charges applying to my admission and study at OUSL.

OUSL shall not be liable for any failure to provide services (including lectures, tutorials or examination results) or any teaching or other materials to students where such failure is due to circumstances beyond OUSL's control. Such circumstances include, but are not limited to, natural disasters, malicious damage, outbreak of pandemic disease, industrial action or strikes, acts of war or acts of God.

I acknowledge that it is my responsibility to provide all necessary documentary evidence of qualifications or experience. I authorise OUSL to verify such records or grant my consent for other educational institutions, admissions centers, government bodies or employers to disclose information about my qualifications and experience directly to OUSL.

Applicant Signature:

Date:

OFFICE USE ONLY (Open University of Sri Lanka, International Academic Relations Unit)

Date Received: