

# Application for the Advanced Certificate Programme in Entrepreneurship and Small Business Management (ESBM) 2020-2021 programme.

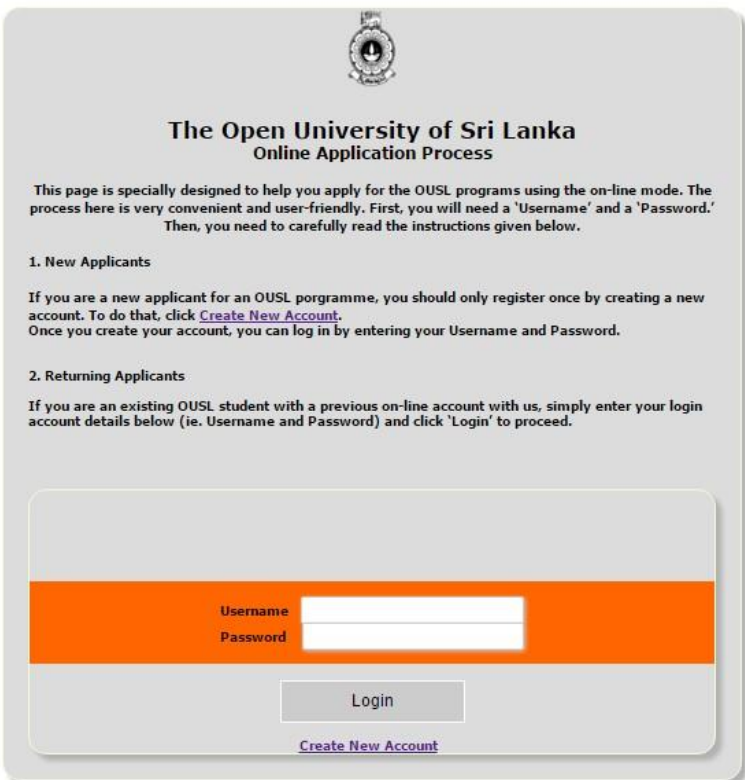
Students can follow the following steps to apply online from 16<sup>th</sup> February 2020 to 17<sup>th</sup> March 2020.

## Step 1

Log on [www.ou.ac.lk](http://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 to help users apply for OUSL programs online, requiring a 'Username' and 'Password', and advises reading the instructions carefully. There are two sections: '1. New Applicants' and '2. Returning Applicants'. The 'New Applicants' section instructs users to create a new account by clicking 'Create New Account' and then logging in with their new credentials. The 'Returning Applicants' section instructs existing users to enter their login details and click 'Login'. At the bottom, there is a login form with two input fields labeled 'Username' and 'Password' on an orange background, a 'Login' button, and a link to '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.

### New User Creation

**\* Mandatory fields , අම්ම දෙසෙ කෙටියවයයි, සුදුසුම පුරව**

#### 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 Initials\*

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(දකුණු පසුපසු පරීක්ෂණය කළ බවට සහතික 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 asankawar 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
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## Step 5

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

Fill the relevant information.

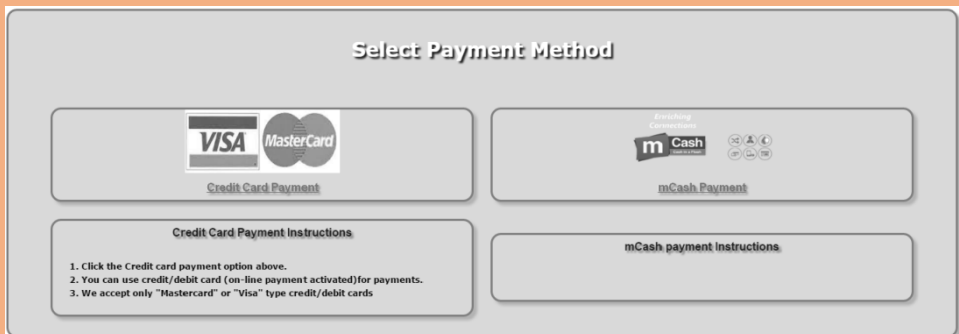
**Note: Programme \* - Advanced Certificate in Entrepreneurship and Small Business Management**



The screenshot shows the 'On-line Application' page. At the top, there is a navigation bar with links: 'Edit Account details', 'Programme Details', 'Add New Application', 'My Applications', and 'Change Password'. Below this, the user is logged in as 'NilakshW' on 'Tuesday, 18th October 2016'. The main heading is 'On-line Application' with the instruction 'Please Fill the Application Details'. A note states: '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 dropdown menu for 'Programme' with the selected option 'Cert.in Entrepreneurship and Small Business Mgt.' and a 'Preferred Center' dropdown set to 'Please select'. A note above the dropdowns says: 'Please read the brochure before apply ( Entrepreneurship(Sinhala , Tamil , English )'.

## 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' window. It features two main options: 'Credit Card Payment' with VISA and MasterCard logos, and 'mCash Payment' with the mCash logo and icons for various mobile payment methods. Below each option is a corresponding instruction box. The 'Credit Card Payment Instructions' box contains 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 Instructions' box is currently empty.

**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”.

***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.*