## Eastern University, Sri Lanka Extra Mural Studies – Certificate Courses 2020/2021 Faculty of Arts and Culture

**Guidelines for Online Application** 

## **Centre for External Degrees and Extension Courses**

1. Visit http://www.cedec.esn.ac.lk/ems

புறநிலைக் கற்கைகள் அலகு சான்றிதழ் கற்கைநெறிகள் Extra Mural Studies - Certificate Courses Apply Online	Courses 1. English for Communication 2. Counselling 3. Journalism 4. Disaster Management 5. Psychology and Personality Development 6. Office Management
Apply Online   Closing Date : 11 <sup>th</sup> November 2022   Click for more detail & Online Application	6. Office Management 7. Life Value Education and Spirituality 8. Philosophical Approaches on Contemporary Issues

2. Read the instruction, guide and advertisement attached in the website.



- **3.** Download and print Paying-in-Voucher (PIV) form. Pay Rs. 100.00 to the following account. Bursar/EUSL, **227-1-001-9-0000-390** /People's Bank, Chenkalady.
- 4. The following documents (Scanned copies) should be submitted along with the Online Application Form. (*Scanned file size must be less than 1MB and image format and image should clear*)
  - a. Educational qualifications (O/L, A/L) Front pages
  - b. Any other relevant qualifications.
  - c. University copy of Paying-in-Voucher (PIV).
- 5. Click **Apply** button to fill the online application form.

6. Online Application Form – Select your course first

CEDEC MIS	E			
Welcome, Applicant	Application 2018 External Degree			
		NB* Please read the instructions before applying to any couses.		
GENERAL		Select the course and confirm the details before fill the application form		
🚰 Student 🗸 🗸	Select Course *	Choose	•	
Application Form		Choose		
		Bachelor of Business Management - Degree		

7. Fill the form with relevant information with a **valid email address** (Your personal email not others or shop) and attach scanned documents.

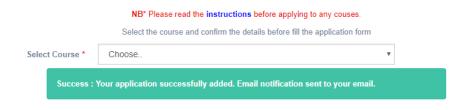
Select Course *	Bachelor of Business Management - Degree	•	
Details			
Intake : 1	Type : Degree	Medium : Tamil	GCE (O/L) Result Sheet Attachment *
Application Open : 2018-0	01-17 Closing Date : 2018-02-17		NB* Upload a scanned copy of the original GCE (O/L) Ex university admission in a image format (JPEG/PNG/GIF).
Personal Information			Choose File N de chosen
Title *	Choose •		
Full Name *			
Name With Initials *			
Gender *	Male : O Female : O		
Date Of Birth *	ddyyyy		

- 8. To add O/L and A/L result use 🔸 button to add more fields. To remove any additional fields, use button.
- 9. Before click submit button, please read and tick Declaration.



10. Finally recheck all the details you filled and click **Submit** button and wait few seconds until you get notification.

11. You will get a success notification, and your completed application will be sent to your e-mail. If you reach a failure notification, try again or contact us.



12. Open your e-mail and download the attachment of your completed application from the inbox.

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	Centre for External Degrees and Extension Courses			
	Eastern University, Sri Lanka.			
	Bachelor of Business Management Application Form - 2018			
	Dear Mr. N.Pratheepan,			
	38.			
	Thank you for selecting this course. Your application form herewith attached.			
	Please download and print this application form and send it on or before closing date along with the copies of your certificates and paying slip to:			
	Assistant Registrar Center for External Degrees and Extension Courses Eastern University, Sn Lanka, Vantharumoolai, Chenkalady.			
	Thank you.			
	This is an auto generated email send by :			
	Management Information System (CEDEC-MIS) Centre for External Degrees and Extension Courses (CEDEC), Eastern University, Sn Lanaka			
	Tel : (+94) 065 2241455/ 2240972			
	Fax: (+94) 065 2240972			
	E-Mail: <u>cedecinfo@esn.ac.lk</u>			

\*If you get any trouble while applying online, feel free to contact us 0652241455 or email to <u>cedecinfo@esn.ac.lk</u>