



**Enrolment of New Entrants of Faculty of Management & Commerce
for the Academic Year 2015/2016 at
South Eastern University of Sri Lanka**

Students who have registered with University Grants Commission for the Academic Year 2015/2016 to follow the courses of study in **Management, Commerce and Management and Information Technology** at South Eastern University of Sri Lanka are requested to be present in the following dates given below for Student Enrolment and Orientation Programme conducted by the respective faculties.

| Faculty | Enrolment Date & Time | Orientation Programme | Venue |
|------------------------------------|------------------------------------|---------------------------------|---|
| Faculty of Management and Commerce | 13.03.2017 from 9.30 am to 2.00 pm | 13.03.2017 from 2.30 pm onwards | Faculty of Management and Commerce, SEUSL, Oluvil |

Letters informing the above enrolment has already been sent to all students who were selected to follow the above course of studies at SEUSL. The name list of students with A/L Index Number has been uploaded in the university website.

The students are expected to bring the following documents for enrolment.

- 1) Duly completed:
 - a) Application for Enrollment of New Entrants, Academic Year 2015/2016
 - b) Student's Data Sheet
 - c) Application for Student's Identity Card
 - d) Application for Hostel Accommodation
 - e) Student's Data Sheet for Student Support Services & Welfare
- 2) Original UGC Admission letter with photocopy
- 3) Original Birth Certificate with one certified photocopy
- 4) Original G.C.E (O/L) Certificate with one certified photocopy
- 5) Original G.C.E (A/L) Certificate with one certified photocopy
- 6) Original School Leaving Certificate with one certified photocopy
- 7) Original I.D Card with one certified photocopy
- 8) Eight (08) copies of passport size (5cm x 4cm) colour photographs

Payment of Admission Fees

Students are requested to credit a sum of Rs. 2,000/- (two thousand) as admission fee to the university. The fee should be paid at any branch of the People's Bank in cash to the credit of the South Eastern University of Sri Lanka. Account No: 228-1001-9000-1704, People's Bank, Addalaichenai and attach the Pay in Voucher (PIV) with the enrolment form.

Hostel Facilities

Those who need hostel facilities are requested to meet Director, Student Accommodation, South Eastern University of Sri Lanka from **12.03.2017 (Sunday) from 8.30 am onwards to 13.03.2017 (Monday), 12.00 noon** along with the items mentioned below. You have to pay Rs. 2,300.00 as hostel fee for first year to the university. The fee should be paid at any branch of People's Bank in cash to the credit of the South Eastern University of Sri Lanka. Account No: 228-1001-9000-1704, People's Bank, Addalaichenai and attach the Pay In Voucher (PIV) with the hostel application.

Hostel Arrangement for the Students who need Hostel facilities

| Faculty | Reporting Place | Contact Person | Items to be brought to the Hostel |
|--|---|--|--|
| Students Registered for Faculty of Management and Commerce | Office of the Director Student Accommodation South Eastern University of Sri Lanka, University Park, Oluvil | Mr. UL. Mansoor Actg. Director Student Accommodation 0718035333 Mrs. Thaniya Wewagedara 0715466955 | 01. Plastic Broom 02. Plastic dust Tray 03. Bedsheets-02 04. Pillow and pillow covers 05. Plate for Meals, a cup and water jug 06. Plastic Buckets for cloth washing 07. Plastic cloth rack 08. Umbrella 09. Mosquito Net 10. Torch |

If you have any clarification, please contact the Senior Assistant Registrar, Academic and Student Affairs Division through 067- 2255463.

Acting Registrar