



Enrollment of New Entrants for the Academic Year 2017/2018
Faculty of Management and Commerce of South Eastern University of Sri Lanka

I am glad to inform you that you have been selected to be enrolled as an internal student to the Faculty of Management and Commerce of the South Eastern University of Sri Lanka (SEUSL) for the above academic year to follow a course of study in Management / Commerce / Management and Information Technology (MIT).

While congratulating on your high performance in school education, we are eagerly awaiting to welcome you to the South Eastern University of Sri Lanka for your higher studies.

I. Enrollment of New Entrants

You are requested to be present at the Faculty of Management and Commerce, South Eastern University of Sri Lanka, Oluvil in person for enrollment on the date given below.

Venue : Faculty of Management and Commerce, SEUSL
Date : 29th April 2019, Monday
Enrollment starts at : 9.00 am
Agenda :

9.00 am to 11.30 am - Enrollment of Students at the Faculty of Management and Commerce

11.30 am to 12.30 pm - Hostel Registration

1.30 am to 3.30 pm - Meeting with students and parents at the Faculty of Management and Commerce

Commencement of Orientation Programme: 29th April, 2019 onwards.

If you are unable to be present on this date due to any valid reason, you are required to inform and obtain permission from the Registrar, South Eastern University of Sri Lanka within a week from the registration due date. If you fail to do so, it will be presumed that you are not willing to enroll for this course and action will be taken to inform the University Grants Commission, accordingly.

II. Online Data Collection [Please complete this process during the period from 08th April 2019 to 28th April 2019]

The students need to fill the Online Data Collection sheet available in the university web site (<http://www.seu.ac.lk>) or web link (st.seu.ac.lk). Use the NIC number (Eg: 123456789V) as the user name and A/L index number (Eg: 1234567) as the password. The students are requested to adopt the following guidelines.

- ✓ Once the students have filled the online data collection sheet with all required details click on 'Submit Data Sheet' button to download a soft copy of completed data collection sheet in PDF format to mail.
- ✓ Please check whether a PDF copy of the data collection sheet has been sent to the student's e-mail account.
- ✓ It is required to get a printout of your PDF document of data collection sheet and the hostel application (if you applied for hostel accommodation) and to bring the duly signed printed copy along with other documents mentioned in the section (iii) of this letter for enrollment.

III. Documents Required for Enrollment

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

- i. Duly completed “Application for Enrollment of New Entrants Academic Year 2017/2018 & Declaration form”
- ii. Printed signed copy of the Data Collection sheet (downloaded document after the online enrollment)
- iii. Printed signed copy of the Identity Card form (downloaded document after the online enrollment)
- iv. Printed signed copy of the Hostel Application form (only for the student who applied for hostel accommodation)
- v. Original UGC Admission letter with photocopy
- vi. Original Birth Certificate with one certified photocopy
- vii. Original G.C.E (O/L) Certificate with one certified photocopy
- viii. Original G.C.E (A/L) Certificate with one certified photocopy
- ix. Original School Leaving Certificate with one certified photocopy
- x. Original I.D Card with one certified photocopy
- xi. Eight (08) copies of passport size (5cm x 4cm) colour photographs

IV. 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 branches 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 bank slip (customer copy) with the enrolment form.

V. Hostel Facilities

Those who applied for hostel facilities are requested to meet Director, Student Accommodation, South Eastern University of Sri Lanka, Oluvil on **29th April 2019 (Monday) between 11.00 am to 12.30 pm** 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 branches 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 bank slip (customer copy) with the hostel application.

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

Fariza M. Hassan
Senior Assistant Registrar / Academic and Student Affairs

Reporting Place	Contact Person	Items to be brought to the Hostel
Office of the Director Student Accommodation South Eastern University of Sri Lanka, University Park, Oluvil	Mr. UL. Mansoor Director Student Accommodation 0718035333	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