



**Enrollment of New Entrants for the Academic Year 2017/2018**  
**For the Faculty of Applied Sciences, Arts & Culture and Islamic Studies and Arabic**  
**Language of South Eastern University of Sri Lanka**

The students who have registered with University Grants Commission for the academic year 2017/2018 to follow the course of study at the Faculty of Applied Sciences / Arts & Culture / Islamic Studies and Arabic Language at South Eastern University of Sri Lanka are requested to be present on the following dates for Student Enrolment. Detail of the programme is as follows.

Faculty	Enrollment Date & Time	Venue
Applied Sciences	05 <sup>th</sup> February 2019 from 9.30 am onwards	Faculty of Applied Sciences SEUSL Sammanthurai
Arts and Culture	11 <sup>th</sup> February 2019 from 9.00 am onwards	Faculty of Arts and Culture SEUSL Oluvil
Islamic Studies and Arabic Language	12 <sup>th</sup> February 2019 from 9.00 am onwards	Faculty of Islamic Studies and Arabic Language SEUSL Oluvil

**(i) Online Data Collection**

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 (ii) of this letter for enrollment.

## **(ii) Documents Required for Enrolment**

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

- i. Duly completed “Application for Enrollment of New Entrants Academic Year 2016/2017& 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)
- 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 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.

## **Hostel Facilities**

Those who applied for hostel facilities are requested to meet Director, Student Accommodation, South Eastern University of Sri Lanka, on the below mentioned date 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.

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 has been uploaded in the university website.

Students who want to get any further clarification, please contact the Senior Assistant Registrar, Academic and Student Affairs Division through 067- 2255463.

**H. Abdul Saththar**  
**Registrar**

**Hostel Arrangement for the Students who need Hostel facilities**

<b>Faculty</b>	<b>Reporting Place</b>	<b>Date to be reported to the hostels</b>	<b>Contact Person</b>	<b>Items to be brought to the Hostel</b>
The students who registered for the Faculty of Applied Sciences	Office of the Director / Student Accommodation Faculty of Applied Sciences South Eastern University of Sri Lanka Sammanthurai	05 <sup>th</sup> February 2019 (Tuesday)	Mr. UL. Mansoor Director Student Accommodation <b>0718035333</b>	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
The students who registered for the Faculty of Arts and Culture	Office of the Director Student Accommodation	10 <sup>th</sup> February 2019 (Sunday)		
The students who registered for the Faculty of Islamic Studies and Arabic Language	South Eastern University of Sri Lanka, Oluvil	12 <sup>th</sup> February 2019 (Tuesday)		