

Instructions to applicants

- Please see the **Advertisement for External Degree Programs 2023/24** before you apply for the Degree programs.
- You can apply online from the Ocean University website via the following link www.ocu.ac.lk
- Be sure to upload a copy of the application, a copy of the relevant qualification certificates, receipt of payment of the application processing fee of Rs.1500/= (which may be obtained from any People's Bank branch by paying to the credit of the "Vice Chancellor, Ocean University of Sri Lanka, Account Number 214100163629909 at Peoples bank Mutwal branch")
- If you have any clarifications contact through WhatsApp to the 0712317521 or email to NalakaS@ocu.ac.lk / [0714166432](tel:0714166432) or rashintha.thushara@ocu.ac.lk
- Application Extended Closing date is 31.10.2023
- **After filling in your application form, print and send it along with the paid receipt by registered post to “Director, Centre for Open & Distance Learning, Ocean University of Sri Lanka, No. 51, Pagnananda Mawatha, Mattakkuliya, Colombo 15.”**

Application procedure for new applicants,

- Follow the web link to fill your details and after you complete check twice before press the submit button.
- You must write down and keep your username and password before leave to the next page.
- Then the Login page appears for you to login to the applicants account
- Login to the account using your username & password.
- Then upload the scanned soft copies of your educational documents using the ‘**Upload My Documents**’ link at the left of the page (you need to prepared scanned soft copies of your Educational certificates, Birth certificate, NIC Copy, scanned copy of Payment slip etc before this stage).
- **Upload your payment slip Upload My Documents →Application Payment Slip**
- Please don’t use to the upload your payment slip using *uploading my payment slips* link.
- You can edit/change and update the details of your account using the link ‘**My Details Add/Edit**’
- Please notice the closing date for applications and make sure to submit your applications before that.
- **Please note that you are requested to keep the printed Application and Payment Receipt along with you as for evidence of required payment (copy of the paying in voucher, if paid to bank) to present in future official purposes.**

Step 01: Fill the application form

New Application

Please note that the grade for each O/L or A/L subject (depending on your highest entry qualification) is mandatory. Select 'Pending' as your grade for the subjects if you have not received your results yet. Once you successfully submit the application, you will receive a detail email/message confirming the successful submission of your application. You will be contacted with further details when your application is being processed.

First Name

Last Name

Name with initials * eg: H.A.T. Samarasinghe

Title Mr. ▼

NIC Number (or Passport) * eg: 920456789X or 223456

E-Mail Address * **A**

Mobile Number * eg: 0712345678

Address (House No.) eg: 10/123

Address (Street) eg: Old Per-Emil

Address (City) eg: Huggahala

Province *

District *

Civil Status *

Sri Lanka Citizenship *

How did you get to know about the programme?

Are you applying from the N/QS certificate? *

Type of your A/L education *

Whether you have been qualified for University Admission *

Create Your User Account

User Name * this will be your user name when you log in to your User Account

Password * this will be your password when you log in to your User Account

Confirm Password *

What is in image? 64x60



Make sure this is an email address that you have access to

E-Mail Address *



For the user name you can put as your first name and Initial from the last name

Example: Applicant name – Asanka Perera

User name: AsankaP or AsankaPE

Create Your User Account


User Name * this will be your user name when you log in to your User Account

Password * this will be your password when you log in to your User Account

Confirm Password *

Step 02: Login to your account and Complete the application

<https://emis.ocu.ac.lk/app/applicationlogin.php>



Ocean University of Sri Lanka

Process Successful.....
You will be informed of interview details via SMS or/and EMail.....


Acknowledging E-Mail has been sent your email!

Click Here - Login To Your Account

Click Here to Submit another Application

Click here to login to the account

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Ocean University of Sri Lanka

Existing Applicant

User Name

Password

Forgot Password?

Sign-In

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This screenshot shows the 'My Application Status' page. On the left is a navigation menu with options like 'My Aptitude Test & Interview', 'Upload My Payment Slip', and 'Logout'. The main area displays a list of application steps from 1.1 to 2.0. Step 1.3 is highlighted in blue. To the right of the list is an 'Edit Application' button with a green 'Yes' indicator. A blue callout bubble points to this button with the text 'Click here to Complete your application'.

Step	Description	Status
1.1	Application was submitted successfully	Yes
1.2	Application is being processed	Yes
1.3	Applicant has successfully registered to enroll for Oceanography (Honours) degree programme	-
1.4	Applicant is called for an Aptitude Test & Interview	-
1.5	Applicant came for Interview	-
1.6	Applicant came for Aptitude Test	-
1.7	Applicant has passed the Aptitude Test & Interview	-
1.8	Applicant is eligible to enroll for the requested degree programme	-
1.9	Applicant has reserved the seat by paying the Reservation Fee / Admission Fee	-
2.0	Applicant is requested to come for the Registration Day	-

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Step 03: Upload the documents to Complete your application

This screenshot shows the 'Upload My Documents' page. The header includes the Ocean University of Sri Lanka logo and a 'Welcome,' message. The left navigation menu is similar to the previous page, with 'Upload My Documents' highlighted in blue. The main area is titled 'Upload My Documents' and contains a list of required documents with corresponding file upload fields. A blue callout bubble points to the 'Upload My Documents' button in the navigation menu with the text 'Click here to upload the Documents and Application Payment Slip'.

Document Type	Accepted Formats	Upload Status
1. Photograph	(JPG/PNG/BMP)	Choose File No file chosen
2. NIC	(PDF/JPG/PNG/BMP)	Choose File No file chosen
3. Birth Certificate	(PDF/JPG/PNG/BMP)	Choose File No file chosen
4. A/L Certificate	(PDF/JPG/PNG/BMP)	Choose File No file chosen
5. O/L Certificate	(PDF/JPG/PNG/BMP)	Choose File No file chosen
6. Hostel Accommodation Form	(PDF/JPG/PNG/BMP)	Choose File No file chosen
7. Other Qualifications	(PDF/JPG/PNG/BMP)	Choose File No file chosen
8. Application Payment Slip	(PDF/JPG/PNG/BMP)	Choose File No file chosen
9. NVQ 5 Certificate	(PDF/JPG/PNG/BMP)	Choose File No file chosen

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If you forgot your password

 **Ocean University of Sri Lanka**

Existing Applicant


User Name

Password

Forgot Password? Click here

[Sign-In](#)

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 **Ocean University of Sri Lanka**

Reset Your Password

Submit the form below with **User Name** to reset your password,
Password reset link will be emailed to you.

User Name
 [Submit Request](#)

Type your user name

Click here

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