# **Instructions to applicants**

- Please see the Advertisement for Student Enrolment 2022 before you apply for Degree programs.
- You can apply online from the Ocean University website via the following link <u>www.ocu.ac.lk</u>.
- > Please keep a printed copy of the downloaded duly filled application with you.
- Be sure to upload a copy of the application, a copy of the relevant qualification certificates, receipt of payment of the application processing fee deposit slip and an aptitude test 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").
- A candidate can apply for three Degree programs on individual preferences and upload the relevant certificates and payment slip of application fees separately.
- If you have any clarifications contact through whatsapp to the 0711730540 or email to <u>dilantha.perera@ocu.ac.lk</u>
- > Application Closing date is 07.10.2022

## Application procedure for new applicants,

- 1. Follow the web link to fill your details and after you complete check twice before press the submit button.
- 2. You must write down and keep your username and password before leave to the next page.
- 3. Then the Login page appears for you to login to the applicants account
- 4. Login to the account using your username & password.
- 5. Then upload the scanned soft copies of Your Educational documents, NIC copy and application payment slip 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 Application Payment slip etc before this stage).
- You can edit/change and update the details of your account using the link ' My Details Add/Edit'
- 7. Please notice the closing date for applications and make sure to submit your applications before that.
- 8. 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 or detail email/irms confirming the successful submission of your application. You will be contacted with	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 further details when your application is being processed.
First Name	
Last Name	
Name with Initials *	eg : M K.T. Weengenghe
Title	Mr. V
NIC Number (or Passport) *	4g::1224567897 or 122456
E-Mail Address *	
Mobile Number *	49: 0712345838
Address (House No.)	eg : No. 223
Address (Street)	ag / Die Port Assaf
Address (City)	dg hupagoda
Province *	×
District *	· · · · · · · · · · · · · · · · · · ·
Civil Status "	× )
Srilanka Citizenship *	
How did you get to know about the programme	v
Are you applying from the MVQS certificate? * Type of your A/L education *	
Whether you have been qualified for University Admission *	
Create Your User Account	
User Name *	the web be grow rate and the Direct Account
Password *	the will be your geen or
Confirm Password *	
What is in image?	54x0



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

E-Mail Address *	



П

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

Example: Applicant name – Asanka Perera

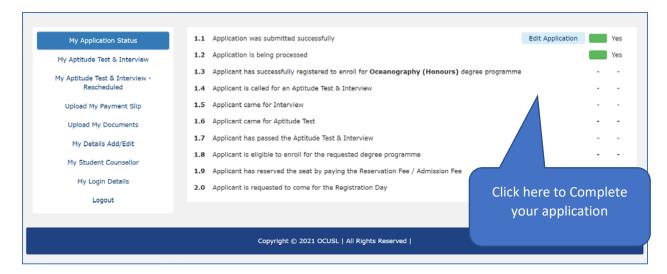
#### User name: AsankaP or AsankaPE

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	
<b>Process Successful</b> You will be informed of interview details via SMS or/and EMail	
Acknowledging E-Mail has been sent your email!	Click here to login to the
Click Here - Login To Your Account	account
Click Here to Submit another Application	
	Copyright © 2021 OCUSL   All Rights Reserved
Ocean University of Sri Lanka	
→ Existing Applicant	
User Name	
AsankaP	
Password	
• • • • • • • • • • • • • • • • • • • •	
Forgot Password?	
•D Sign-In	
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Ocean University of S	ri Lanka		Welcome,
My Application Status		n Upload My Documents	
My Aptitude Test & Interview	1. Photograph	(JPG/PNG/BMP): Choose File No file chosen	
My Aptitude Test & Interview - Rescheduled	2. NIC	(PDF/JPG/PNG/BMP): Choose File No file chosen	
Upload My Payment Slip	3. Birth Certificate 4. A/L Certificate	(PDF/JPG/PNG/BMP): Choose File No file chosen (PDF/JPG/PNG/BMP): Choose File No file chosen	
Upload My Documents	5. O/L Certificate	(PDF/JPG/PNG/BMP): Choose File No file chosen (PDF/JPG/PNG/BMP): Choose File No file chosen	
My Details Add/Edit	6. Hostel Accommodation Form	(PDF/JPG/PNG/BMP): Choose File No file chosen	
My Student Counsellor	7. Other Qualifications	(PDF/JPG/PNG/BMP): Choose File No file chosen	
My Login Details	8. Application Payment Slip	(PDF/JPG/PNG/BMP): Choose File No file chosen	
Click here to upload the	9. NVQ 5 Certificate	(PDF/JPG/PNG/BMP): Choose File No file chosen	
Documents and		Upload	
Application Payment Slip			
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If you forgot your password

Ocean University of Sri La	nka
◆ Existing Applicant	
User Name	
AsankaP	
Password  Forgot Password?	Click here
• <b>D</b> Sign-In	
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Ocean University of Sri Lanka	
	<b>t٦</b> Reset Your Password
	Submit the form below with <b>User Name</b> to reset your password, Password reset link will be emailed to you.
User Name	Submit Request
Type your user name	Copyright © 2021 OCUSL   All Rights Reserved   Click her