Instructions to applicants

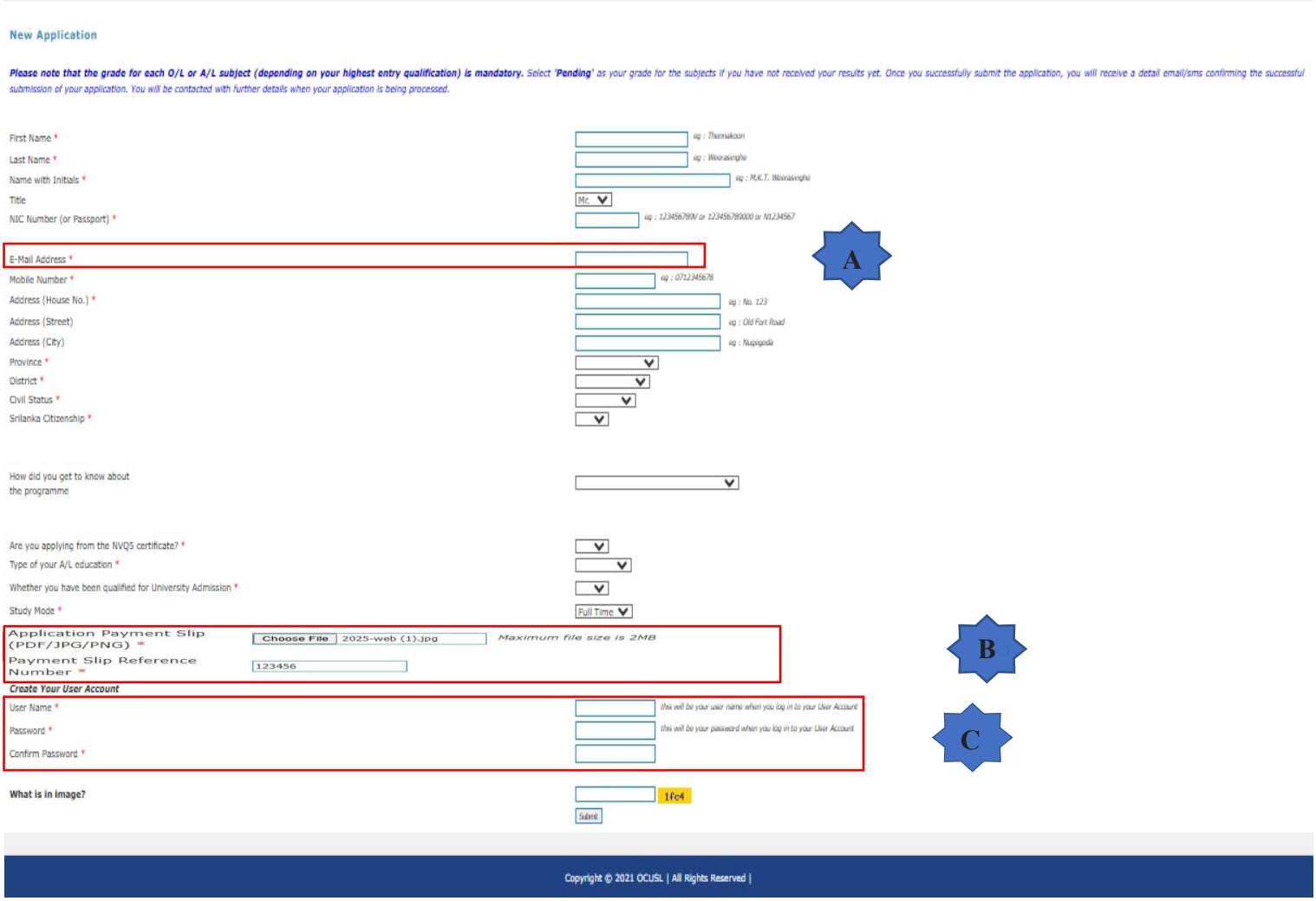
- Please see the **Advertisement for Degree External Programs 2027** before you apply for the Degree programs.
- You can apply through the Ocean University website (‘https://ocu.lk’ .) via the online application link supplied at the **Homepage** and **can apply up to three-degree programs.**
- Be sure to upload a copy of the relevant qualification certificates, Application payment receipt of Rs.2000/ = (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 214 100 163 629 909 at Peoples bank Mutwal branch”).**
- If you have any clarifications, contact **Deputy Registrar through WhatsApp to the +94714166432** or email to Rashintha.Thushara@ocu.ac.lk or **ICT Assistant Instructor through WhatsApp +94712317521** or email to NalakaS@ocu.ac.lk
- Application Closing date is 30/11/2026.
- **After filling in your application form, keep a softcopy or a printed copy with you which must be necessary when you attend the interview and send us the Printed application with the relevant documents via post to “Director, Centre for Open and Distance Learning (CODL), Ocean University of Sri Lanka, No. 51, Pannananda Mawatha, Mattakkuliya, Colombo 15”.**

Application procedure for new applicants,

- Follow the web link to fill your details. After you complete the form check the **print preview** which you get by pressing the **‘Submit Button’**. Before press the **‘Confirm Submit’** Button, check for any mistake. If you have any, please press **‘Cancel Button’** and correct it. Then go forward and press the **‘Confirm Submit’** Button**.**
- You must write down and keep your username and password before press the **‘Confirm Submit’** Button**.**
- Then the Login page appears for you to login to the applicant’s 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 prepare scanned soft copies of your educational certificates, Birth certificate, NIC Copy, scanned copy of Payment slip etc. before this stage).
- **Upload your payment slip to Upload My Documents →Application Payment Slip**
- Please don’t use to the upload your payment slip using the ***“uploading my payment slips”*** link (This is only for the Registration payment slip upload).

- 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



A Make sure that you have an email address to access through the application

Ex: test@gmail.com , test@yahoo.com

Please do not use any iCloud Mail for this option. Otherwise, you want be able to get any further notifications.

B

Be sure to upload a scan copy of the payment slip of the application processing fee of Rs.1500/ = and enter the payment reference number in the application.

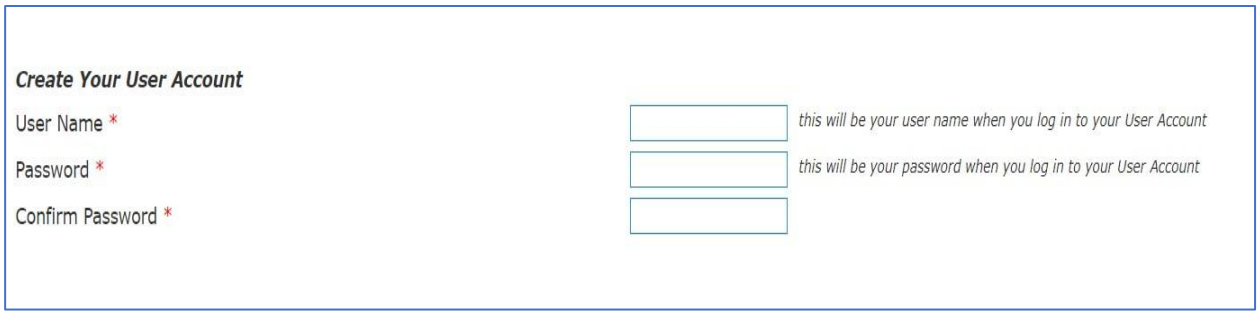
C

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

Example: Applicant name – Asanka Perera

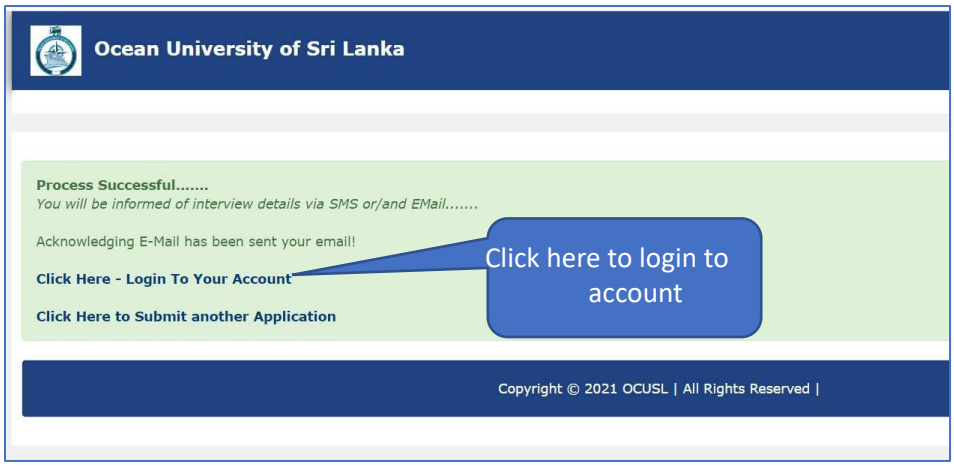
User name: AsankaP or AsankaPE

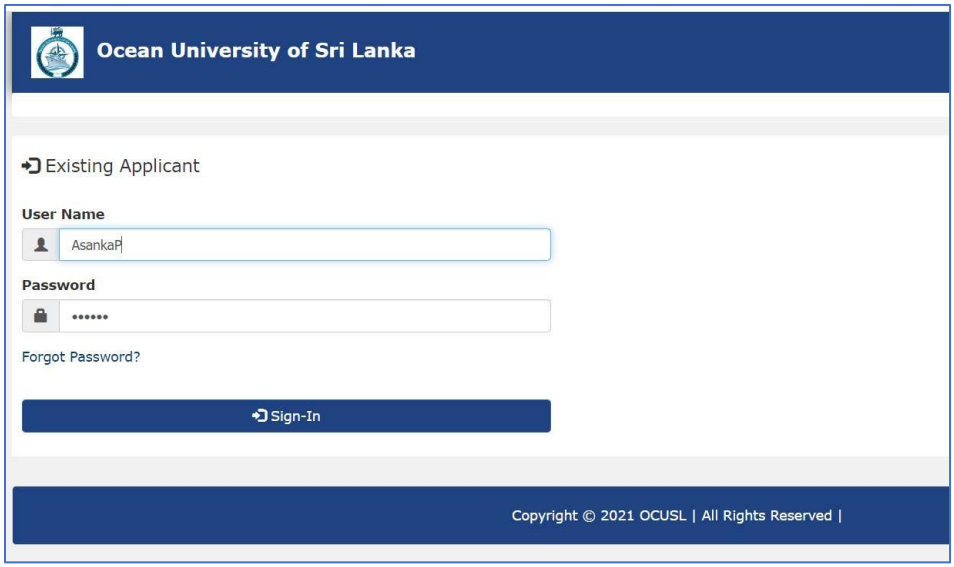
Password: **(use a suitable one which you can easily remember)**



Step 02: Login to your account and complete the application

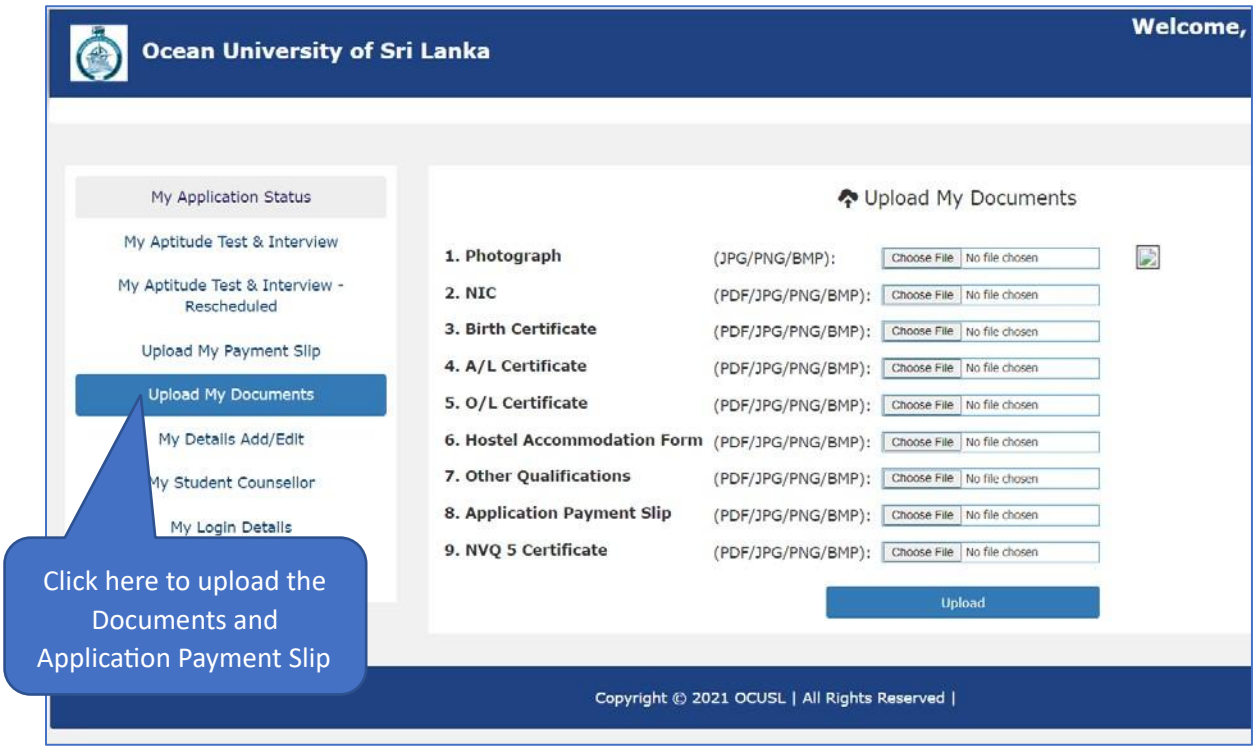
https://emis.ocu.ac.lk/app/applicationlogin.php



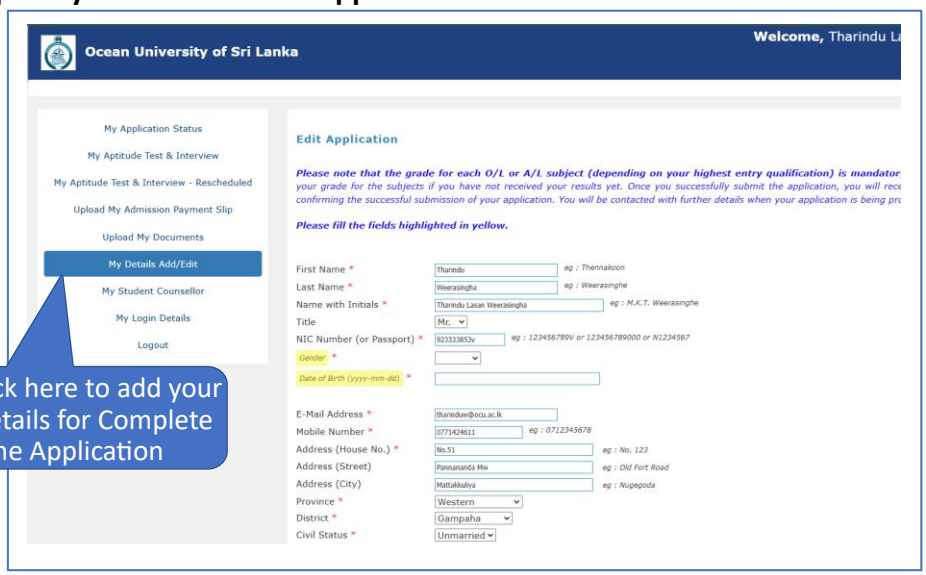




Step 03: Upload the documents to Complete your application



Step 04: Complete your details of the application



If you forgot your password

