

**UNIVERSITY OF SRI JAYEWARDENEPURA – SRI LANKA**

**48th CONVOCATION**

48th Convocation of the University of Sri Jayewardenepura will be held on 21st, 22nd & 23rd October 2022 at the Bandaranaike Memorial International Conference Hall for the conferment of degrees.

Eligible graduands of the following faculties are required to submit the completed supplication forms. (Supplication forms from the eligible graduands of the Faculty of Humanities and Social Sciences were called before and the Faculty of Graduate Studies will be called later.)

Faculty of Applied Sciences

Faculty of Management Studies & Commerce

Faculty of Medical Sciences

Faculty of Technology

Faculty of Engineering

Convocation supplication form can be downloaded from ……………………………

**Convocation Fee**

First Degree Rs. 8,000.00

First Degree (in absentia) Rs. 8,000.00

Dully filled supplication forms along with the scanned copies in **PDF format** of the following documents {(**must be clear scanned documents (not images, photos taken from cameras, mobile phones or shade/dark documents scanned by mobile phones and etc.** )} should be sent on or before 02.09.2022 using relevant e-mail address mentioned in the given table.

1. Dully filled supplication form & the declaration
2. A scanned copy of the first two pages of the Student Record Book to certify your name in the university registration. (this is not applicable for the Faculty of Medical Sciences graduands)
3. Certified copy of the birth certificate (check name, whether it is exactly the same as the name written on the supplication form)
4. The bank receipt for the payment of the convocation fee (yellow copy)

{Subject of the e-mail should be as follows:

: Index number, Registration no, Name of the Degree

Ex : AS2017xxx, AS88xxx, Bachelor of Science Honours Degree in Zoology}

Originals of the above e-mailed documents together with a self-addressed (23 cm x 10 cm) Rs. 50/= stamped envelope stating **the index number, registration number & the name of the degree with the relevant course** on top left hand corner {this is mentioned in no. 02 of the Convocation supplication form (to be used to send you the convocation related documents)} should be sent to the relevant postal address by the registered post to reach us on or before 09.09.2022. (**do not send the Student Record Book or Original Birth Certificate**)

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| --- | --- | --- |
| **Faculty** | **e-mail address** | **Postal address** |
| Faculty of Applied Sciences | [con.fas@sjp.ac.lk](mailto:con.fas@sjp.ac.lk) | Deputy Registrar  Academic Student affairs, Publications & Examinations Division,  University of Sri Jayewardenepura,  Gangodawila, Nugegoda |
| Faculty of Management Studies & Commerce | [con.fmsc@sjp.ac.lk](mailto:con.fmsc@sjp.ac.lk) |
| Faculty of Medical Sciences | convocationfms@gmail.com | Deputy Registrar  Faculty of Medical Sciences  University of Sri Jayewardenepura,  Gangodawila, Nugegoda |
| Faculty of Technology | dr@fot.sjp.ac.lk | Deputy Registrar  Faculty of Technology  University of Sri Jayewardenepura  Pitipana North, Homagama |
| Faculty of Engineering | enrollments.foe@sjp.ac.lk | Assistant Registrar  Faculty of Engineering  University of Sri Jayewardenepura  41, Lumbini Avenue  Ratmalana |

Use the following link to access the students’ payment system for relevant payments.

http://..................... (Before generating the payment receipt, you must select the “convocation fees” category in the **Income Type** drop down menu)

**Extra information**

**The name you have written on your convocation supplication form should exactly be the name appearing on your Birth Certificate.**

**In the original degree certificate, your name in Sinhala will be appeared as on your birth certificate and in English, it will be appeared as in the final results. {If there is any spelling correction in your name, please get it corrected before sending the supplication form}**

**Cloaks will be issued by the relevant faculty two weeks prior to the Convocation. Before that you should handover your Student Identity Card to the Faculty Office and return your Library Books.**

Deputy Registrar

Academic Student Affairs, Publications & Examinations