



## UNIVERSITY OF SRI JAYEWARDENEPURA – SRI LANKA

### 51<sup>st</sup> CONVOCATION

51<sup>st</sup> Convocation of the University of Sri Jayewardenepura will be held on 15<sup>th</sup>, 16<sup>th</sup> & 17<sup>th</sup> October 2025 at the Bandaranaike Memorial International Conference Hall for the conferment of degrees.

**We are in the process of calling convocation supplication forms from the faculty wise this time.**

**Accordingly eligible graduands of the Faculty of Management Studies & Commerce are required to submit the completed convocation supplication forms. Graduands from other faculties also be called in due course.**

Convocation Supplication Form can be downloaded from .....

#### Convocation Fee

First Degree	Rs. 6,500.00
First Degree (in absentia)	Rs. 6,500.00

Scanned copies of the following documents {(must be clear scanned documents in PDF format (not images, photos taken from cameras, mobile phones or shaded/darked documents scanned by mobile phones.))} should be sent on or before **16.06.2025** via [con.fmssc@sjp.ac.lk](mailto:con.fmssc@sjp.ac.lk)

1. Dully filled supplication form & the declaration (A4 size)
2. The bank receipt for the payment of the convocation fee (yellow copy for the bank payment/generated payment slip for online payment)
3. Certified copy of the Sinhala Language birth certificate / Certified copy of the Sinhala translation of the birth certificate (Check name, whether it is exactly the same as the name written on the supplication form)
4. Scanned copy of the first two pages of the Student Record Book - to certify your name in the registration of the University is as same as in the Pass List

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

: Index number, Registration no, Name of the Degree

Ex : CPM20xxx, MC98xxx, Bachelor of Science in Accounting (Special) Degree}

A reply email confirming the receipt of the above documents will be sent to graduands within 14 days. Therefore, please ensure that you send the documents via your personal email address. If any graduate does not receive a reply email within this period, please contact the Academic Student Affairs, Publications & Examinations Division after 14 days. (Contact number: 011 2758220)

The originals of the following documents, (which were sent by email) should be sent by the registered post to the address below to reach us on or before **23.06.2025**. In addition, a separate self-addressed envelope (9 x 4 inches) affixed with Rs. 60/= stamp must also be sent with these documents. Please ensure that **your index number, registration number, and the name of the degree with the relevant course** are written on the top left-hand corner of the envelope (this is also mentioned in No. 02 of the Convocation Supplication Form).

1. Dully filled supplication form & the declaration (A4 size)
2. The bank receipt for the payment of the convocation fee (yellow copy for the bank payment/generated payment slip for online payment)

(There is **no need to send** a certified copy of the Sinhala-language birth certificate / a certified copy of the Sinhala translation of the birth certificate, or a printed copy of the scanned first two pages of the Student Record Book (No. 03 & 04 of the above list) **by post.**)

Postal Address:

Senior Assistant Registrar  
Academic Student affairs, Publications & Examinations Division  
University of Sri Jayewardenepura  
Gangodawila, Nugegoda

Use the following link to access the Student Payment System for the relevant payments:

http://.....  
(Before generating the payment receipt, please make sure to select **Convocation Fees** under the 'Income Type' drop-down menu.)

**Extra information**

**The name you have written on your Convocation Supplication Form must exactly match the name as it appears on your Sinhala Language birth certificate or the Sinhala translation of the Birth Certificate.**

**Cloaks will be issued by the Faculty of Management Studies & Commerce on 11<sup>th</sup>, 12<sup>th</sup> & 13<sup>th</sup> October 2025. Before collecting your cloak, you must return all library books and hand over your Student Identity Card to the Faculty Office.**

Senior Assistant Registrar  
Academic Student affairs, Publications & Examinations Division

Self-addressed (09 x 04 inches) Rs. 60/= stamped envelope should be as follows  
(This envelope is required to send you the documents related to the convocation by post.)

Index No: CPM20xxx / Reg No: MC98xxx Name of Your Degree	Stamp
Do not write any thing in this section	Your Name & Address