Instructions to download your Letter of Selection and to proceed to the online registration for the course of study of the university selected
Academic Year 2019/2020

1. Go to the official website of the UGC (www.ugc.ac.lk).
2. If you have already downloaded the Letter of Selection, the Schedule named Annex I and the Instructions to register online for the selected course of study and the university named Annex II, you may click on the To directly proceed to registration link given in the Online Registrations box on the official website of the UGC.
3. If you have not already downloaded the Letter of Selection and/or other documents specified above, you may click on the To download the Letter of Selection & proceed to registration link given in the Online Registrations box on the official website of the UGC.

If you had clicked on To directly proceed to registration link;

1. Follow the instructions given in the already downloaded Annex II on Instructions to register online for the selected course of study and the university.

If you had clicked on To download the Letter of Selection & proceed to registration link;

1. You will be displayed the Login window.
    i. Enter the UserID and the Password of your account created for completing the online application for university admission. Your UserID is the email address used by you to create the account. If you have forgotten the password, you can change your password using the Forgot Password link.
    ii. Now click on the Login button.
2. Now you will be displayed the Verify Your Identity window.
    i. In the Your NIC cage, the first few numbers of your NIC entered by you in the online application for university admission will be displayed. Fill in rest of the numbers and the English letter if any. (If you have not provided any NIC in the application for university admission, this option to fill in rest of the numbers and the English letter of NIC will not be displayed to you).
    ii. In the Your Mobile Number cage, the first six digits of the mobile number entered by you in the online application for university admission will be displayed. Complete rest of the four digits.
    iii. In the Your Email Address cage, the email address used by you to create the account to fill in the online application for university admission will be displayed.

Note: **In case, if your above stated mobile number or the email address is currently not in use/out of service, you may contact the Department of University Admissions via the telephone numbers given in the official website of the UGC.**

    iv. Now press the Submit button.
3. Now you will be displayed the OTP Verification page. Along with that, the message "Please click on the link sent to your email. Once you click on the link, an OTP will be sent to your mobile number" will also be displayed in the right side of the page.
4. In order to click on the link sent to your email account as instructed in the message, log on to the email account given in above 2(iii).
5. You will now be seen the email sent by the Department of University Admissions to the inbox of that email account. Click on the Please click here to generate otp link.
6. After you click on that link, an OTP will be sent to the mobile number completed by you in above 2(ii). Enter that OTP into the SMS Code textbox of the OTP Verification page stated in above 3 and press the Submit button.
7. Now you will be displayed the Selection Letters page.
8. In the Selection Letters page, the details on the course of study of the university to which you have been selected and available for registration, the link to download the letter of selection of the same and other documents related to that selection and the registration as a single file will be displayed. Get the letter of selection and other documents downloaded using that link.

Note: **In case, if you have logged out from the system prior to get the letter of selection and other documents downloaded, note that you will have to refollow the steps 1 to 6 above before visiting the Selection Letters page stated in above 7, for downloading them.**

Instead, if you have logged out from the system with the intention of completing the registration later on after getting the letter of selection and other documents downloaded, you can directly proceed to the online registration system by clicking on the To directly proceed to registration link in the Online Registrations box on the official website of the UGC, without requiring to refollowing the steps 1 to 6 above.

9. Now, read the information and instructions given in the Letter of Selection and other documents downloaded.
10. Now, press the Click here to go to the Registration System button in the Selection Letters page to get registered for the course of study of the university online.
11. Now, complete your online rgistration to the course of study of the university selected following the instructions given in the Annex II on Instructions to register online for the selected course of study and the university, already downloaded in above 8.