

# Manual for Online Enrollment

This document will give you the guidance to complete online Enrollment process of University of the Visual and Performing Arts - Academic Year 2019 / 2020.

## Step - 01

Visit the university website using the URL of <https://www.vpa.ac.lk>.

## Step - 02

Go to the student Enrollment portal. There are two options that you can select to go to the student registration portal as given below.

## Option - 01

Select **STUDENT** menu from the main menus of the website > Select “**New Student Enrollment 2019 / 2020**” (refer the Figure 1.1).

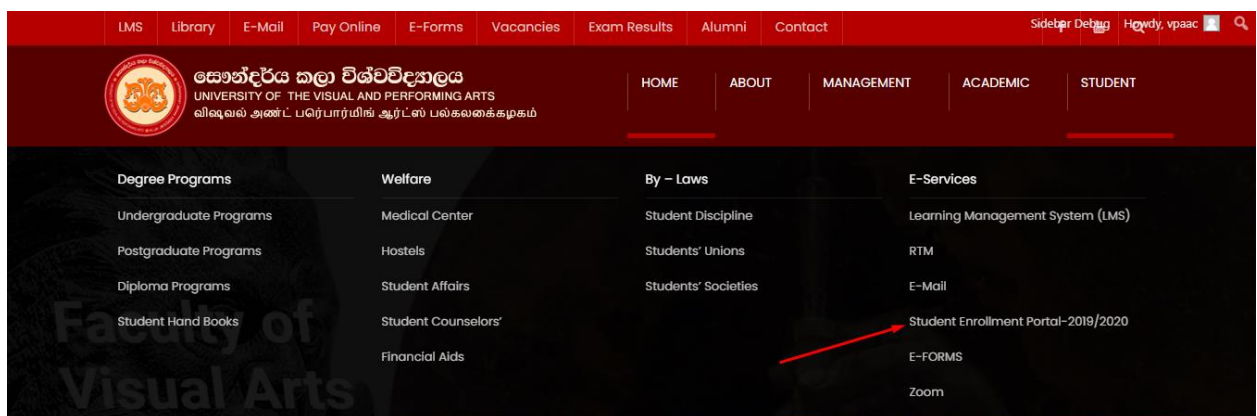


Figure 1. 1\_ Option 1 with New Student Registration 2019 / 2020

## Option - 02

Select **HOME** menu from the website > Go to the “**VAPA Ongoing**” section > Select “**2019/2020 Online Student Enrollment Portal**” (refer the Figure 1.2).

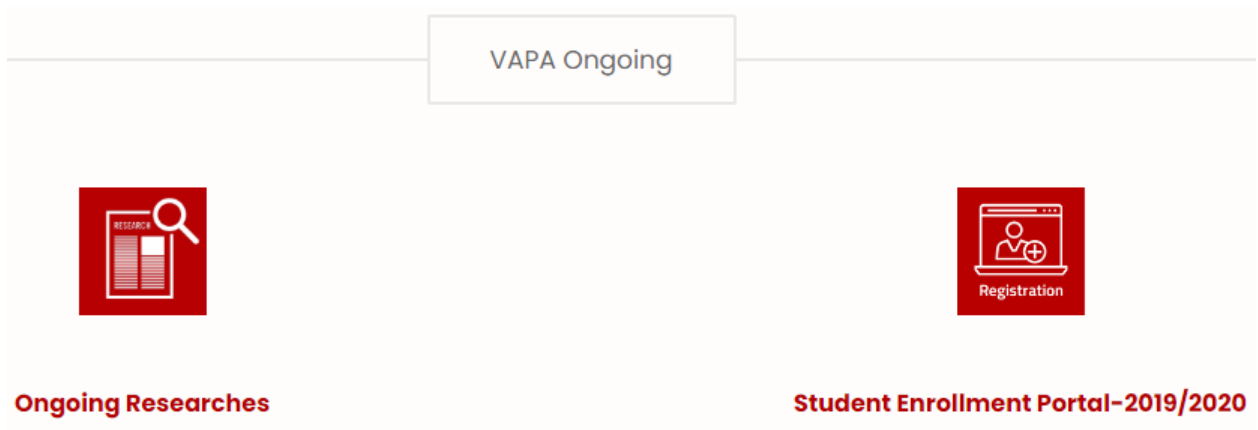


Figure 1. 2\_Option 2 with 2019/2020 Online Student Enrollment Portal

### Step – 03

Then, you will appear online Enrollment portal entry as given Figure 1.3.

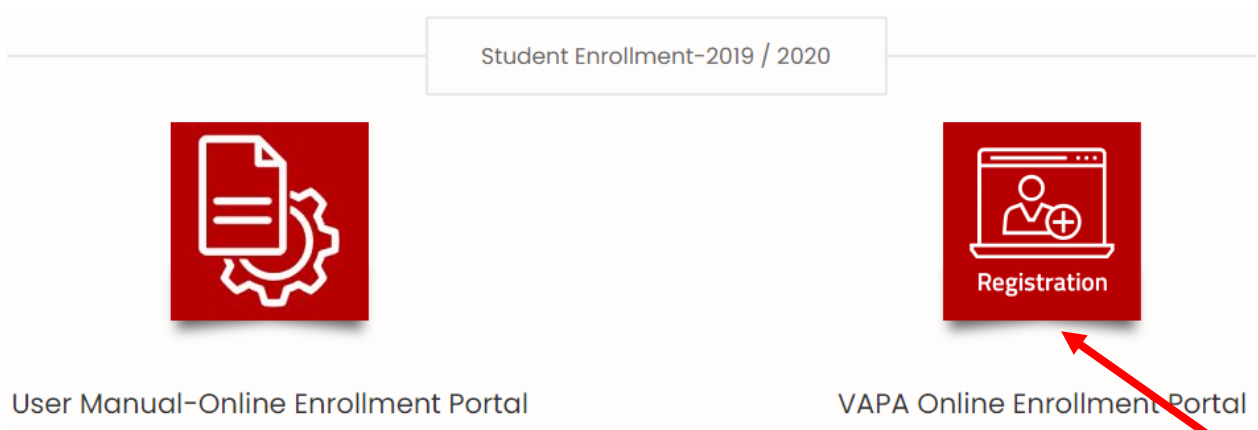
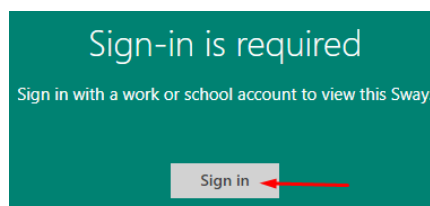


Figure 1. 3\_Entry for the Online Enrollment portal

### Step – 04

Select “**Sign in**” option > Then, you will able to sign in to portal while you enter your login credentials details.



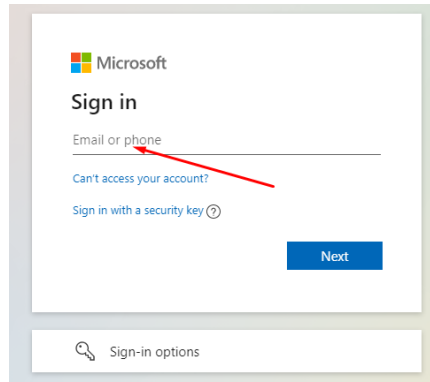


Figure 1. 4\_Sign in to the portal

**Note:** Your credentials (User name and Password) will be sent by the university via the “E-Mail” to you.

Credentials	Format
Username (format will be depend on your course program)	<a href="mailto:dd20***@student.vpa.ac.lk">dd20***@student.vpa.ac.lk</a> <a href="mailto:dt20***@student.vpa.ac.lk">dt20***@student.vpa.ac.lk</a> <a href="mailto:mu20***@student.vpa.ac.lk">mu20***@student.vpa.ac.lk</a> <a href="mailto:va20***@student.vpa.ac.lk">va20***@student.vpa.ac.lk</a>
Password	Case Sensitive (Correctly enter capital and simple letters)

## Step - 05

Once you correctly login to the student Enrollment portal, you will appear the portal dashboard which contains four sections;

1. Section 01 - Online Application Form
2. Section 02 - Downloads
3. Section 03 - Document Upload for All Students
4. Section 04 - Document Uploads - Course Wise

## Section 01- Online Application Forms

# Section 01- Online Enrollment Form

All students should fill the following Enrollment Application with accurate information. You will get only one attempt to fill the application.

### Enrollment Application

Figure 1. 5\_ Section 01 of Online Application Form

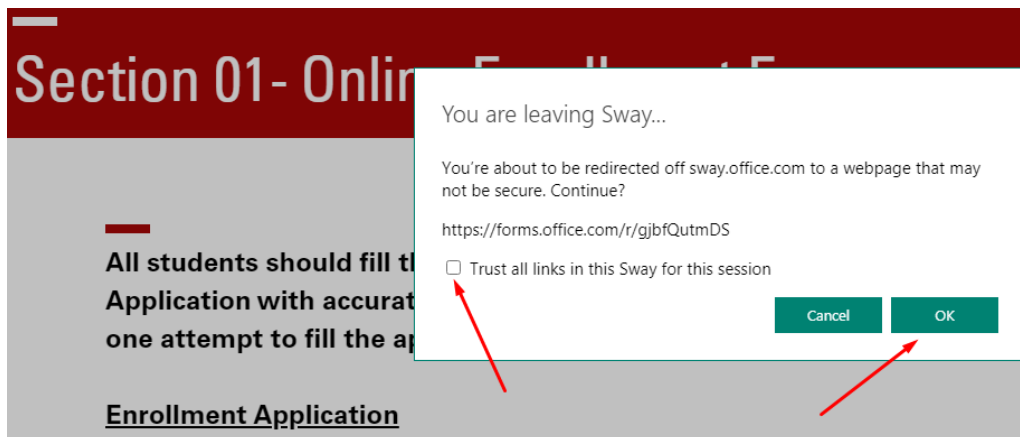



Figure 1. 6\_Access to Enrolment Application

Section 01 provides the “Enrolment Application” to fill your details to Enroll online. It contains 9 pages to fill with your details include personal, education, parents, professional etc.

**Note:** You may get **only single attempt** to enter details for this online form, hence you must enter details carefully and correctly.


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 UNIVERSITY OF THE VISUAL AND PERFORMING ARTS  
 සිංහලයා කලා, රසායන විද්‍යා, ආදිය මත පාලනය කෙරෙන විද්‍යාලය

## Online Student Enrollment Form-2019/2020

Hi Student, when you submit this form, the owner will be able to see your name and email address.

\* Required

### Registration Details

1. Academic Year \*

Select your answer

2. Faculty \*

Select your answer

Figure 1. 7\_2019/2020 Online Application for University Enrolment

2. Faculty \*

Select your answer

3. Registration No. \*

Eg:- DD/20/123, DT/20/123, MU/20/123, VA/20/123

Enter your answer

4. Course of Study \*

Which you have been registered in the University Grants Commission

Select your answer

Next

Page 1 of 9

Figure 1. 8\_Next button to go over 9 pages

After complete details under all 9 pages, you should submit the application to the University of Visual Performing and Arts.

## Section 02 – Downloads

After completion the section one Again visit to main portal main page for do the rest.

Section 02 contains all the documents that you need to download and submit them into Enrollment portal.

## Section 02- Downloads

### Download and print necessary documents.

- [Payment Slip](#)
- [Ragging Act](#)
- [Hostel Application \(form SW-02\)](#)
- [Bursary Application \(form SW-03\)](#)
- [Medical Examiners Report Application \(form SW-04\)](#)
- [Student Health Service Application \(form SW-05\)](#)
- [Student Declaration for Disciplinary Act \(form SW-06\)](#)
- [Student Declaration for Ragging Act \(form SW-07\)](#)
- [Physical Education Application](#)

*Figure 1.9 Downloads*

After download the above documents, you should follow the following steps;

- I. Follow the document guidelines sent by the university and understand the content of documents that you have downloaded.
- II. Print the necessary documents.
- III. Fill the documents and need to sign by relevant authorized parties (Eg:- Grama Sewa Niladhari, Medical Practitioners etc.)

- IV. Scan the documents clearly as **PDF file format**. Imprecise documents might be rejected in the online system.
- V. Upload documents to the correct location under “**Section 3**” and “**Section 4**”.

## Section 03- Documents Upload for All Students

Section 03 provides facility to upload your scanned documents which has been prepared under the guidance of Section 02. Documents will store in the cloud storage of the university Enrollment portal.

All students who are applying for any course program need to upload two documents as given below.

- I. Student Health Service form
- II. Physical Education Unit form

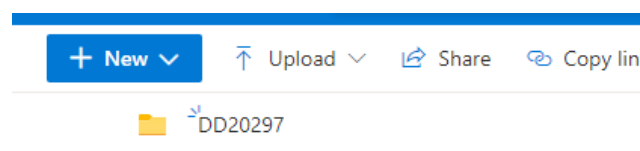
## Section 03- Document Upload for All Students

**Upload following documents using below links.**

1. [Student Health Service Application \(form 5\)](#)
2. [Physical Education Application](#)

*Figure 1. 9\_Section 03 with Document upload for all students*

While you select the link to upload document, you will appear cloud screen to upload the relevant document as below.



*Figure 1. 10\_Cloud Screen to upload documents*

**Note:** if you are a “Dance and Drama” student under registration number DD/20/297, you will appear a folder mentioning your student number as given Figure 1.11.

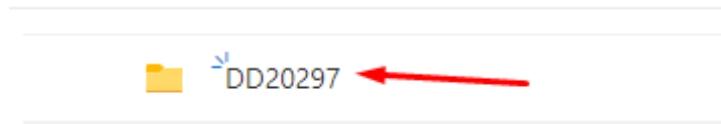


Figure 1. 11\_Folder with the student registration number

You may need to upload your documents into the folder using select Files or Drag and Drop option as given in Figure 1.12.

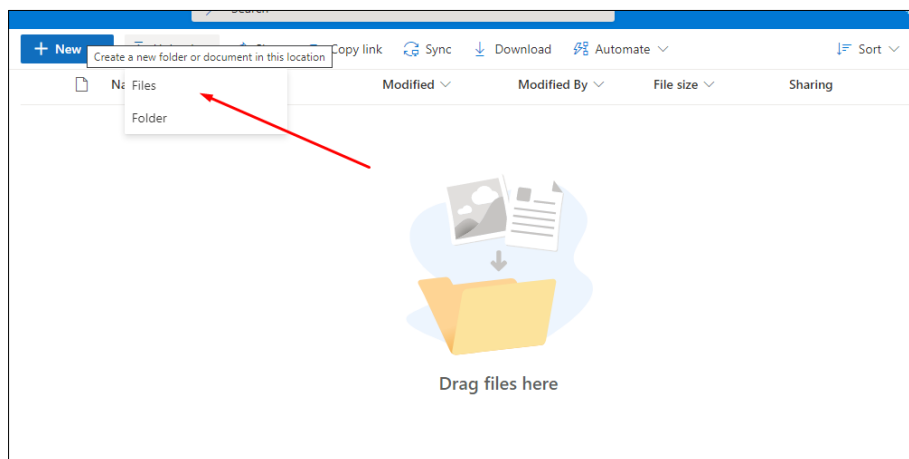


Figure 1. 12\_Upload documents to the folder using select Files

Then, you can see the uploaded documents as given Figure 1.13.

My files > 2019_2020 > Medical > DD20297				
Name ↑ ↓	Modified ↓	Modified By ↓	File size ↓	Sharing
medical document DD20297.pdf	A few seconds ago	Student Registration	480 KB	Private

Figure 1. 13\_Appearance with uploaded documents

**Note:** Please submit physical education form also following above steps.

## Section 04- Document Uploads - Course Wise

This section contains the four sub sections with the four course programs.

- I. Dance
- II. Drama



- III. Music
- IV. Visual Arts

According to your course program please visit the relevant section to upload other documents.

Each course program section asks to submit 12 different documents as given Figure 1.14. Further details will be sent by the university with guidelines.

1. 4 x 5 cm size colour photograph (background white) of the Applicant
2. Image of the signature of the Applicant
3. Duly endorsed Bank payment slip
4. Scan copy of the birth certificate (certified by justice of peace or principal of the school)
5. If there is a difference in the name, scan copy the Affidavit along with Samanera certificate /Marriage certificate / Amended Birth certificate
6. Certified scan copy of GCE (O/L) certificate certified by Justice of Peace or Principal of the school.
7. Certified scan copy of GCE (A/L) certificate, certified by Justice of Peace or Principal of the school.
8. Scan copy of the letter of cancellation of registration (if the applicant is registered for a full time course in any Higher Education Institute.
9. Certified scan copy of Student record sheet (School Leaving Certificate) certified by Justice of Peace or Principal of the school.
10. Scan copy of Declaration of Disciplinary Act (signed by student and parent/guardian)
11. Scan Copy of Declaration of Ragging Act (signed by student and parent/guardian)

*Figure 1. 14\_Documents need to upload in Course wise*

**Note:** Please submit above documents also following steps that we provided under the **Section 03**. Documents may be depended on your requirements.

## Contact us for more details about online Enrollment

### Academic & Student Affairs Division

Telephone - 011 2 – 033 710 (Ext. 1003 / 1004 / 1005)

E-mail - [sar\\_sw@vpa.ac.lk](mailto:sar_sw@vpa.ac.lk)