

APL Deans
DR/SRLW

for strict compliance

27/07/2026



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பல்கலைக்கழக மானியங்கள் ஆணைக்குழு

UNIVERSITY GRANTS COMMISSION



මගේ අංකය
எனது இலக்கம்
My Number

ඔබේ අංකය
உமது இலக்கம்
Your Number

Vice-Chancellor
University of Sri Lanka
Reg. Cancel
Kuliyapitiya

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அஞ்சல் பெட்டி
Post Office Box

1406

20, වෝඩ් පෙදෙස, කොළඹ 07, ශ්‍රී ලංකාව.
20, வாட்டு இடம், கொழும்பு 7, இலங்கை.
20, Ward Place, Colombo 07, Sri Lanka.

20.07.2026

Vice – Chancellors of all Universities

Guidelines on the Cancellation of University Admission / Registration

Kindly note that, as per the Universities Act No. 16 of 1978 (as amended), the authority to select students for university admission is vested in the University Grants Commission (UGC). Accordingly, once a student is selected for a course of study, the student's registration for that course of study is completed online through the UGC. Thereafter, once the student has completed the registration process, the UGC forwards the student's registration details to the relevant university. Subsequently, the university enrolls the student in the course of study for which the student has registered.

It is important to note that university enrolment takes place only after a student has completed registration with the UGC. Accordingly, any student who wishes to cancel their university admission/registration is required to follow the procedure prescribed by the UGC, as set out below.

1. Cancellation of University Enrolment

If a student has already enrolled at the university after registering with the UGC, they must first obtain the cancellation of their enrolment from the respective university.

2. Notification to the UGC

Upon cancellation of their university enrolment, the student must notify the UGC of their intention to cancel their university admission/registration by sending an email to cancelreq@ugc.ac.lk. Upon receipt of the request, the UGC will forward the relevant application form, together with detailed instructions, to the student via email.

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தொலைபேசி
Telephone

2695301
2695302
2692357

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பெக்ஸ்
Fax

2691678

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வෙப் தளம்
Website

<http://www.ugc.ac.lk>

3. Submission of the Application

The duly completed application should be submitted to the UGC together with the following supporting documents:

- A copy of both sides of the National Identity Card (NIC); and
- The university enrolment cancellation letter issued by the respective university.

(Where a student has completed registration with the UGC and the UGC has already communicated the student's registration details to the relevant university, but the student has not subsequently enrolled at that university, the university may, upon the student's written request, issue a letter confirming that the student has not enrolled at the respective university)

Please note that where a student has withdrawn from enrolment in a course of study but has not cancelled their registration with the UGC in accordance with the above procedure, the UGC is unable to fill the resulting vacancy, as a vacancy is deemed to arise only upon the formal cancellation of the student's registration with the UGC.

Accordingly, you are kindly requested to bring the contents of this notice to the attention of all relevant academic and administrative staff, as well as the students of your university, to ensure the timely cancellation of UGC registrations and the efficient management of vacancies arising from student withdrawals.

As decided by the UGC, the practice of forwarding the university admission application forms of registered students to the respective universities has been discontinued with effect from the Academic Year 2022/2023. Accordingly, the original School Leaving Certificates (SLCs) submitted by private candidates together with their application forms have been returned to the respective candidates upon the completion of all verification procedures carried out by the UGC. Therefore, where a School Leaving Certificate is required during the university enrolment process, the relevant university shall obtain the original certificate directly from the student.

Your cooperation in ensuring the smooth implementation of the above is highly appreciated.


Senior Professor Kapila Seneviratne
Chairman

Copies : Registrars of all universities