IMPORTANT NOTICE

Applications for Semester 2,4 & 6 Examinations
Academic Year 2025

Examination applications are now open for the BIT External Degree Programme semester 2, 4 & 6 examinations for the academic year 2025. Please read the instructions given below carefully before you fill out the exam application.

1. Exam application is available at the BIT website (refer to the link given below)

2. Tentative exam schedule is as follows:

Semester	Exam Date	Exam Centers
Semester 6	4th July 2026 Saturday 5th July 2026 Sunday	Colombo
Semester 4	11th July 2026 Saturday 12th July 2026 Sunday	Colombo
Semester 2	18th July 2026 Saturday 19th July 2026 Sunday	Colombo, Kandy, Galle and Jaffna

3. Once you log in to the online exam portal you have to select the relevant semester and the Exam Centre in which you wish to sit for the exam. Exam Centre name will be published once the admissions are issued.

4. Once the semester is selected, you will be directed to the courses you are eligible to apply.

5. Select and confirm the courses which you need to sit cautiously as the selection will not be altered once you confirm. **Under no circumstances will any manual amendments to the application form be permitted.**

6. The payments of the local students can be done only via the online payment gateway and the GovPay payment system.

7. Please note that all payments are nonrefundable.

Instructions for exam payments using GovPay

i. Log in to any of the listed online banking platforms which supports payment through the GovPay system. Refer the following link for more details: **GovPay Online Banking Experience**

ii. In the "Organisations" dropdown list, choose: University of Colombo – School of Computing (UCSC)
iii. Under "Service/Payment Type", select the option “BIT”
iv. Fill in all mandatory fields including:
    a. Name
    b. UCSC Reference Number
    c. NIC or Passport Number
    d. Email Address
    e. Contact Number

v. Input the exact exam fee amount as instructed in the UCSC exam notice.
vi. Check and verify the payment and other details.
vii. Complete the payment and download the payment confirmation slip/PDF document
viii. Upload the confirmation slip/ PDF document to the relevant field in the exam application.
ix. Submit the application.
x. Download the application to complete the application process.

Please note that other type of bank transfers or payments using different vouchers will not be accepted for the payment of exam fees. As a government institution, we will only be accepting payments made through GovPay system for all payments.

Instructions for exam payments using Online Payment Gateway

i. Select online payment as the payment option
ii. Enter the card details correctly
iii. Enter the OTP and complete the payment.
iv. Once the payment is successful submit the application.
v. Download the application to complete the application process.

Fees and payments applicable for local category

Level	Semester	Examination Fee per Course (LKR)
Level I	Semester 2 (New Intake – 2025)	1,500/-
	Semester 2 (Other Intakes)	3,750/-
Level II	Semester 4	4,600/-
Level III	Semester 6	5,750/-

Fees and payments applicable for Foreign category

Level	Semester	Examination Fee per Course (USD)
Level I	Semester 2 (New Intake – 2025)	30
	Semester 2 (Other Intakes)	80
Level II	Semester 4	100
Level III	Semester 6	125

8. If you have been registered as a local student and now transferring to foreign category, the payments will be indicated in USDs and a switching fee of USD 50 will be added (one time) as the switching fee.

9. For foreign payments, please refer to the instructions given in the relevant login page. Foreign category students can pay the payments via online payment gateway as well as through bank payments.

10. Please note that the bank charges must be borne by the student himself and always select the option "OUR" when you are initiating the transaction to avoid transferring partial payments to the UCSC account

∗ NB – definition for the option

∗ "OUR – The transfer fees are expected to be paid before you initiate the transfer. This means the transfer amount is expected to be delivered in full to the beneficiary. Selecting this option safeguards you against short payments made to your institution."

*** Please note that all foreign payments should use the UCSC reference number printed in the voucher as the payment reference and all payments should be done under that reference number. Please inform the money transferring bank/agent or any other authority to clearly indicate the 16- digit payment reference code when making the exam payment.**

11. Once the payment is completed, the system will allow you to download and print the Exam Application Form.

14. Deadline for submitting the Examination Applications is **10th May 2026**. After the deadline, a surcharge fee will be added for a period of one week. Please note that the surcharge fee is double the relevant fee.

15. The students who have not renewed their registration for the academic year 2025 by the given deadlines, will not be allowed to apply for the semester examinations.

16. All students should have a valid student ID and in case of a loss or expiry of the ID please use the following link to apply for the Duplicate ID: **UCSC BIT ID FORM**

17. Admission Cards will be published prior to the respective examinations. Please note that, the admission cards will be uploaded to your VLE and you are required to download it and keep with you when you come for the exam.

18. Any further instructions if needed will be published in the website in due course

19. If further clarifications are required regarding the **courses** that you are eligible, please contact AR/Examinations via arexam@ucsc.cmb.ac.lk

Online Examination Application Form is available here

UCSC BIT ID FORM

GovPay Online Banking Experience

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