

**Check list for issuing visas for foreign students and lecturers who come to Sri Lanka for Higher Studies**

<b>List of documents to be checked</b>	
<b>For Entry Visa</b>	
1. Covering letter of University/Institute to the Department of Immigration and Emigration.	Yes /No
2. Recommendation of Vice Chancellor of University/Head of Institute for the covering letter to the Department of Immigration and Emigration.	Yes /No
3. Certified copy of the passport of applicant.	Yes /No
4. Certified copy of the selection letter which has been sent by the University / Institute informing the student.	Yes /No
5. Police / security clearance report for the student which had obtained from his/her country of residence.	Yes /No
<b>For Residence Visa</b>	
1. Covering letter of University/Institute to the Department of Immigration and Emigration.	Yes /No
2. Recommendation of Vice Chancellor of University/Head of Institute for the cover letter to the Department of Immigration and Emigration.	Yes /No
3. Certified copy of the passport of applicant.	Yes /No
4. Applications of Residence Visa with recommendation of Vice Chancellor/ Head of Institute and official seal.	Yes /No
5. Landing Entry/Learning Entry visa of applicant (compulsory).	Yes /No
<b>For Extension of Residence Visa</b>	
1. Covering letter of University/Institute to the Department of Immigration and Emigration.	Yes /No
2. Recommendation of Vice Chancellor of University / Head of Institute for the cover letter to the Department of Immigration and Emigration.	Yes /No
3. Certified copy of the passport of applicant.	Yes /No
4. Recommendation of Vice-Chancellor of University / Head of Institute for extension of the Residence Visa.	Yes /No
5. Details of students who apply for extension of Residence Visa to be given in table (Annex I).	Yes /No
6. If extension of Residence visa for lecturers is in terms of MoU, the full name and the signed date of MoU.	Yes /No
7. Prior approval letter obtained from the Secretary to Line Ministry for the service of Lecturer on a payment basis.	Yes /No