

---

## Pre-Login Instructions and Application Preparation Guide for KDU

**\*\*Welcome to the KDU Online Student Enrollment Portal! \*\***

This guide will help you prepare the necessary documents and understand the steps required before logging in. Please read carefully to ensure a smooth registration and login process.

### **### \*\*Getting Started\*\***

Before you access the portal, make sure you have:

- All required documents in the correct format.
- A stable internet connection.
- Your login credentials ready. **### \*\*Steps to Register & Log In\*\***

1. **\*\*Prepare Your Documents: \*\*** Ensure all necessary files are uploaded in the required format.
2. **\*\*Create Your Account: \*\*** Follow the registration steps and enter accurate details.
3. **\*\*Log In: \*\*** Use your credentials to access the portal and start exploring its features.

### **### \*\*Tips for a Seamless Experience\*\***

- Use a modern browser for the best compatibility.
- Keep your login details secure.
- If you encounter issues, refer to the help section or contact support as per section 6.
- Ensure you have a stable and reliable internet connection
- Use a laptop or desktop computer for the registration process. Avoid using mobile phones, as they may not support all necessary functions.
- Application Payment (Please ready credit card or debit card)

### **### \*\* Eligibility Requirement\*\***

Only university-qualified candidates are eligible to apply. Ensure you meet the necessary academic qualifications before proceeding with registration.

## 1. Making Your Application

Apply as early as possible and do not wait until the application deadline. The latest date by which your application must be received is provided on the relevant programmes details at following pages

Page A : <https://kdu.ac.lk/undergraduate-programmes/>

Page B : <https://kdu.ac.lk/enlistment-of-officer-cadets/> (For Officer Cadets)

<https://kdu.ac.lk/enrollment-of-day-scholars/> (For Day Scholars)

## 2. Documents to Prepare Before Logging In

Before accessing the KDU Online Portal, make sure you have the following documents and details ready

### a. Personal Information

- Full name (as per your National Identity Card - NIC)
- Date of birth (System will generate)
- Contact details of own (email address, phone number)
- Resident Address
- Relative's name and contact number (important in case your primary contact details are not working)
- Height in cm (Only for cadetship)
- Weight in kg (Only for cadetship)
- Vision (a/b) (Only for cadetship)

### b. Login Credentials

- National Identity Card No (NIC) or Passport No. (NIC is strongly recommended)
- Contact number (OTP will be sent to this number for login verification, so you must have the phone with you)

### c. Supporting Documents

- Clear NIC scan copy of both sides separately or PP bio page
- Recent, color, passport-sized photograph taken within the last six months (Must be taken by a professional photographer or in a studio setting)
- Clear colour scanned copies of A/L (best results certificates from 2024 or 2025. \*\* For MBBS candidates 2025 ONLY) and O/L certificates

- Candidates may submit details of their highest level sports achievements at Provincial, National, or International levels if applicable.  
**For Officer Cadets** - (Sports Achievements must be under 15 age group or above and other all achievements must be during the A/L study period only)  
**For Day Scholars** - (Achievements must be during the A/L study period only)
- Candidates may submit details of their highest achievement in Cadets, Scouting, or Girl Guides if applicable.

### **3. Selection of Degree Programmes (Special Note for Applicants and Parents)**

The system will analyze your A/L results to determine the best degree programmes you qualify for.

How It Works:

- **Automatic Identification:** Based on your A/L results, the system will generate a list of degree programmes you can apply for.
- **Exploring Available Degrees:** To view all available programmes, visit the KDU website → <https://kdu.ac.lk/undergraduate-programmes/>
- **Sorting Preferences:** You can organize the list of degree programmes based on your preference.
- **Preference Order Matters:** The order of preference is important. The arrangement from top to bottom shows your priorities. Once the application is submitted, the order of degree preferences cannot be changed. Therefore, degrees and their order should be selected carefully.

### **4. How to Submit Your Documents**

Ensure you upload only the requested documents in the specified format and within the designated file size for a seamless application process.

#### **Key Instructions:**

- **Follow Format Requirements:** Ensure documents meet the required file type and resolution.
- **Upload Only Necessary Files:** Submit only the requested documents to avoid delays.
- **Check File Size:** Ensure each document fits within the given capacity limit.
- **Review Before Submission:** Double-check that all uploads are clear, accurate, and complete.

Proper adherence to these guidelines will help ensure smooth processing of your application

## 5. Before proceeding with registration, all applicants must watch the official guided video prepared by KDU.

Why You Should Watch the Video:

- Provides a step-by-step walkthrough of the registration process.
- Helps ensure all documents are correctly prepared and submitted.
- Offers valuable insights to streamline your application experience.

Make sure to review the video carefully before starting your application to avoid any mistakes

## 6. Troubleshooting and Support (Information Centre)

If you encounter any issues or have questions, please reach out to our support team for assistance.

Contact Details:

✉ Email: [[kdudayscholar@kdu.ac.lk](mailto:kdudayscholar@kdu.ac.lk)] (For Day Scholars)  
: [[kducadet@kdu.ac.lk](mailto:kducadet@kdu.ac.lk)] (For Officer Cadets)

☎ Phone: [+94-11-2635039 / +94-11-2632028 / +94-11-2635268 / +94-11-2638656]  
Ext: 326/329

🗓 **Office Hours: Monday to Friday, 9:00 AM to 4:00 PM**

Our team is available during office hours to ensure a smooth registration and login experience.

### Important Notes

- **Strict Compliance Required:** Ensure all documents are submitted according to the provided instructions.
- **Format & Quality Matter:** Upload clear, correctly formatted files within the required specifications.
- **Disqualification Risk:** Failure to comply with submission requirements may result in disqualification

We are here to support you throughout your journey at KDU. If you have any questions or need assistance, please do not hesitate to reach out to our support team. We look forward to helping you succeed and making your experience at KDU as smooth as possible.

Welcome aboard!

---