

17th October 2023

Dear graduand,

Graduation 2023 – APIIT Sri Lanka

Congratulations!

You have earned a British Degree and reached a milestone in your life. Undoubtedly, this is the result of several years of untiring effort and commitment.

We are pleased to announce that your Graduation Ceremony has been scheduled as follows. We hope that you will be able to attend the Graduation and receive your award in person. If any amendments to the schedule arise due to an adverse situation, we will notify you.

- Date: Friday, 08th December 2023
- Venue: **Bandaranaike Memorial International Conference Main Hall (BMICH)**
- Attire: Formal
 - Male Students - Dark suit, **plain white shirt** and **red tie**
 - Female Students - **Saree** (Kandyan or Indian)
 - For concerns, please contact Student Support Services via +94 11 76 75 177
- Reporting Time: 2.30PM
 - For individual portraits report time is 11.00 AM; students reporting after 2.30PM should take individual portraits only after the event at 8.30 PM.
 - All students should wear the academic regalia (cloak, slash and the mortar board hat) and be seated inside the main hall by 2:30PM.
- Graduation: 4.30 PM

Preliminary Meeting

- A preliminary meeting will be held to discuss the proceedings of the Graduation.
 - Date: Saturday, 04th November 2023
 - Time: 9.30 AM – 10:30 AM (Please be punctual)
 - Mode of Meeting: Online through MS Teams – [Please click here to join the meeting.](#)

Registration

- Registration Date/s: From 04th November 2023 to 12th Nov 2023
- Registration Fee: Rs. 15,000/- per graduand

(Inclusive of all charges related to graduation, hiring of academic regalia (cloak, slash and the mortar board hat and **one(1) invitation**). The charge for photography is not included)

- Extra invitation Fee: Rs. 5,000/-

(Each graduate can request ONLY one additional invitation on a first-come, first-serve basis.

Availability of the extra invitation is limited. Extra invitation payment is accepted at the time of clock issuance on 01st & 2nd December 2023)

- **Payment Option 1** : Pay to the HNB bank with your **CB number as reference** and email the deposit slip to graduation@apiit.lk / handover the deposit slip to Finance Department.

Bank Details : Hatton National Bank

Beneficiary Name: APIIT LANKA (Pvt) LTD

Beneficiary Address: 388, Union Place, Colombo 02, Sri Lanka

SWIFT Code: HBLILKLX

Bank Account No: 003010515397

Bank Address: Head Office Branch, No 479, T.B, Jaya Mawatha, Colombo 10

- **Payment Option 2:** Use www.MyFees.lk a security certified Internet Payment Gateway powered by HNB Merchant Services, to pay through any Visa/MasterCard credit/debit card. Follow these simple steps to make your fee payment.
 - Access www.MyFees.lk portal via your mobile or laptop.
 - Select APIIT Lanka (Pvt) Ltd from the institute drop-down box.
 - Enter your name, email address, mobile number (optional), class and/or course.
 - Type in your student number (CB Number), purpose of the payment (i.e: Graduation Registration Fee) and payment amount (i.e Rs.15,000/=)
 - Confirm your details in the payment Summary Page.
 - Enter Credit/Debit card details and pay.
 - An automated receipt would be emailed to you upon confirmation of the payment.
- If you have any difficulties with the above online payments or for alternative methods you could contact Chanuka Kurukuladithiya, Finance Division, 1st Floor, APIIT City Campus (graduation@apiit.lk / +94 11 76 75 118).

Invitation

- Graduand and one parent or guardian will receive an invitation (more information on this will be provided during the preliminary meeting).
- Important – Entrance to the BMICH premises is permitted **for the invitees only**. You should present your invitation at the entrance.

Academic Regalia (graduation cloak, slash and the mortar board hat)

- Collection:
 - Friday, 01st December 2023 at the Lobby, APIIT City Campus
 - **Computing, Business & Law:** 9.00 AM to 1.00 PM
 - **LLM, MSC & MBA:** 1.00PM to 6.00PM
 - Saturday, 02nd December 2023 at the Lobby, APIIT City Campus
 - **LLM, MSC & MBA:** 9.00 AM to 1.00 PM
 - **Computing, Business & Law:** 1.00PM to 6.00PM
- Return: The Academic regalia (cloak, slash and the mortar board hat) shall be returned to APIIT during the given times and dates below.
 - **8th December 2023** until 10.00 PM at the venue after the event **OR**
 - **11th December 2023** (Monday) at APIIT City Campus between 9.00 AM – 4.30 PM).
- Late Return Fee: **Rs. 500/- per day** (12th December 2023 onwards)
- Late fee payment contact: Chanuka Kurukuladithiya, Finance Division, 1st Floor, APIIT City Campus. graduation@apiit.lk / +94 11 76 75 118.
- Please note that in case of damage/loss, you will be required to pay the full cost of replacement.

Photographs

- **Group Portraits:** 2.30 PM at Bandaranaike Memorial International Conference Hall
- Individual/family portraits:
 - **Before** the Graduation Ceremony - 11.00 AM - 2.30 PM only
 - **After** Graduation Ceremony - 8.30 PM - 10.00 PM only
 - Your punctuality is vital and greatly appreciated.
- Photography packages: Please refer the PDF provided to you by the official photographer.
- Details of the photographer: Please visit www.magiclight.lk for contacts and more details.

Degree Certificate

- Please note that original Degree Certificate will not be issued to you at the Graduation.
- You can collect your original Degree Certificate from 11th December 2023 onwards from Academic Administration department of APIIT (locations given below) during 8.30 AM – 4.30PM.
 - Computing, Business & Postgraduate: Academic Administration, 4th Floor, City Campus
 - Law /LLM: Academic Administration, Law School, Access Towers
 - Kandy Campus Certificates: Academic Administration, 2nd Floor, APIIT Kandy Campus

Graduation Party and Alumni Gathering

- Graduation is always a celebration! The graduation party is in the planning.
- For more details, please contact Ruth Mohotti from Alumni relations via +94 76 41 64 991.

Concerns related to graduation

- Please contact APIIT Academic administration team for any concerns related to graduation via +94 11 76 75 100.

We take this opportunity to wish you great success in your future endeavors and look forward to seeing you at the Graduation!

Yours Sincerely,
Graduation Committee – APIIT Sri Lanka