GUIDELINES FOR PAYMENTS OF COURSE FEE AND OTHER FEES - POSTGRADUATE STUDENTS

- This is to inform you that all students should follow following steps when course fees/ and other fees are paid to FGS from **21st September 2021.**
- It is **compulsory** to download 16-digit code payment voucher for each payment of each student either you pay your payments via online or direct deposit to the bank.

    Follow the below mentioned steps;

1. Visit Faculty of Graduate Studies website (fgs.kln.ac.lk). Login to your Student Portal (https://sis.kln.ac.lk/StudentView/) by using the given Username and Password.

    Your username is your **Student Number** (ex: FGS/MSc/STAT/2022/001)
    This number is mentioned in the letter issued to you

    Your password is your **NIC Number** (ex: 89XXXXXXV/ 1989XXXXXXX)

2. Click the **Payment Details** tab

Figure 01

3. Your payment details will be display as below

> **Section 2:** Payment details and the transactions made through 16-digit code will be display in the section 2.
>
> **Section 3:** To make a payment you have to go to the section 3.

Figure 02

4. To make a payment, go to section 3 and select the payment type that you want to pay

Figure 03

5. Selected payment category and the amount will display as below. And then Click on "**Make Payment**" button to proceed for the payment.

Figure 04

6. Selection of Payment Method window will be loaded as below.

Figure 05

7. From payment confirmation window, you can either select to pay via the online payment gateway (Click: **Card Payment**) or download the payment voucher and do the bank deposit (Click: **Direct Bank Deposit**)

Payment by Credit/Debit card (Except Amex)

7.1 If you wish to do the payment via the Online Payment Gateway, Click **"Card Payment"** button. When you click the button, a popup window will open and ask you to **"leave"** or **"Cancel"** in the page. Click **"Leave"** and you will be redirect to the People's Bank Online Payment Gateway.
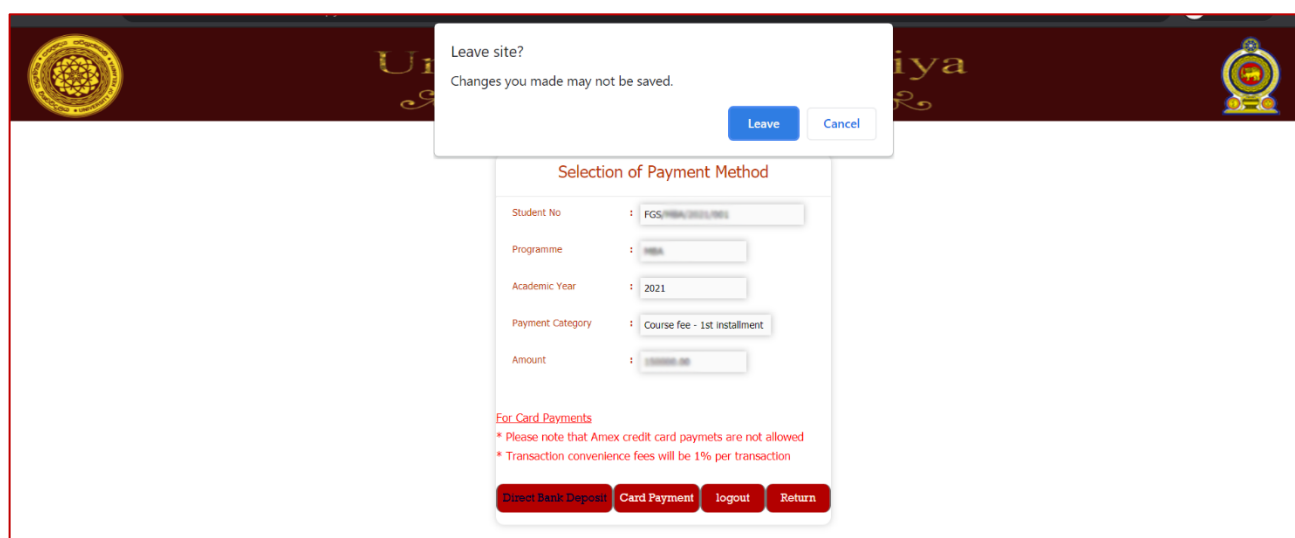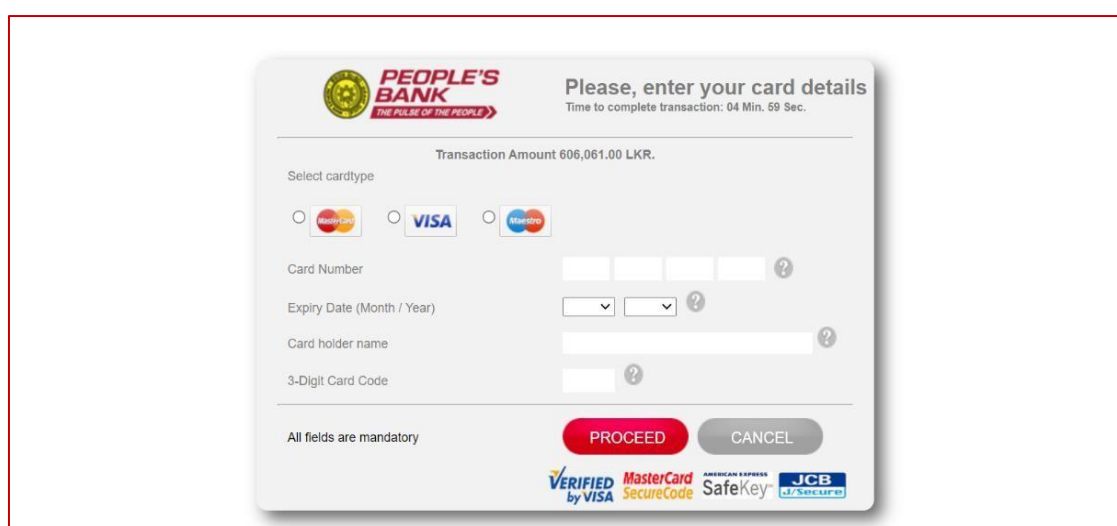

Figure 06

Figure 07

Fill your card details and Click "**Proceed**". If your Transaction is successful; a receipt will be generated as below (Figure 08) with the 16-digit code as the Transaction ID.

Keep the receipt with you for your further inquiries.

-------------------- University of Kelaniya Payment Service ----------------------------------
Complete Response : Your online transaction was successful!
Transaction Reference ID : ▓▓▓▓▓▓▓▓▓▓▓▓
Please Keep a print of this page for future reference of your payment.
Thank you paying with University of Kelaniya Online Payment Service!

Figure 08

Direct Bank Deposit

7.2 If you wish to do the payment to the Bank, Click "**Direct Bank Deposit**" button. When you click the button, a popup window will open and ask you to "leave" or "stay" in the page. Click **Leave** and you will be redirect to the 16-digit code payment voucher. (Figure - 09) Download or print the given voucher and follow the below mentioned steps.

Figure 09

Payments should be made at any of People's Bank branch and follow the below mentioned steps;

> **7.2.1.** Before making a payment, make sure that the information in the Download printed deposit form is your own information.

> **7.2.2.** If the information is incorrect, please contact FGS office before making the payment.
> **Tel: 0112 903952/3 Email:** fgs@kln.ac.lk

> **7.2.3.** Fill all your information in the People's Bank - Cash Deposit slip (as in the printed deposit form) Enter the **Transaction Id (16-digit code)** on the printed deposit form in the space provided for the **Account Number in the People's Bank - Cash Deposit slip.**

> **7.2.4**. **The Transaction Id (16-digit code) is only valid for this transaction and do not share this with others.**

> **7.2.5.** No payments are allowed without 16 digits' code (Transaction Id) from 21.9.2021.

> **7.2.6**. After depositing the money, double check bank payment confirmation at in the yellow color slip return to you from the bank and recheck Transaction Id (16-digit code) is printed correctly in your copy.

8. The Management Information System (MIS) will be automatically updated within 24 hours (one working day) of your payment. However, retain the copy with you for future verification if required.

> 8.1 Please inform the Finance Division of the FGS if your transaction is not updated in your student profile. 011 2903 786/0112903528, fgsfinance@kln.ac.lk