

# User Manual

## Guidelines for Online Payments for Postgraduate programs in Faculty of Graduate Studies

When you click on the **'Pay Online'** button in the 'Online Application Submission form'(See Figure 1 or see figure 2) you will be redirected to the Online Payment window (See Figure 3).



(Figure 1)

You can also log into payment user interface by clicking on the pay online button after you have submitted your application form.

Print Online Submitted Application | [Online Payment](#)

(Figure 2)

(Figure 3)

All fields are to be filled compulsory. Follow the steps in order to complete your payment process.

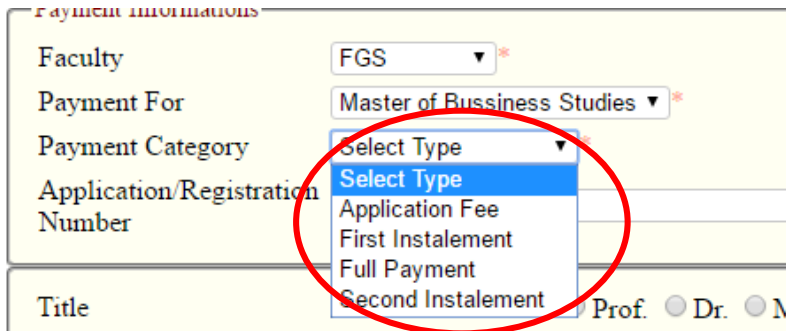
1. Select your Faculty (see Figure 4)

(Figure 4)

2. Select your payment type( See Figure 5)

(figure 5)

### 3. Select your category( See Figure 6)



Payment Informations

Faculty: FGS \*

Payment For: Master of Bussiness Studies \*

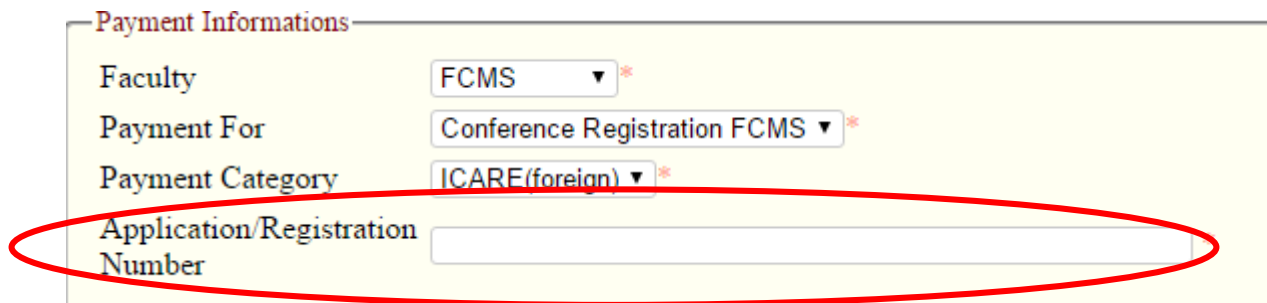
Payment Category: Select Type (dropdown menu open with options: Select Type, Application Fee, First Instalment, Full Payment, Second Instalment)

Application/Registration Number: [input field]

Title: Prof.  Dr.  M

(figure 6)

### 4. Enter your application/registration number. ( See Figure 7)



Payment Informations

Faculty: FCMS \*

Payment For: Conference Registration FCMS \*

Payment Category: ICARE(foreign) \*

Application/Registration Number: [input field]

(figure 7)

### 5. Enter your details,

- full name
- NIC/Passport number
- telephone number and E-mail

( See Figure 8)

Title  Rev.  Prof.  Dr.  Mr.  Ms. \*

Full Name  \*

National ID Card Number/ Passport Number  \*

Telephone- Mobile  \*

Email  \* e.g. someone@example.com

\* Transaction convenience fees will be 2.6% per transaction

**Save & Pay**

(figure 8)

6. After filling your details, click **Save & Pay** button.  
( See Figure 9)

Telephone- Mobile  \*

Email  someone@example.com

\* Transaction convenience fees will be 2.6% per transaction

**Save & Pay**

(figure 9)

After clicking on the **Save & Pay** button you will be redirected to the Secure Payment Server. ( See Figure 10)

Name on Card

Card Number

CVV

Expiry (MM/YY)

Amount(\$) 359.10

(figure 10)

7. Enter your card payment details and proceed.

8. After processing, your receipt will be displayed along with the payment status.( See Figure 11)

UOK Payment-Complete Responnse: -----  
Txn Reference : 2017100000134083  
Customer Reference : 212320175  
Response Code : VA  
Response Text :  
Settlement Date : 2017-02-13  
Thank you paying with University of Kelaniya Online Payment Centre!  
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( Figure 11)

9. Generate your receipt copy by printing this result page.

