

## Instructions for the overseas Leave Submission

This is to inform you about the procedure for students who are planning to apply overseas leave.

01. Submit your duly filled overseas leave application before **one month prior to the departure date**. This is to ensure for a sufficient time for processing the applications and its approval.
02. Please include the **departure date & time** and the **arrival date & time** according to the flight schedule. (This dates and times should not be different in application and request letter).
03. Use the uploaded forms on faculty web page to submit your overseas leave application.
04. Kindly ensure that following documents are include in the submission.

- Request letter
- Overseas Leave application
- Letter for prophylaxis treatment details of malaria
- Covid - 19 Vaccination certificate
- Hepatitis B Vaccination details
- Flight Schedule

All three formats can find on the faculty web page

Highly important

**Without any of these documents, your application will not be accepted by the Dean's Office**

05. If you are **not travelling to, malaria free country** (please refer the following image), you have to **get instruction from the University MI room** and they will direct you to take medicine.

Afghanistan	Dominican Republic	Madagascar	Saudi Arabia
Angola	Ecuador	Malawi	Senegal
Bangladesh	Equatorial Guinea	Malaysia	Sierra Leone
Belize	Eritrea	Mali	Solomon Islands
Benin	Ethiopia	Mauritania	Somalia
Bhutan	French Guiana	Mayotte	South Africa
Bolivia	Gabon	Mozambique	Sudan
Botswana	Gambia	Myanmar	Swaziland
Brazil	Ghana	Mexico	Suriname
Burkina Faso	Guatemala	Namibia	Thailand
Burundi	Guinea	Niger	Timor Lester
Cambodia	Guinea - Bissau	Nigeria	Togo
Cameroon	Guyana	Nepal	Tajikistan
Central African Rep.	Haiti	Nicaragua	Turkey
Chad	Honduras	Pakistan	Uganda
China	India	Panama	Tanzania
Colombia	Indonesia	Papua New Guinea	Vanuatu
Comoros	Iran	Peru	Vietnam
Congo	Iraq	Philippines	Venezuela
Costa Rica	Kenya	Paraguay	Yemen Socotra Island
Cote d'Ivoire	Lao PDR	Rwanda	Zambia
Djibouti	Liberia	Sao Tome & Principe	Zimbabwe

06. We are kindly requesting you to communicate this information to all students. Your cooperation in this matter is highly appreciated, as it contributes to the smooth functioning of our administrative process. If there are any questions or concerns, please feel free to contract the dean's office.

07. Thank you for your attention to this matter.

Ms. RBPM Rathnayake  
Assistant Registrar - FOM