



Ministry of Labour and Foreign Employment

Encouraging vocational trainees for foreign employment

With the aim of encouraging the vocational trainees for foreign employments, the Sri Lanka Bureau of Foreign Employment has decided to reimburse the course fee and the examination fee of vocational trainees, subject to specified conditions.

1. Eligible trainees or Jobseekers

- i. Employees who travel to Japan for employment with special Skills (Specified Skilled Workers –SSW)
- ii. Youths who got through minimum NAT- N4 or JLPT-N4 examinations and travel to Japan as Technical Intern Trainees or employees.
- iii. Jobseekers who go for foreign employment with National Vocational Qualification level 4 (NVQ - IV) or higher level of Vocational Training pertaining to the below-mentioned employment sectors.

- | | |
|------------------------------|--------------------------|
| - Hospitality sector | - Information Technology |
| - Finance & Marketing Sector | - Construction Sector |
| - Technical Sector | - Caregiving Sector |

2. Application procedure and submission of documents

After obtaining the registration at the Sri Lanka Bureau of Foreign Employment to deploy as an employee / trainee in foreign employment, a written request to be made to the Chairman, SLBFE along with the following documents/ information.

- Duly filled application (can be downloaded via www.slbfe.lk website).
- A copy of the passport which page contains the photograph and submitted for obtaining the registration of the SLBFE.
- Original receipts or copies certified by the respective institute that the course fees or examination fees has been paid.
- Copies of the certificates that the examination got through (this should be attested by a Justice of the Peace) and
- A clear copy of the page in the bank book which contains account details of the applicant in order to reimburse the relevant cost. The above all documents to be sent through registered post to the Manager (Training-Industry and Corporate) Sri Lanka Bureau of Foreign Employment, No. 553/1, Kandy Road, Thalangama North, Battaramulla.

3. Amount to be reimbursed

An amount equivalent to 75% of the actual cost or Rs.100,000/- (One hundred thousand) incurred for vocational training and examination whichever is lower will be reimbursed.

The amount of funds allocated by the Sri Lanka Bureau of Foreign Employment will determine the number of trainees / employees reimbursed.

Chairman
Sri Lanka Bureau of Foreign Employment
No. 234, Denzil Kobbekaduwa Mawatha, Koswatha, Battaramulla.
Contact No.: 1989

**Requests can be
made from
01.02.2023.**



Sri Lanka Bureau of Foreign Employment
“Local Support for Global Empowerment”

Chairman, Sri Lanka Bureau of Foreign Employment

Application pertaining to the reimbursement of course and the examination fee of vocational trainees / employees who go for foreign employment with view to encourage them.

Personal information

1. Full name :
2. Address :
3. Email address :
4. Phone No :
5. Passport No, which obtained the registration of Sri Lanka Bureau of Foreign Employment
6. Country expected to go for foreign employment/ training

Information of the vocational training / employment

Applicants who go for training/employment in Japan		Applicants who go as professionals for employment in foreign countries except Japan	
Employment sector	Cost incurred (Rs.)	Employment sector (Should be got through NVQ -4 level or higher level)	Cost incurred (Rs.)
Technical Intern Trainees - TITP (Must got through the exam NAT- N4 / JLPT N4 or higher)		Hospitality sector	
		Finance & Marketing Sector	
		Technical Sector	
Employees with special skills (SSW)		Caregiving Sector	
		Information Technology	
		Construction Sector	

Signature of the applicant

Date

The following documents must be submitted along with the application

- Copies of the certificates that the examination got through should be submitted along with the attestation of the Justice of the Peace.
- Original payment receipts or certified copies by the respective institute of course and the examination fees
- A clear copy of the page in the bank book which contains account details of the applicant