



Encouraging Vocational Trainees for *Foreign Employments*

Sri Lanka Bureau of Foreign Employment has decided to reimburse the Vocational Training Courses fees of relevant trainees an according to the conditions.

1. Qualified Trainees / Employees

- i. Specified Skilled Workers (SSW) for Japan.
- ii. Technical Intern Trainees who have passed Japan Expertise tests.
- iii. Persons who have completed vocational trainings relevant to below mentioned employment fields.
 - Hospitality Industry
 - Industrial Technology
 - Construction Industry
 - Finance and Marketing Industry
 - Information Technology
 - Care giver Field

2. Applying Process and Required Documents

Must be submitted with below documents by written request to Chairman, Sri Lanka Bureau of Foreign Employment after got the registration in bureau for the Foreign Employment.

- Duly completed Application (Download from www.slbfe.lk)
- Original bills / Certified bills of course fees and Exam fees.
- Certificate Copies of Examinations (Must be certify by Justice of Peace)
- And Please submit with clear copy of Bank account to Manager – Training (Industrial & Corporate) Sri Lanka Bureau of Foreign Employment, Labor Office, 28th Floor, Mehwara Piyasa, Narahenpita via registered post.

3. The Amount reimburse

75% of the Vocational Training expenses / Exam fees up to maximum amount Rs.100,000/-
The amount of qualified Trainees / Employees will be decided an according to the granted amount from Sri Lanka Bureau of Foreign Employment.

**Chairman – Sri Lanka Bureau of Foreign Employment
No.234, Denzil Kobbekaduwa Mawatha, Koswatta, Battaramulla.
Contact : 0112366701**



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. PassportNo, 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 foreign countries except Japan		
Employment sector	Cost incurred(Rs.)	Employment sector	Cost incurred(Rs.)
Technical Intern Trainees (Pass levels)		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 document 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 for Course fee & the examination fees.
- A clear of the page in the bank book which contains account details of the applicant.

Reviewed by :	Manager	
Approved by :	Deputy General Manager	