

IESL MEMBERSHIP APPLICATION PROCESS GUIDELINE

DIRECT APPLICATION STUDENT MEMBERSHIP

IESL STUDENTS' CHAPTER - UNIVERSITY OF PERADENIYA
2025-01-29

STEP 01 – DOCUMENT PREPARATION

- Profile picture of your account (JPG or PNG format only - max size 5MB) renamed as *profile_picture.jpg or profile_picture.png*
- Scanned copy of **both sides** of your **original** birth certificate in **Sinhala or English version** (PDF format only – max size 5MB) renamed as *birth_certificate.pdf*
- Scanned copy of the **front side** of your **original G.C.E. Advanced Level (A/L)** certificate issued by the Department of Examination Sri Lanka ([DONETS](#)). (*How to get the original A/L certificates: use this [guide video](#)*) renamed as *al_certificate.pdf* (PDF format only – max size 5MB)
- A Scanned copy of the **university letter** (relevant to your department – emailed to you by IESL Students' Chapter UOP), the first two pages of the **Record Book** and both sides of the **university ID** as **one PDF** document. The order should be the **university letter**, the **record book**, and the **university ID**. You can use https://www.ilovepdf.com/merge_pdf to merge the 3 files as one PDF document. (max size 5MB) renamed as *confirmation_documents.pdf*. Make sure to **highlight the row containing your name in the university letter** we emailed.
- A Scanned copy of the **university letter** (relevant to your department – emailed to you by IESL Students' Chapter UOP). (max size 5MB) renamed as *signed_certificate.pdf*. Make sure to **highlight the row containing your name in the university letter** we emailed.
- If you wish to fill the **Step 06** you need a scanned copy of relevant document with you. (PDF only – max size 5MB) renamed *training_certificate.pdf*
- **Note: All the documents' PDFs should be clear and visible.**

IESL MEMBERSHIP APPLICATION PROCESS GUIDELINE DIRECT APPLICATION STUDENT MEMBERSHIP

IESL STUDENTS' CHAPTER - UNIVERSITY OF PERADENIYA
2025-01-29

STEP 02 – LOGIN TO IESL WEBSITE

- Open a web browser and go to the [IESL Member Registration Form](#)
- The registration form is as follows.

The screenshot shows a web browser window with the URL iesl.lk/mis/register/new. The page title is "IESL Member Registration Form". On the left, there is a sidebar with links: "Application Instructions", "Supportive Documents", "Contact IESL", and "User Guide". The main content area has a header "IESL Member Registration Form" and a sub-header "You may submit a request for membership at IESL by completing the following form. For completing this application you should have electronic copies of following documents ready." Below this, there are four dropdown menus: "Class of Membership : *", "Engineering Discipline: *", "Picture Upload: *", and "Birth Certificate Upload: *". Each dropdown menu has a "Select..." option. To the right of each dropdown menu is a "Browse..." button. Below these fields, there is a progress bar with five steps: "Step 1 Personal Information", "Step 2 Academic Qualifications", "Step 3 Proposers", "Step 4 Training & Experience", and "Step 5 Professional Memberships". A "Next" button is located below the progress bar. The form fields for "Step 1" are: "Title: *" (dropdown menu), "Name with Initials: *" (text input), "Names Denoted by Initials: *" (text input), "Gender" (radio buttons for Male and Female), "Date of Birth: *" (text input), "Permanent Address" (text input), and "Current Address" (text input).

Figure 1: IESL Member Registration Form Preview

- Fill the top section of the form is as follows

The screenshot shows the same "IESL Member Registration Form" as Figure 1, but with the top section filled with example data. The "Class of Membership : *" dropdown menu is set to "Student - S". The "Engineering Discipline: *" dropdown menu is set to "Computer". The "Picture Upload: *" field has a "Browse..." button and a "profile_picture.jpg" file selected. The "Birth Certificate Upload: *" field has a "Browse..." button and a "birth_certificate.pdf" file selected. The progress bar and "Next" button are still visible.

Figure 2: General Details

Note: Add your specialization engineering field as your **Engineering Discipline** (*Computer, Civil, Mechanical, Electrical & Electronic, Chemical, Manufacturing*). Other fields remain the **same** in Figure 2.

IESL MEMBERSHIP APPLICATION PROCESS GUIDELINE

DIRECT APPLICATION STUDENT MEMBERSHIP

IESL STUDENTS' CHAPTER - UNIVERSITY OF PERADENIYA
2025-01-29

STEP 03 – ADD PERSONAL INFORMATION

- Add your personal information

Title: *		
<div>Mr</div>		
Name with Initials: *		Names Denoted by Initials: *
<div>J T K</div>	<div>Perera</div>	<div>James Thomas Knight</div>
Initials should be separated by spaces		Add a space after each word and 1 st letter of each word should be a capital letter
Gender		Date of Birth: *
<input checked="" type="radio"/> Male <input type="radio"/> Female		<div>2001-01-01</div>

Figure 3: Personal Information

- Add your current and permanent addresses

Current Address	Permanent Address
Address Line 1: *	Address Line 1: *
<div>No: 12</div>	<div>No: 12</div>
Address Line 2:	Address Line 2:
<div>Lake Street</div>	<div>Lake Street</div>
City: *	City: *
<div>Kandy</div>	<div>Kandy</div>
Province/State: *	Province/State: *
<div>Central</div>	<div>Central</div>
Country: *	Country: *
<div>Sri Lanka</div>	<div>Sri Lanka</div>

Add your permanent and current address details here.

Figure 4: Your Address Sections

Note: If both address fields are the same, use the same details. Otherwise, use suitable information.

- Add your official address

Official Address	Mobile Number: *
Address Line 1: *	<div>+94701234567</div> Your mobile number
<div>University of Peradeniya</div> Keep it like this	Home Telephone Number:
Address Line 2:	<div>+94812234568</div> The telephone number of your home
<div>Peradeniya</div> Keep it like this	Office Telephone Number: *
City: *	<div>+94812393306</div> Keep it like this
<div>Peradeniya</div> Keep it like this	Home Fax Number:
Province/State: *	<div>071 234 5678</div>
<div>Central</div> Keep it like this	Office Fax Number:
Country: *	<div>071 234 5678</div>
<div>Sri Lanka</div> Keep it like this	

Figure 5: Official Address

IESL MEMBERSHIP APPLICATION PROCESS GUIDELINE

DIRECT APPLICATION STUDENT MEMBERSHIP

IESL STUDENTS' CHAPTER - UNIVERSITY OF PERADENIYA
2025-01-29

- Add your other information

The form is titled 'Add your other information' and contains the following fields:

- Email Address: ***: A text input field containing 'PereraJTK@yahoo.com' and a red prompt 'Your email address'.
- Passport Number:**: An empty text input field.
- NIC: ***: A text input field containing '132456789752' and a red prompt 'Your NIC Number'.
- Current Place of Work ***: A dropdown menu with 'None' selected and a red prompt 'Keep it like this'.
- Current Designation ***: A text input field containing 'Student' and a red prompt 'Keep it like this'.

A blue 'Next' button is located at the bottom left of the form, highlighted with a red rectangular box.

Figure 6: Other Information

- Then click **Next**.

IESL MEMBERSHIP APPLICATION PROCESS GUIDELINE

DIRECT APPLICATION STUDENT MEMBERSHIP

IESL STUDENTS' CHAPTER - UNIVERSITY OF PERADENIYA
2025-01-29

STEP 04 – ADD ACADEMIC QUALIFICATIONS

- Add your G.C.E. A/L Examination details

Step 1 Personal Information | Step 2 Academic Qualifications | Step 3 Proposers | Step 4 Training & Experience | Step 5 Professional Memberships

Back Next

GCE Advanced Level:

Examination: *
GCE Advanced Lev

Year: *
2020

Subject: *
Combined Mathematics
Physics
Chemistry
Select...

Credit: *
A
A
A
Select...

Upload Certificate: *
Browse... al_certificate.pdf

Upload the al_certificate.pdf

☐ Didn't Complete A/L
Keep this as unticked

Add your G.C.E. Advanced Level information here.

Figure 7: A/L details

- Add your higher education details

Higher Education:

Period of Study: *

From: * Keep it like this
2022-02-08

To: * Keep it like this
☒ Ongoing

Name of Institution: *
University of Peradeniya (UOP) Keep it like this

Type of Institution: *
University Keep it like this

Name of Qualification: *
BSc Keep it like this

Awarded Year: *
2025 Keep it like this

Upload Certificate
Browse... confirmation_documents.pdf

Upload the confirmation_documents.pdf

☒ Consider as Primary Qualification
Make sure to put the tick

Back Next

Figure 8: Higher Education

Note: Make sure to highlight the row containing your name in the university letter we emailed.

- Then click **next**.

IESL MEMBERSHIP APPLICATION PROCESS GUIDELINE

DIRECT APPLICATION STUDENT MEMBERSHIP

IESL STUDENTS' CHAPTER - UNIVERSITY OF PERADENIYA
2025-01-29

STEP 05 – ADD PROPOSERS

- Use “**Search by Membership Number**” to find the two Proposers.
- Then upload *signed_certificate.pdf* to relevant places.

Search by Name
Type at least 3 characters

Search by Membership Number
Type at least 3 characters
Use this section to find the proposer, by the Membership ID

Name with Initials: * Class of Membership: * Membership Number: * Upload Signed Certificate

Samarakoon Mudiyanseelage Kamalanath B Fellow (FIE) F-1186 Browse... signed_certificate.pdf

Alagiyawanna Mohotti Appuhamilage Chan Member (MIE) M-7539 Browse... signed_certificate.pdf

Back Next

Figure 9: Proposers Section

Note:

Make sure to **highlight the row containing your name** in the university letter we emailed.

We can find the membership ID of the proposer in the **university letter**.

Example:

Sincerely,
Head
Dept. of Computer Engineering
University of Peradeniya
Peradeniya

Head/Computer Engineering

Endorsed by

Dr. Kamalanath Samarakoon
(F-1186) Membership ID of the Proposer 1

Prof. CS Bandara
(M-7539) Membership ID of the Proposer 2

Figure 10: Find the Membership ID of the Proposers

- Then click **Next**.

IESL MEMBERSHIP APPLICATION PROCESS GUIDELINE DIRECT APPLICATION STUDENT MEMBERSHIP

IESL STUDENTS' CHAPTER - UNIVERSITY OF PERADENIYA
2025-01-29

STEP 06 – ADD TRAINING & EXPERIENCE

- If you have training experience you may fill this otherwise keep this field empty and click **next**.

Back Next

Period of Work:

From: To: Place of Work: Position Held:

Select...

☐ Ongoing

Concise Description of Work Carried Out:

Enter ...

Upload Certificate ⓘ

Browse...

Back Next

Figure 11: Training & Experience

STEP 07 – ADD PROFESSIONAL MEMBERSHIP DETAILS

- Keep this field empty and click **submit**.

Step 1 Personal Information Step 2 Academic Qualifications Step 3 Proposers Step 4 Training & Experience Step 5 Professional Memberships

Back

Institution: Membership Number: Joined Year: Upload Certificate ⓘ

Browse...

Back Submit

Figure 12: Professional Membership Details

- Once the application is submitted and if the submission is successful, you will receive a temporary user name and a password for IESL MIS Account.

IESL MEMBERSHIP APPLICATION PROCESS GUIDELINE

DIRECT APPLICATION STUDENT MEMBERSHIP

IESL STUDENTS' CHAPTER - UNIVERSITY OF PERADENIYA
2025-01-29

STEP 07 – SUBMISSION PROOF

- After a successful submission take a screenshot of the confirmation page and save as ***e20yyy_confirmation_page.png***. yyy is your university registration number (PNG, JPG or PDF only – max size 50MB)

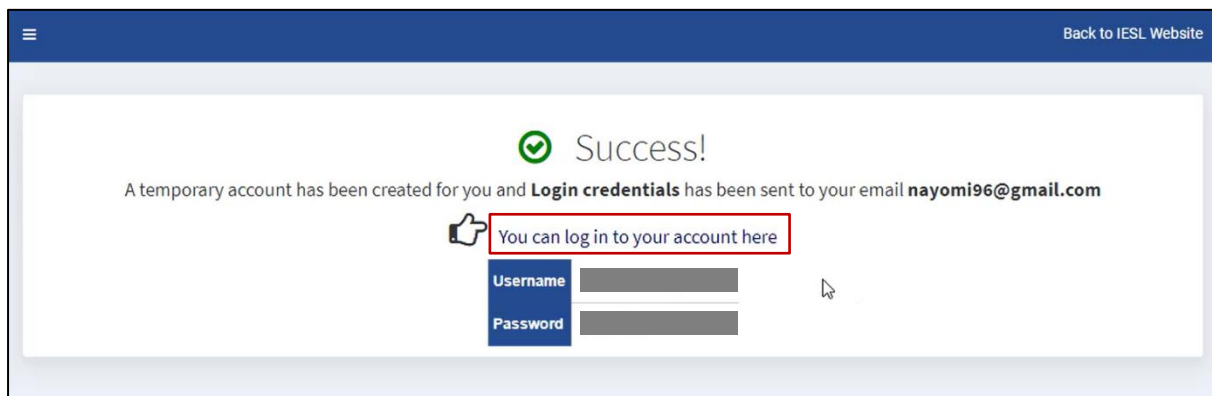


Figure 13: Confirmation Page

Note: You may bluer the username and password showing in the confirmation page.

Use the **same naming format** (*e20yyy_confirmation_page*) to identify your registration. Otherwise, it may be rejected in the processing period.

- Then fill the google form [here](#) and submit to confirm your registration.
Link to google form: <https://forms.gle/iZgLiCH7Ppo1pPdH8>

IESL MEMBERSHIP APPLICATION PROCESS GUIDELINE

DIRECT APPLICATION STUDENT MEMBERSHIP

IESL STUDENTS' CHAPTER - UNIVERSITY OF PERADENIYA
2025-01-29

STEP 08 – LOGIN TO THE TEMPORARY ACCOUNT

- Click [“You can log in to your account here”](#) and log in to your temporary IESL MIS Account using the temporary username and the password received.

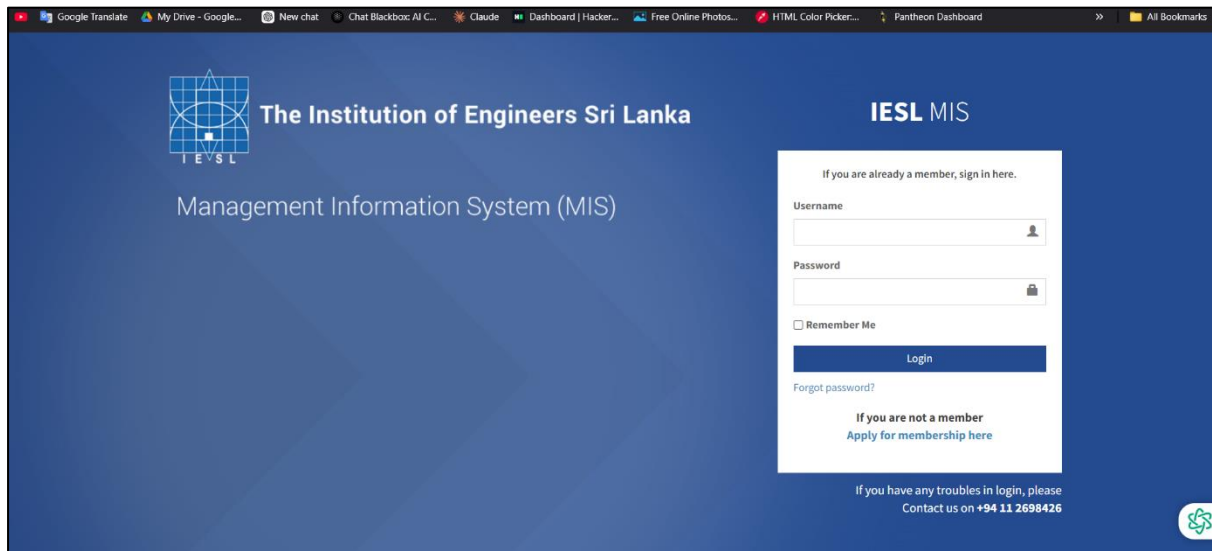


Figure 14: IESL MIS

- Accept the terms and conditions by ticking **I Agree** and click **proceed**.

Restrictions

You are specifically restricted from all of the following:

- publishing any material available in this website/system in any other media without the written consent of the IESL;
- selling, sublicensing and/or otherwise commercializing any material available in this website/system;
- using this website/system in any way that is or may be damaging to this Website/system;
- using this website/system in any way that impacts the users who access to this website/system or the IESL;
- using this website/system contrary to applicable laws and regulations, or in any way may cause harm to the website/system, or to any other party including person or business entity;
- engaging in any data mining, data harvesting, data extracting or any other similar activity in relation to this website/system;
- using this website/system to engage in any advertising or marketing.

Certain areas of this Website/system are restricted from being accessed by you and the Institution of Engineers Sri Lanka may further restrict your access to any areas of this Website/system, at any time, in its absolute discretion. Any user ID and password you may have for this Website/system are confidential and you must maintain the confidentiality of them.

☐ I Agree [Tick Here](#)
 [Then click this](#)

Figure 15: Terms and Conditions

IESL MEMBERSHIP APPLICATION PROCESS GUIDELINE

DIRECT APPLICATION STUDENT MEMBERSHIP

IESL STUDENTS' CHAPTER - UNIVERSITY OF PERADENIYA
2025-01-29

- Change your temporary password and add new password. (The new password should be between 8 to 20 characters)

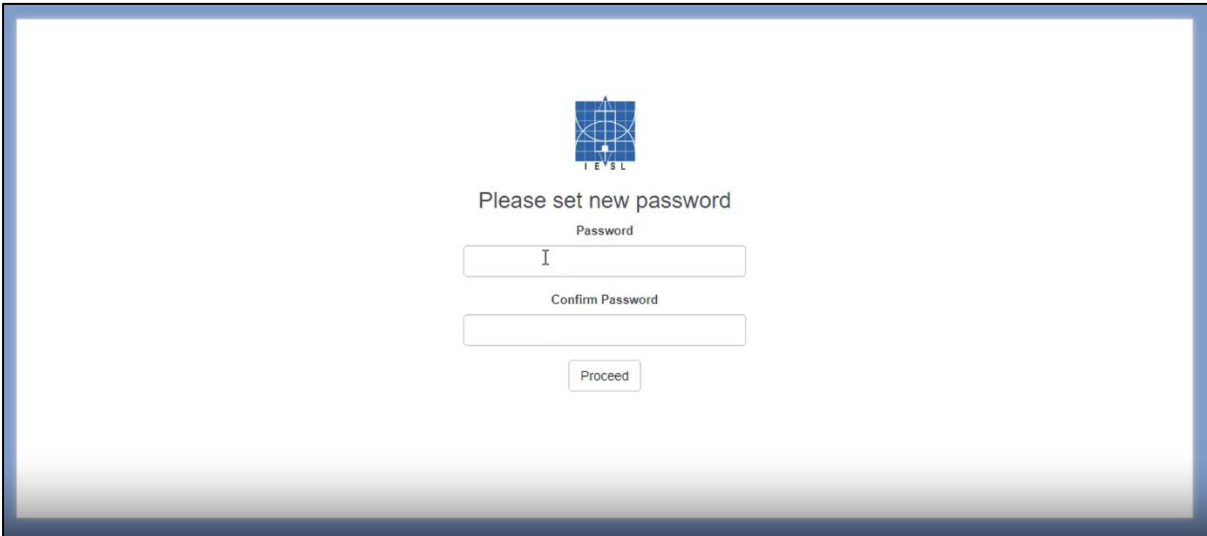
A screenshot of a web form titled "Please set new password". At the top center is the IESL logo, which consists of a blue square with a white grid and the letters "IESL" below it. Below the logo, the text "Please set new password" is displayed. Underneath this text are two input fields: the first is labeled "Password" and the second is labeled "Confirm Password". Below these fields is a button labeled "Proceed".

Figure 16: Change Password

- Now you will redirect to your temporary account dashboard.

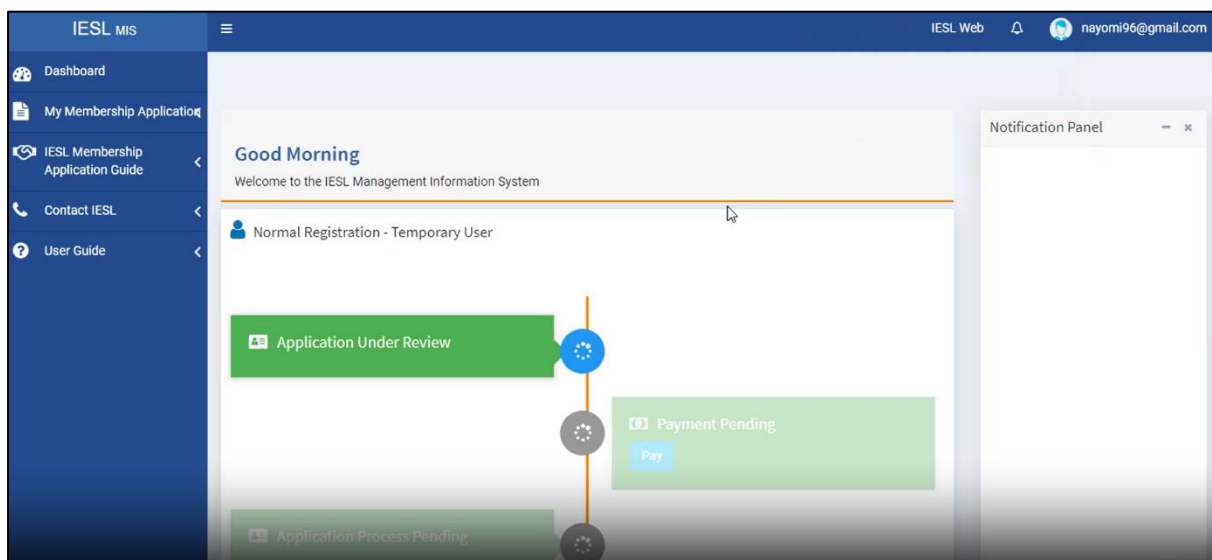


Figure 17: Personal Dashboard

- Once it is submitted, the membership division has to review your application and you have to make the payment issued by the IESL Membership Division. It may take 3 to 5 working days.

IESL MEMBERSHIP APPLICATION PROCESS GUIDELINE DIRECT APPLICATION STUDENT MEMBERSHIP

IESL STUDENTS' CHAPTER - UNIVERSITY OF PERADENIYA
2025-01-29

STEP 09 – PAYMENT OF MEMBERSHIP FEES

- Using your username and password log in to [IESL MIS](https://iesl.lk/mis) (<https://iesl.lk/mis>)

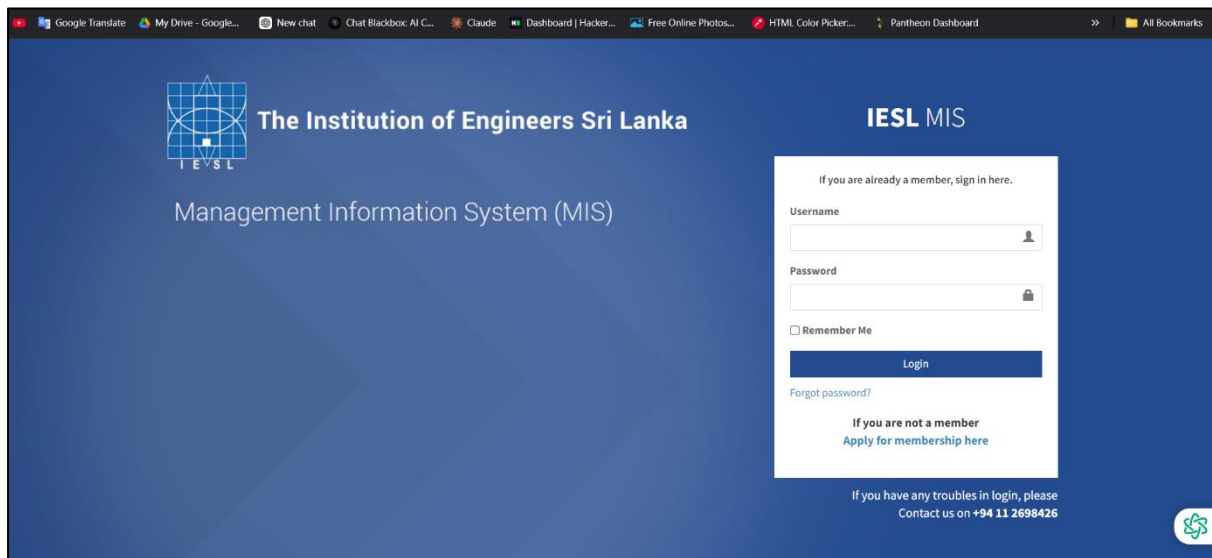


Figure 18: IESL MIS

- Once the application was approved you can see your profile like the following.

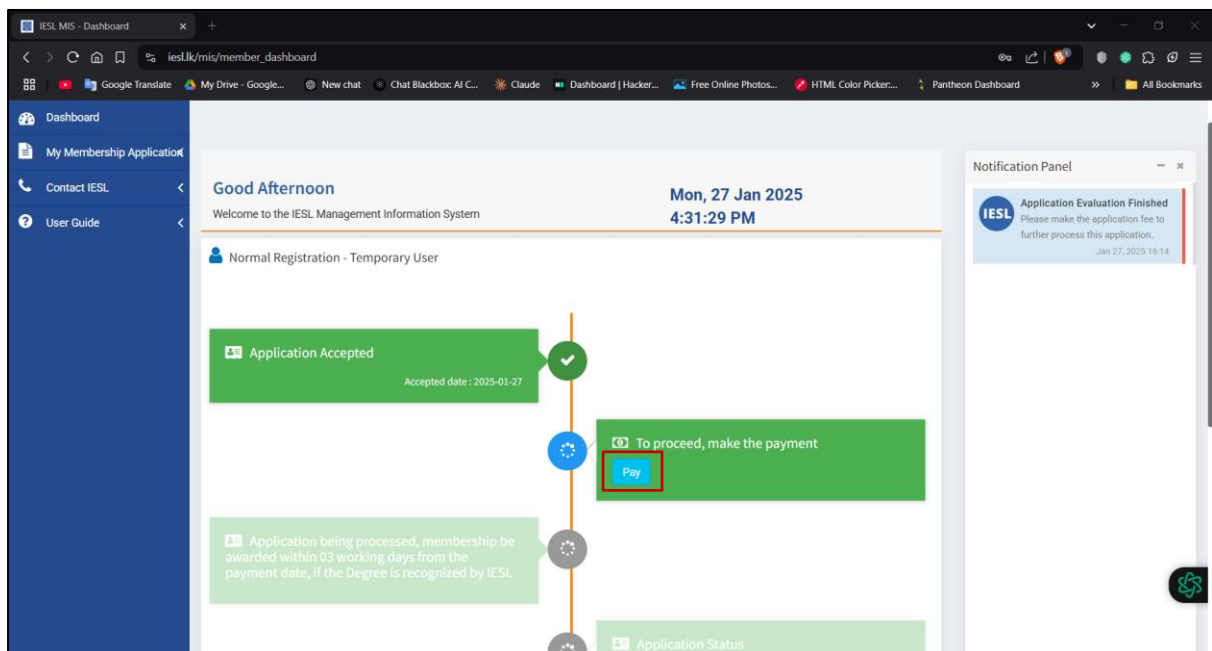


Figure 19: Application approved user dashboard

- Then click on “Pay” tab in blue colour.

IESL MEMBERSHIP APPLICATION PROCESS GUIDELINE DIRECT APPLICATION STUDENT MEMBERSHIP

IESL STUDENTS' CHAPTER - UNIVERSITY OF PERADENIYA
2025-01-29

The screenshot shows a web browser window with the URL `iesl.lk/mis/register/payment`. The page title is "Membership Registration - Member Payment". A message states: "Your application has been reviewed and approved by IESL. Please pay the following registration fee, for completing the registration". Below this, a table lists the fees:

Application Fee :	LKR 300.00
Membership Subscription:	LKR 0.00
Total:	LKR 300.00

Below the table, there is a checkbox labeled "Send receipt by post:" which is unchecked. A red box highlights this checkbox, and a red text label "Do not tick here" points to it. Below the checkbox are two buttons: "Pay Now" (highlighted with a red box) and "Inform Offline Payment".

Figure 20: Payment Portal

Note: Do not tick the “send receipt by post” option.

- Thereafter, enter your card details and make the payment.

The screenshot shows the same web browser window as Figure 20, but with a modal window open. The modal has a blue header that says "Any bank (credit/debit) card is acceptable." Below this is the logo of the Bank of Ceylon (BOC) with the tagline "Bankers to the Nation". To the right of the logo is a button labeled "Click Here". At the bottom right of the modal is a "Close" button. In the background, the "Send receipt by post:" checkbox is now checked.

Figure 21: Online Payment Portal

IESL MEMBERSHIP APPLICATION PROCESS GUIDELINE

DIRECT APPLICATION STUDENT MEMBERSHIP

IESL STUDENTS' CHAPTER - UNIVERSITY OF PERADENIYA
2025-01-29

- Then you redirect to the online payment portal.

The screenshot displays the online payment portal for The Institution of Engineers Sri Lanka. It features a payment form with the following fields: Card number, Expiry month, Expiry year, Cardholder name, and Security code. Red arrows indicate the mapping of card details from a sample Visa card to the form fields. The sample card shows a card number of 1234 5678 9012 3456, an expiry date of 01/25, a cardholder name of CARDHOLDER NAME, and a security code of 123. The total amount to be paid is LKR 300.00. A 'Pay now' button is located at the bottom right of the form.

Figure 22: Online Payment Portal

Note: Here Most of the time, the *Cardholder's Name* is not printed on your debit card. Then just use your name (at least two parts of your name) to proceed. Also, make sure to use an **online payment-enabled** credit/ debit card.

- Then you will be redirected to the OTP section. The OTP (one-time password) will be sent to your mobile/email by your bank. Then enter it in the suitable place and submit it.

The screenshot shows the OTP (One-Time Password) window for purchase authentication. It includes a message stating that a one-time password has been sent via text to the user's mobile number (+9471 1234567) and that the pass-code will expire in 05 minutes. The user is authorizing a payment of LKR 300.00 to The Institution of Engineers Sri Lanka on 1/27/2025 using their card. The form contains an input field for the OTP, a 'SUBMIT' button, and a 'RESEND OTP' link. A 'Need help?' link is located at the bottom left.

Figure 23: OTP Window

IESL MEMBERSHIP APPLICATION PROCESS GUIDELINE

DIRECT APPLICATION STUDENT MEMBERSHIP

IESL STUDENTS' CHAPTER - UNIVERSITY OF PERADENIYA
2025-01-29

- After completion of your payment, your application has to go for the PSMC Meeting and for the Council Meeting. Once the council Confirmation is given, your IESL MIS account will be activated with a Membership number.

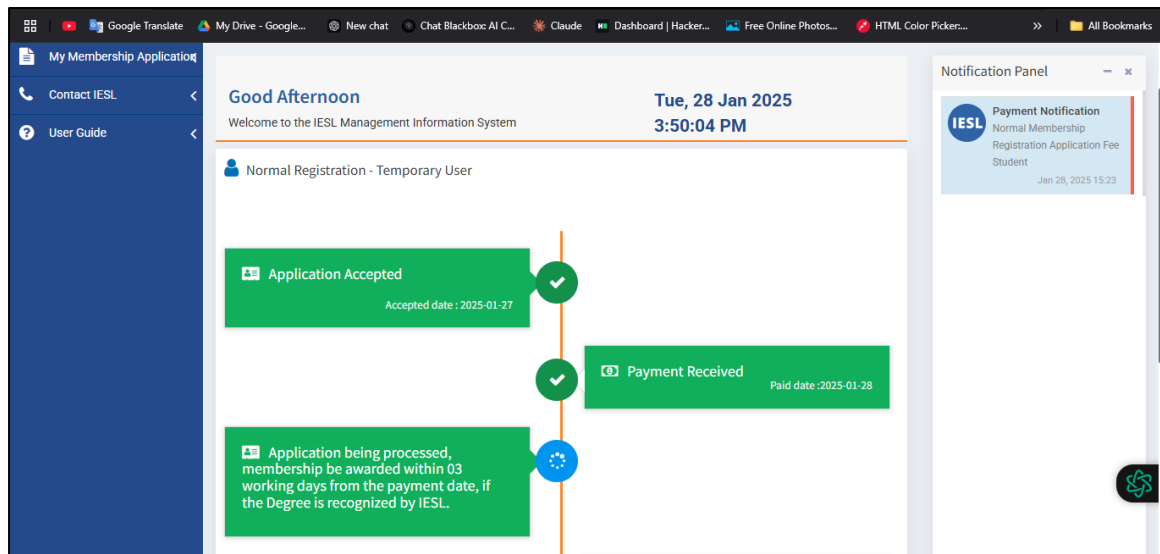


Figure 24: Payment Approved Profile Dashboard

- After completing the registration your profile looks like this.
- After completing successful registration, please fill out the following [Google form](#) with your proof of successful registration documents.

Google Form: <https://forms.gle/d4MjdzZWMHbGkMsD9>

Note: The proof of successful registration document should be renamed as e20yyy_completion_proof.png (PDF, PNG, and JPG formats are allowed.)

IESL MEMBERSHIP APPLICATION PROCESS GUIDELINE

DIRECT APPLICATION STUDENT MEMBERSHIP

IESL STUDENTS' CHAPTER - UNIVERSITY OF PERADENIYA
2025-01-29

STEP 10 – Q&A

Q1: Is a professional photograph required for the profile picture?

No, a professional photograph is not necessary. A clear, casual photograph is sufficient for identification purposes.

Q2: Does the profile picture appear on the IESL Membership ID card?

No, the IESL Membership ID card does not include a photo.

Q3: Is the A/L certificate issued by DONETS required?

Yes, the A/L certificate must be issued by DONETS. You can upload a scanned PDF of your A/L certificate or a PDF downloaded from the [DONETS](#) website.

IESL MEMBERSHIP APPLICATION PROCESS GUIDELINE

DIRECT APPLICATION STUDENT MEMBERSHIP

IESL STUDENTS' CHAPTER - UNIVERSITY OF PERADENIYA
2025-01-29

If you have any exceptional case or face any other difficulty, please feel free to contact one of us before submitting your application form.

IESL Students' Chapter University of Peradeniya

- Yasas Savinda (E/19) +94 70 341 3104
- Kethaka Palipana (E/19) +94 71 048 0438
- Bimsara Janakantha (E/20) +94 70 340 6796
- Chethiya Bandara (E/20) +94 70 242 4862
- Kaveesha Rasangi (E/20) +94 76 927 4539
- Malaka Premarathna (E/20) +94 71 458 4260
- Kushan Jayalath (E/20) +94 76 384 2982
- Ravindu Arunasiri (E/20) +94 76 874 2898

Department of Computer Engineering

- Chamuditha Jananga +94 71 228 3012
- Pradeep Nilupul (E/20) +94 74 106 3133
- Pathum Dissanayake (E/20) +94 71 075 8542
- Dulanga Jayawardena (E/20) +94 75 810 0368
- Imaam Ahemad (E/20) +94 76 491 0857
- Janith Madura (E/20) +94 71 338 5321
- Rashmika Sewmini (E/20) +94 77 135 4884
- Ishan Kumarasinghe (E/20) +94 76 281 3836
- Buddhika Ariyaratne (E/20) +94 71 454 9775
- Supun Dhananji (E/20) +94 76 001 5575
- Eniyawan (E/20) +94 76 785 4806

IESL MEMBERSHIP APPLICATION PROCESS GUIDELINE

DIRECT APPLICATION STUDENT MEMBERSHIP

IESL STUDENTS' CHAPTER - UNIVERSITY OF PERADENIYA
2025-01-29

Department of Electrical and Electronic Engineering

- Vihanga Madugalla (E/20) +94 76 771 3206
- Maneth Dulshan (E/20) +94 76 974 7437
- Iresha Ranaweera (E/20) +94 71 792 6935
- Methsara Dulanjith (E/20) +94 71 373 8417
- Rashmi Virajitha (E/20) +94 76 916 2111
- Akila Warnasuriya (E/20) +94 76 924 2306
- Dushan Akalanka (E/20) +94 76 972 7254
- Kosala Madusanka (E/20) +94 76 995 6125
- Upamali Wijayawardhana (E/20) +94 77 826 2377
- Nipuna Edirisingha (E/20) +94 71 122 7713
- Bhagya Dharmadasa (E/20) +94 71 716 2991
- Janindu Deshan (E/20) +94 76 257 8801
- Shakir Ahmadh (E/20) +94 77 566 8373

Department of Manufacturing and Industrial Engineering

- Tashan Hirusha (E/20) +94 77 458 8682
- Jeewaka Lakruwan (E/20) +94 77 921 2088
- Navindu Shehan (E/20) +94 77 320 2518
- Dineth Gunasekara (E/20) +94 71 321 6090
- Kaveesha Sewwandi (E/20) +94 77 939 4310

Department of Chemical and Process Engineering

- Goviru Dissanayake (E/20) +94 71 212 5152
- Gothami Senavirathna (E/20) +94 71 276 0014
- Lakshan Weerasooriya (E/20) +94 71 862 6882
- Kasun Tharanga (E/20) +94 74 146 7732
- Sineth Kariyawasam (E/20) +94 76 665 5570

IESL MEMBERSHIP APPLICATION PROCESS GUIDELINE

DIRECT APPLICATION STUDENT MEMBERSHIP

IESL STUDENTS' CHAPTER - UNIVERSITY OF PERADENIYA
2025-01-29

Department of Mechanical Engineering

- Kethaka Shehan (E/20) +94 72 933 3349
- Janith Yapa (E/20) +94 70 156 4031
- Abdul Hanoos (E/20) +94 75 999 1369
- Chanuga Liyanage (E/20) +94 70 487 2742
- Udani Jayawardana (E/20) +94 71 037 1340
- Baanujan Navaratnam (E/20) +94 76 996 6923

Department of Civil Engineering

- Schina Hettiarachchi (E/20) +94 71 433 1433
- Chathurika Jayarathne (E/20) +94 71 887 1258
- Madushka Rathnayake (E/20) +94 77 448 6037
- Oshan Abewardhene (E/20) +94 71 151 6452
- Tharindu Fernando (E/20) +94 78 650 5418
- Thisara Madurapperuma (E/20) +94 75 822 1459
- Piyumini Sandeepani (E/20) +94 77 662 2260
- Sampath Udayathunga (E/20) +94 71 292 8775
- Tinura Rantnayake (E/20) +94 71 464 5010
- Aweesha Rajapaksha (E/20) +94 71 179 3129
- Randi Mahathanthila (E/20) +94 70 211 7911
- Rajeev Pavalakanthan (E/20) +94 77 947 9745
- Deshara Gamage (E/20) +94 71 951 9419
- Subangan Sivananthan (E/20) +94 76 527 5612
- Ihan Nethmina (E/20) +94 76 071 6673

Created by

IESL Students' Chapter
University of Peradeniya
Sri Lanka