

# 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](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.

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### 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 the 'IESL MIS' application interface. On the left, there's a sidebar with 'Application Instructions', 'Supportive Documents', 'Contact IESL', and 'User Guide'. The main area is titled 'IESL Member Registration Form'. It contains instructions: '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 are two dropdown menus: 'Class of Membership : \*' (with 'Select...' option) and 'Engineering Discipline: \*' (with 'Select...' option). To the right are two file upload fields: 'Picture Upload: \*' with a 'Browse...' button and a preview icon, and 'Birth Certificate Upload: \*' with a 'Browse...' button and a preview icon. At the bottom of the form, there are five tabs: 'Step 1 Personal Information' (highlighted in blue), 'Step 2 Academic Qualifications', 'Step 3 Proposers', 'Step 4 Training & Experience', and 'Step 5 Professional Memberships'. A 'Next' button is located below the tabs.

Figure 1: IESL Member Registration Form Preview

- Fill the top section of the form is as follows

This screenshot shows the same registration form as Figure 1, but with the top section highlighted in red. The highlighted area includes the 'Class of Membership : \*' dropdown (set to 'Student - S'), the 'Engineering Discipline: \*' dropdown (set to 'Computer'), the 'Picture Upload' field with its browse button and preview image 'profile\_picture.jpg', and the 'Birth Certificate Upload' field with its browse button and preview image 'birth\_certificate.pdf'. The tabs at the bottom are visible but not highlighted.

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.

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### STEP 03 – ADD PERSONAL INFORMATION

- Add your personal information

The form contains the following fields:

- Title: \* (dropdown menu showing "Mr")
- Name with Initials: \* (two input fields: "J T K" and "Perera"). A note below says "Initials should be separated by spaces" and "Last name".
- Names Denoted by Initials: \* (input field showing "James Thomas Knight"). A note below says "Add a space after each word and 1<sup>st</sup> letter of each word should be a capital letter".
- Date of Birth: \* (input field showing "2001-01-01")
- Gender (radio buttons: Male (selected) and Female)

Figure 3: Personal Information

- Add your current and permanent addresses

The form contains two main sections: Current Address and Permanent Address.

**Current Address:**

- Address Line 1: \* (input field showing "No: 12")
- Address Line 2: (input field showing "Lake Street")
- City: \* (input field showing "Kandy")
- Province/State: \* (dropdown menu showing "Central")
- Country: \* (dropdown menu showing "Sri Lanka")

**Permanent Address:**

- Address Line 1: \* (input field showing "No: 12")
- Address Line 2: (input field showing "Lake Street")
- City: \* (input field showing "Kandy")
- Province/State: \* (dropdown menu showing "Central")
- Country: \* (dropdown menu showing "Sri Lanka")

A large red watermark across the form reads "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

The form contains the following sections:

**Official Address:**

- Address Line 1: \* (input field showing "University of Peradeniya") with a note "Keep it like this".
- Address Line 2: (input field showing "Peradeniya") with a note "Keep it like this".
- City: \* (input field showing "Peradeniya") with a note "Keep it like this".
- Province/State: \* (dropdown menu showing "Central") with a note "Keep it like this".
- Country: \* (dropdown menu showing "Sri Lanka") with a note "Keep it like this".

**Contact Information:**

- Mobile Number: \* (input field showing "+94701234567") with a note "Your mobile number".
- Home Telephone Number: (input field showing "+94812234568") with a note "The telephone number of your home".
- Office Telephone Number: \* (input field showing "+94812393306") with a note "Keep it like this".
- Home Fax Number: (input field showing "071 234 5678")
- Office Fax Number: (input field showing "071 234 5678")

Figure 5: Official Address

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- Add your other information

Email Address: \*  Your email address

Passport Number:

NIC: \*  Your NIC Number

Current Place of Work \*  Keep it like this

Current Designation \*  Keep it like this

**Next**

Figure 6: Other Information

- Then click **Next**.

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### 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   al\_certificate.pdf

Year: \*  2020

Upload Certificate: \*   al\_certificate.pdf

Subject: \* Credit: \*

Combined Mathematics    A

Physics    A

Chemistry    A

Select...    Select...

Didn't Complete A/L  
Keep this as unticked

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)

Type of Institution: \*  University

Name of Qualification: \*  BSc

Awarded Year: \*  2025

Upload Certificate   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.

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

Name with Initials: *	Class of Membership: *	Membership Number: *	Upload Signed Certificate
Samarakoon Mudiyanselage Kamalanath B	Fellow (FIE)	F-1186	Browse... signed_certificate.pdf
Alagiyawarana 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**.

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### STEP 06 – ADD TRAINING & EXPERIENCE

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

Period of Work:

From: \_\_\_\_\_ To: \_\_\_\_\_ Place of Work: \_\_\_\_\_ Position Held: \_\_\_\_\_

Ongoing

Concise Description of Work Carried Out:

Enter ...

Upload Certificate i

+ C

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

Institution: \_\_\_\_\_ Membership Number: \_\_\_\_\_ Joined Year: \_\_\_\_\_

Upload Certificate i

+ C

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.

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### 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)

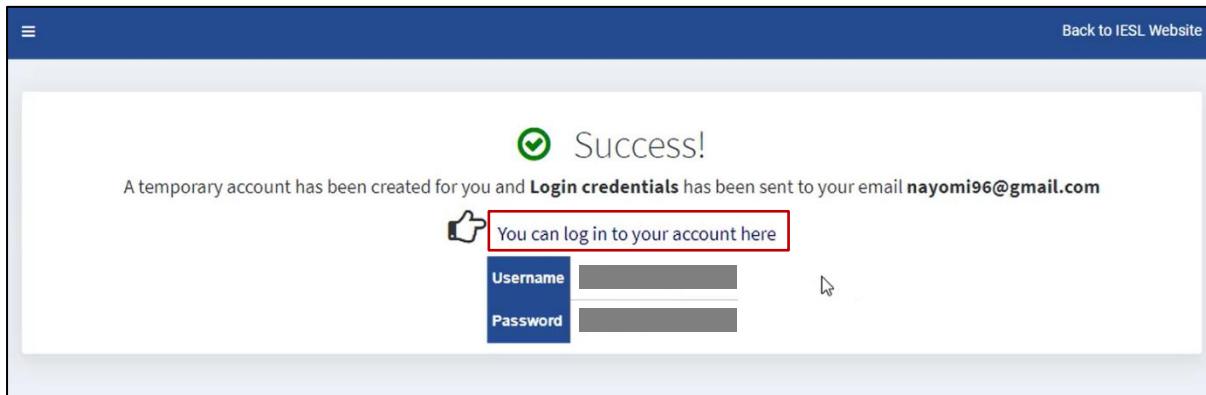


Figure 13: Confirmation Page

**Note:** You may blur 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>

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### 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.

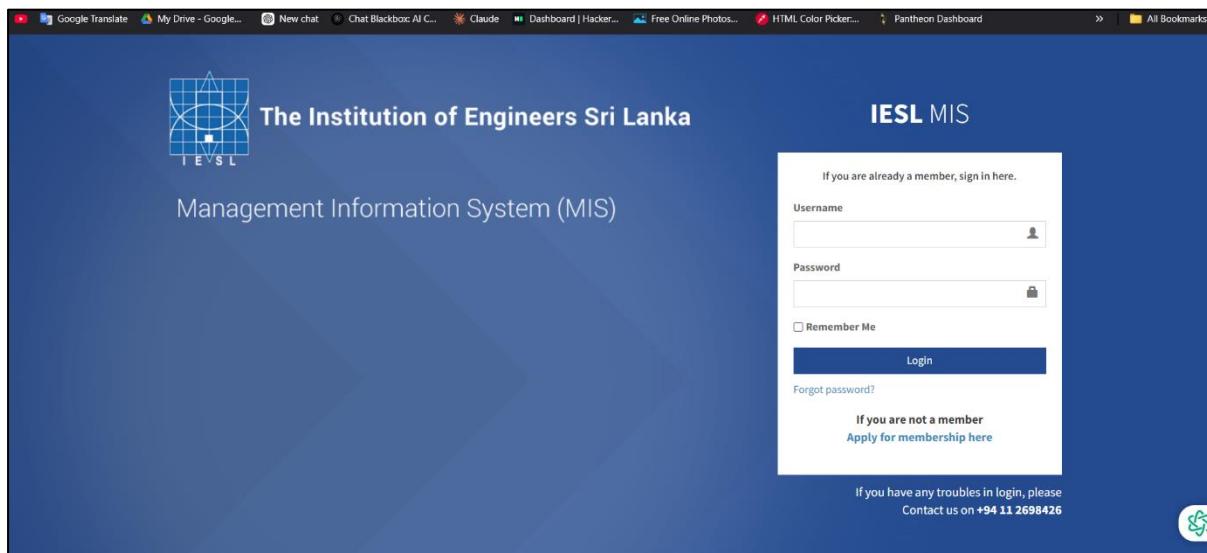


Figure 14: IESL MIS

- 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](#)

[Proceed Then click this](#)

Figure 15: Terms and Conditions

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

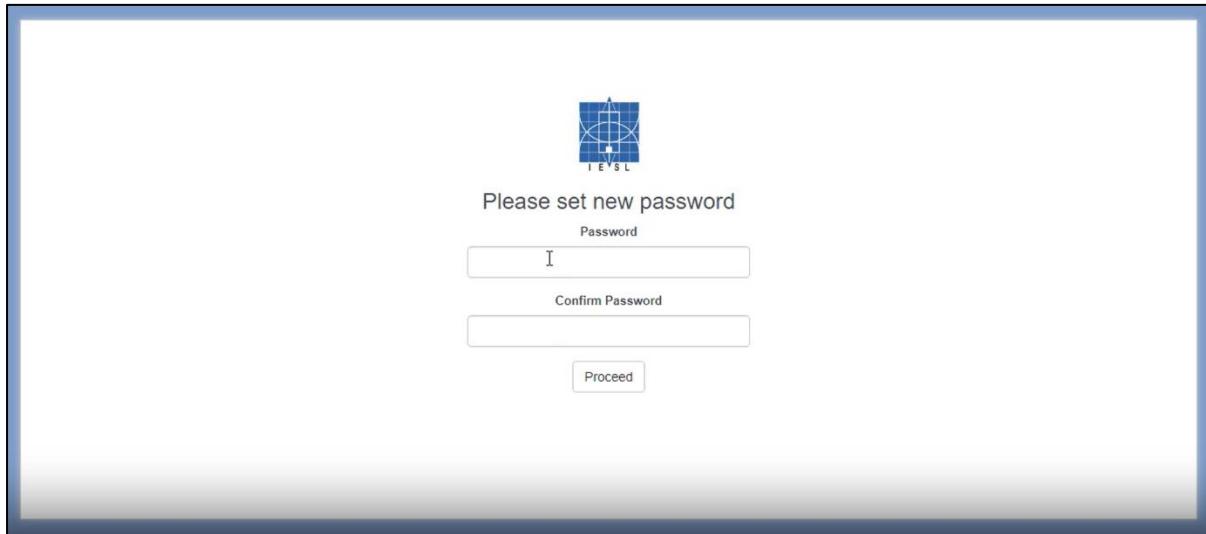


Figure 16: Change Password

- Now you will redirect to your temporary account dashboard.

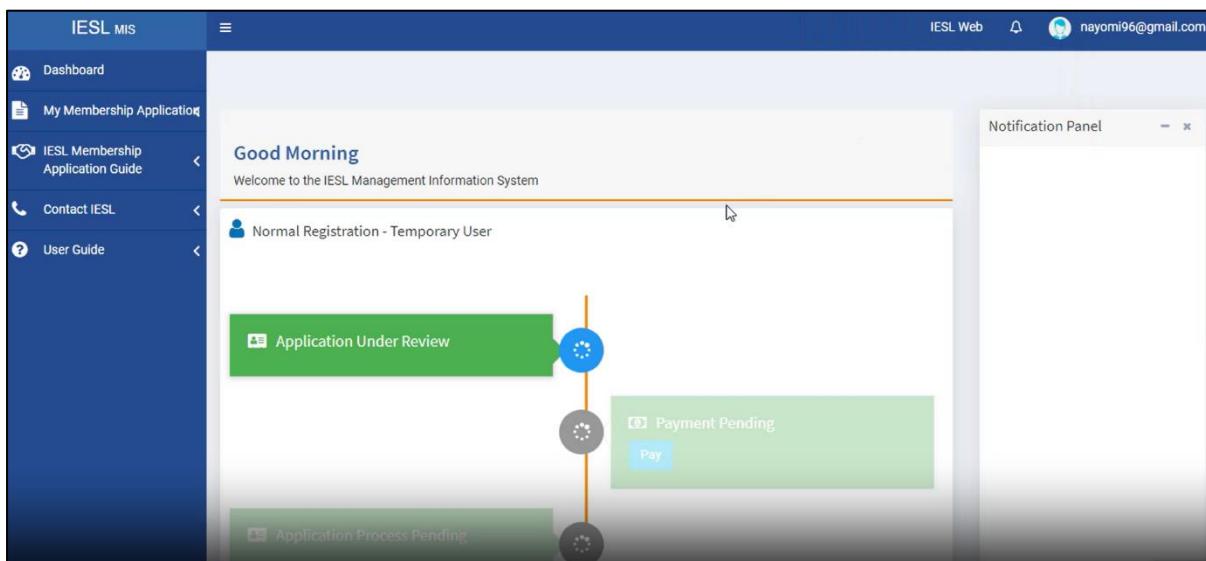


Figure 17: Personal Dashboard

- 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.

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### STEP 09 – PAYMENT OF MEMBERSHIP FEES

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

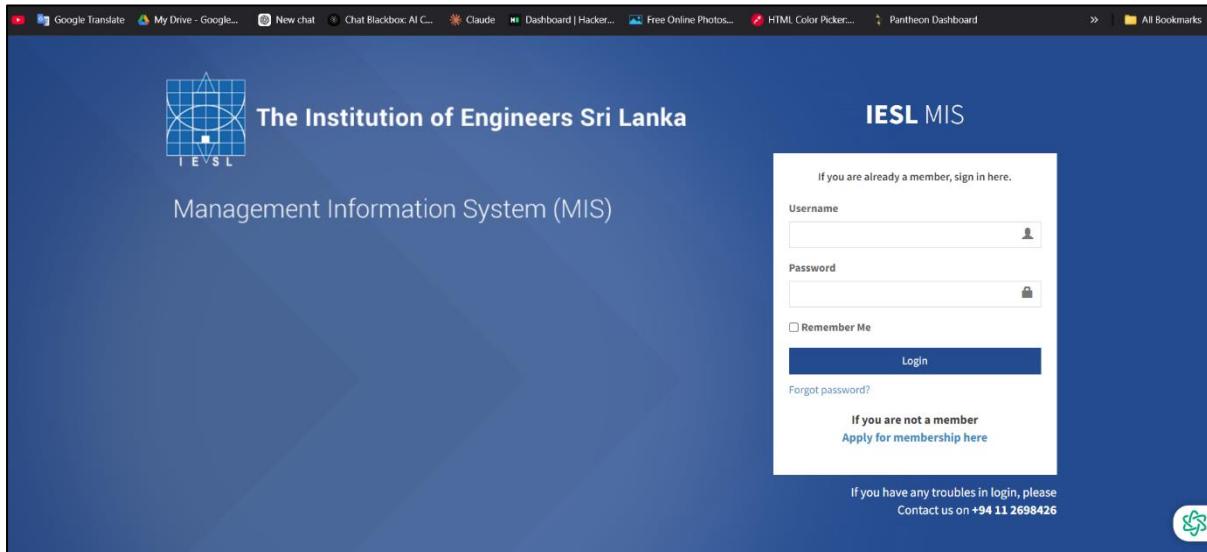


Figure 18: IESL MIS

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

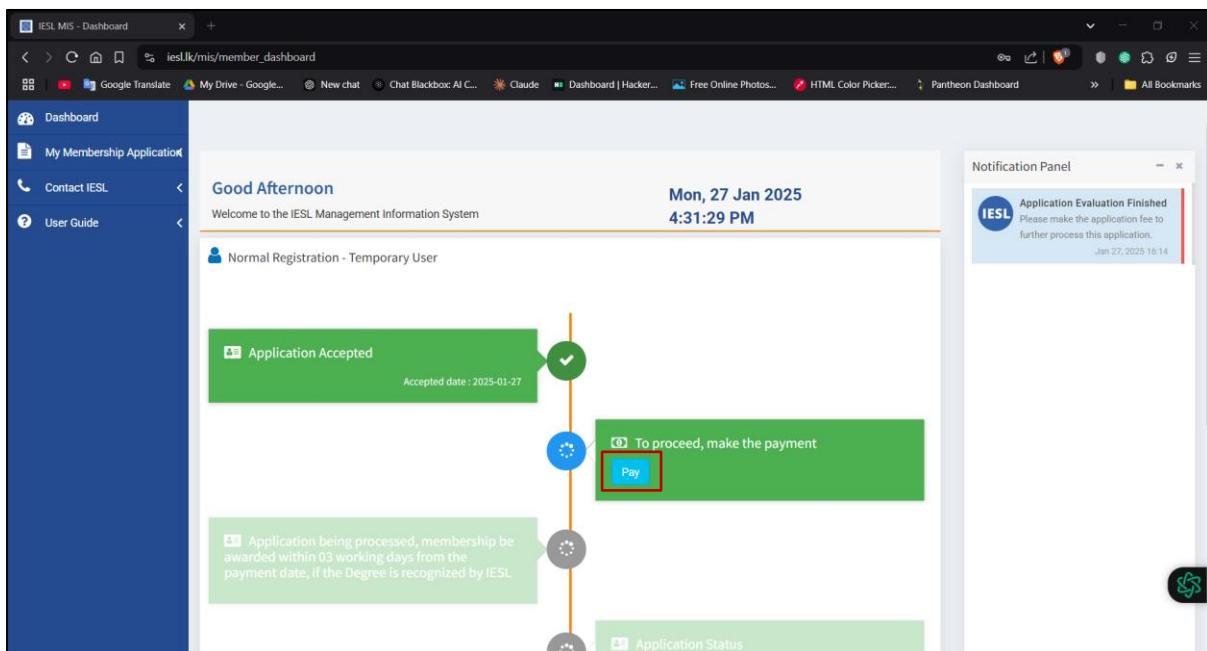


Figure 19: Application approved user dashboard

- Then click on "Pay" tab in blue colour.

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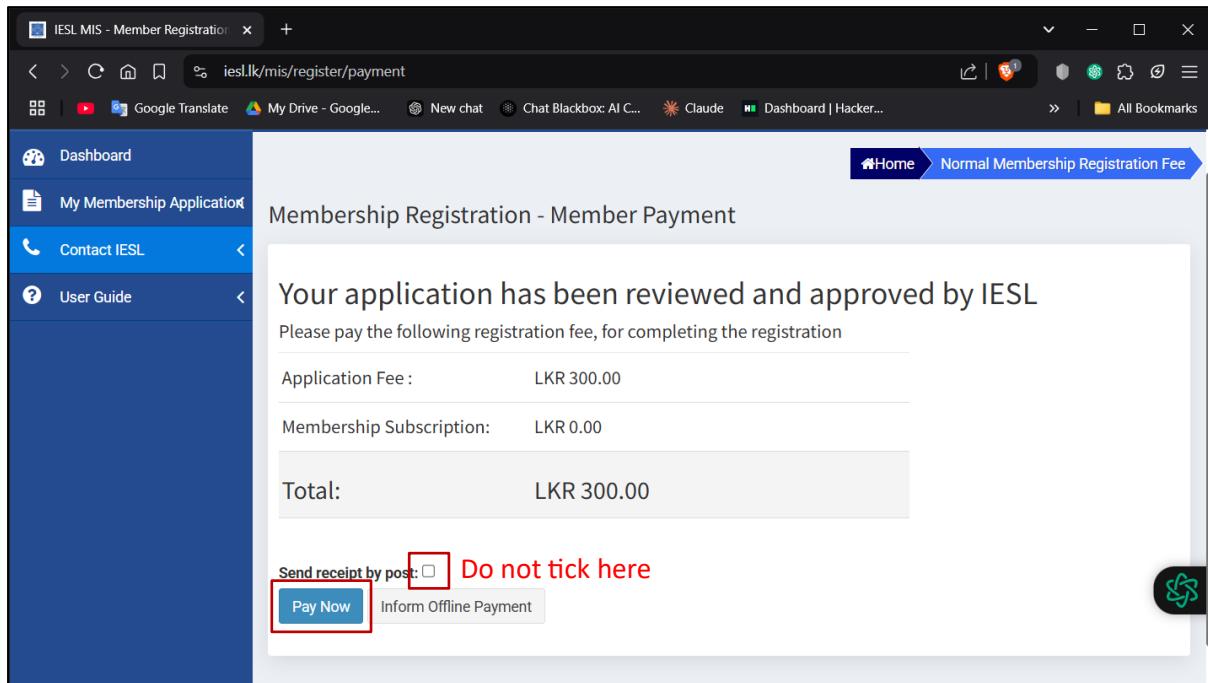


Figure 20: Payment Portal

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

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

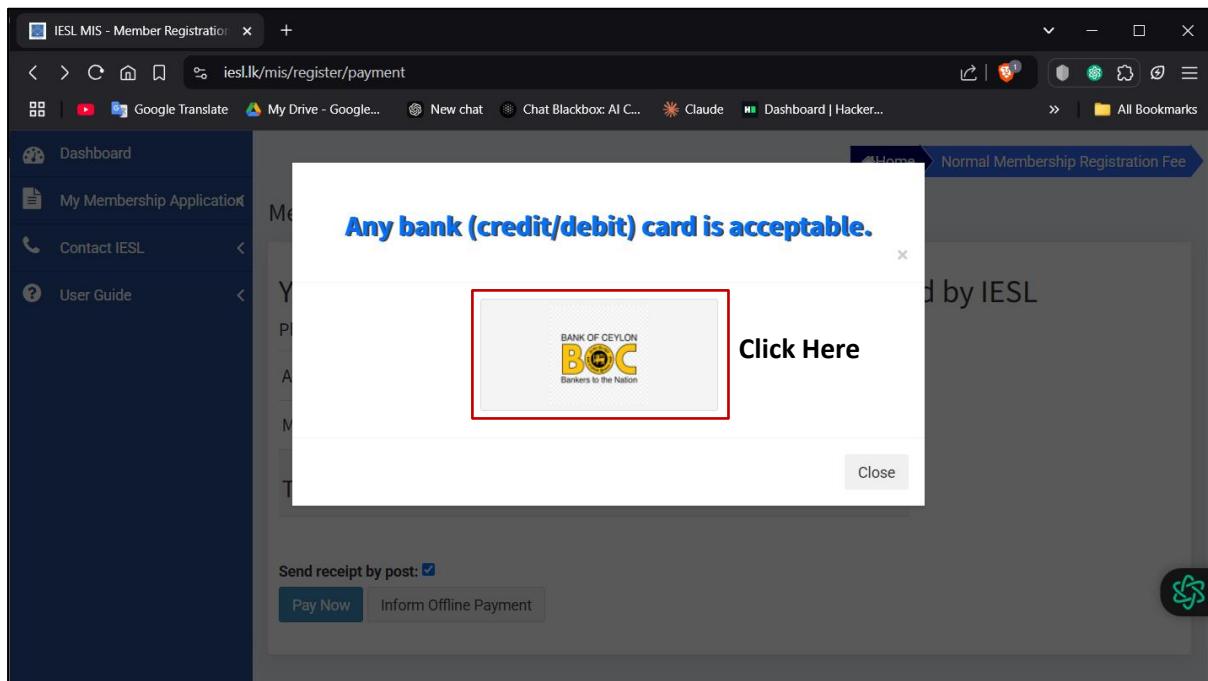


Figure 21: Online Payment Portal

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- Then you redirect to the online payment portal.

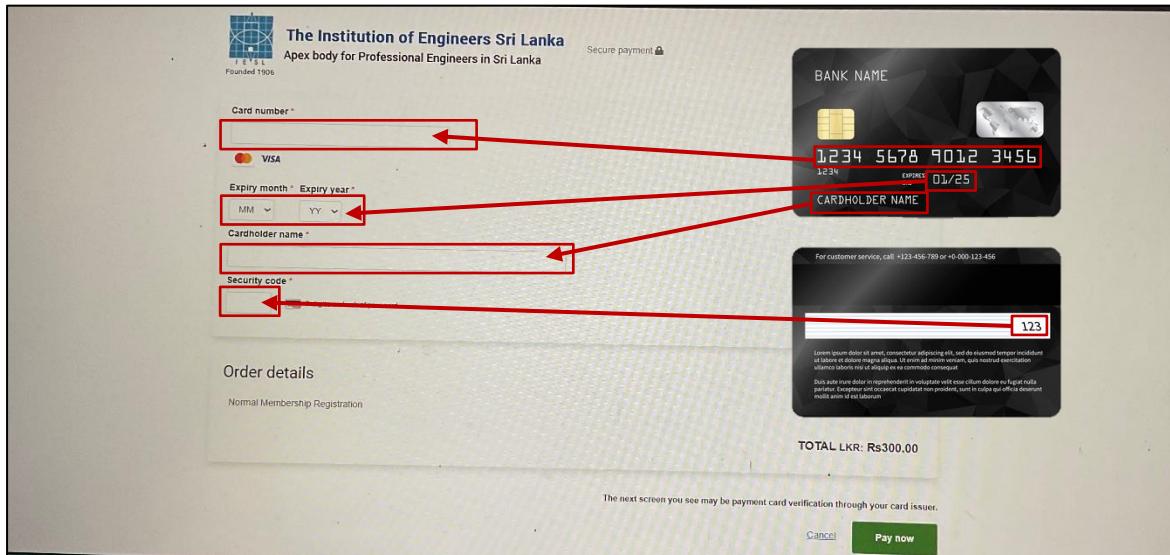


Figure 22: Online Payment Portal

**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.

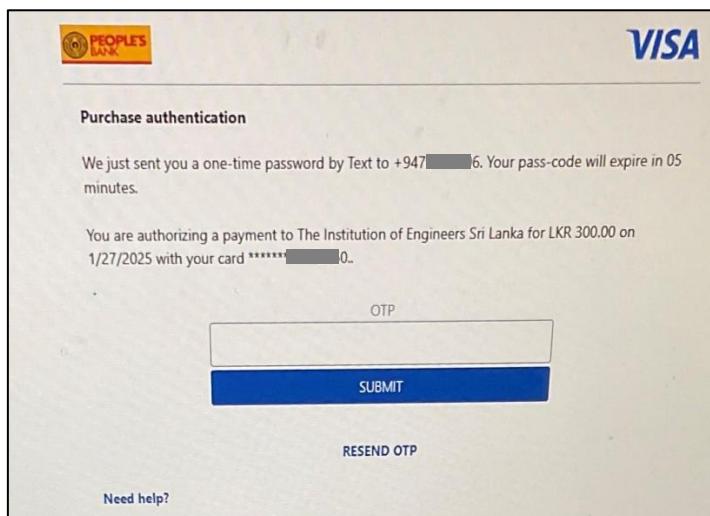


Figure 23: OTP Window

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- 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.

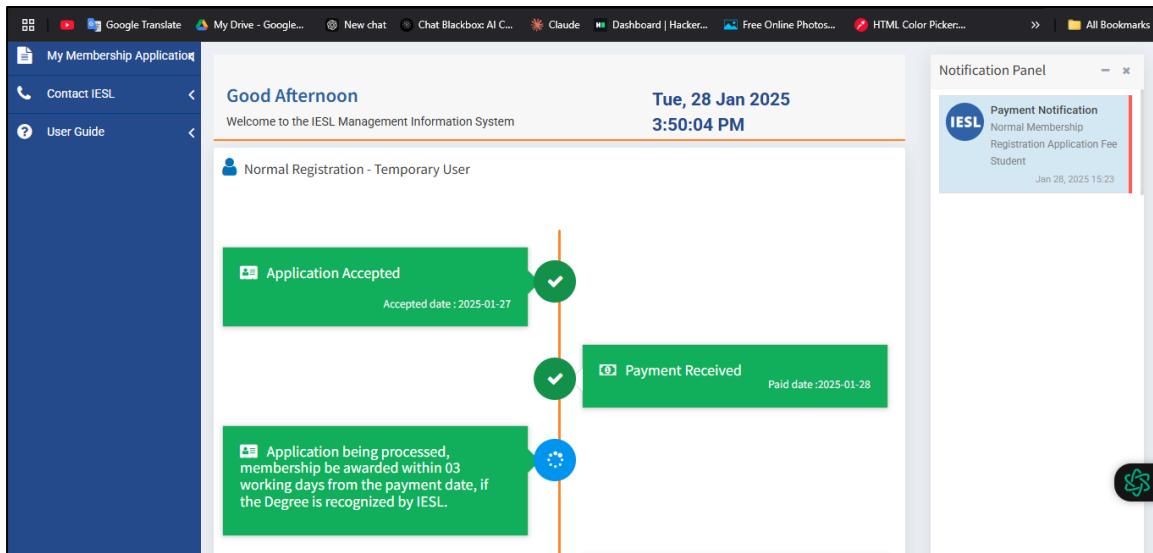


Figure 24: Payment Approved Profile Dashboard

- 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/d4MjdZWMHbGkMsD9>

**Note:** The proof of successful registration document should be renamed as e20yyy\_completion\_proof.png (PDF, PNG, and JPG formats are allowed.)

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### 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.*

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

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