

IESL Membership Application Process

Student Membership – Updated Instructions

1. Compulsory Documents:

- **Profile Picture** - *jpg/png*
- **Birth Certificate** - Scan both sides of true copy or original certificate.
(English/Sinhala) - *Scanned PDF Rename as - birthcertificate.pdf*
- **Advanced Level Certificate** - Scan both sides of true copy or original certificate -
Scanned PDF Rename as - ALcertificate.pdf
- **University Student Confirmation Letter** signed by two chartered engineers. –
Highlight your name in the confirmation letter as shown in below - *Scanned PDF Rename as - studentconfirmation.pdf*

Confirmation of Studentship

This is to certify that the following students, bearing following Registration Numbers are students attached to the Faculty of Engineering, University of Ruhuna, Galle who is following a B.Sc. Engineering Degree Programme since 12th May, 2020.

Registration Number	Name	Initials	NIC
1 EG/2019/3518	Mr. ABEYKOON	A M T D	983151400V
2 EG/2019/3519	Ms. ABEYRATHNA	B M D G N M	199885310096
3 EG/2019/3520	Mr. ABEYRATHNE	H G D C N	991253130V
4 EG/2019/3521	Mr. ABEYSINGHE	A M K K	991001980V
5 EG/2019/3522	Mr. ABEYSIRI	A D A C	971670851V
6 EG/2019/3523	Mr. ADITHYA	A B R C S B	992613122V
7 EG/2019/3524	Mr. AGALAWATTE	C I	991333770V
8 EG/2019/3525	Mr. AGIRIN	A M	990792593V
9 EG/2019/3526	Mr. ALAHAKOON	P K D B K	200006104381
10 EG/2019/3527	Mr. ALWIS	P K D S D	199828002539
11 EG/2019/3528	Mr. AMARABANDU	E G K	991731857V
12 EG/2019/3529	Mr. AMARASINGHE	D C	972710628V
13 EG/2019/3530	Mr. ANTHONY	C C N	991722157V

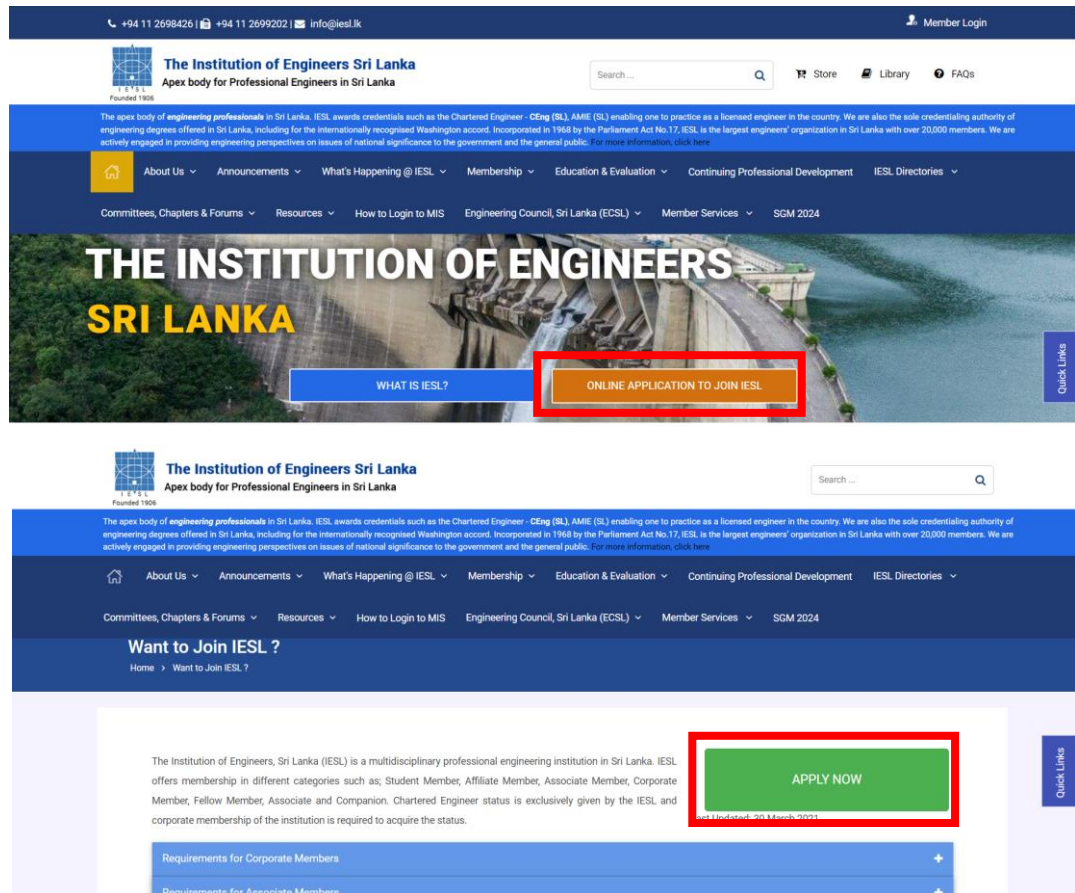
- Make sure to keep each scanned documents in **PDF, jpg, and png** format that you are going to upload to the system **below 5MB** and also the documents should be in **Coloured** format.
- Rename your documents **ONLY with letters**. Do not use any symbol to rename the **PDF, jpg, and png** documents.

2. Click the link below to log into registration page.

- <https://iesl.lk/mis/register/new>

OR

Visit IESL MIS Website, click on “Want to Join IESL? Learn More” tab in yellow colour and then click on “Apply Now” tab in green colour.



Click on the membership category as “Student Member”

3. There after select the Membership Category (Student -S), Discipline and upload your profile picture and birth certificate to relevant places.
4. Fill the entire application in **Step 01. (Personal Information)**
 - **Permanent Address** – Your home address
 - **Permanent/Current/Official Addresses** - Enter your “Permanent Addresses” for all the 03 address categories.
 - **Office Telephone Number** - +94912245765
 - **Office Fax Number** - +94912245762
 - **Current Place of Work** – University of Ruhuna
 - **Designation** - Student
 - If not applicable, please leave a blank. Do not put any symbols.

5. In Step 02, you have to enter your academic qualifications.

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

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GCE Advanced Level:

Examination: *
GCE Advanced Level (Sri Lanka)

Year: *

Subject: *
Select...
Select...
Select...
Select...

Credit: *
Select...
Select...
Select...
Select...

Upload Certificate: *

Browse...

☐ Didn't Complete A/L

Higher Education:

Period of Study: *

From: * To: *

Name of Institution: *
Select...

Type of Institution: *
University

☐ Ongoing

Name of Qualification: *

Awarded Year: *

Upload Certificate

Browse...

☒ Consider as Primary Qualification

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I. **A/L Details** (Enter you A/L Results and Upload PDF file with both sides of the A/L certificate) **Do not put the tick on Didn't Complete A/L.**

II. **Higher Education Qualification**

- From - Your Degree Enrolment Date (As per mentioned in the student confirmation letter)
 - ✓ **21st Batch – 2020.05.12**
 - ✓ **22nd Batch – 2021.03.24**
 - ✓ **23rd Batch – 2022.02.28**
- To - Tick on Ongoing
- Name of Institution - University of Ruhuna (UOR)
- Name of Qualification - BSc
- Awarded Year – Since you are not allowed to enter and upcoming year, please select the current year **2024**.
- Upload PDF file of the University Student Confirmation Letter signed by two chartered engineers. Highlight your name in the confirmation letter as mentioned in point 1 in page 1.
- **Make sure to put the tick on “Consider as Primary Qualification” in higher education details.**

6. **In Step 03**, you have to upload the documents signed by two chartered engineers. Search the Membership Number of the respective Proposer and Click on the number and then the row will get filled with details automatically. Then, you have to upload the signed PDF certificate accordingly. (You are required to repeat it again in order to fill the two rows given for the signatures of two chartered engineers) In your case, upload the same scanned document (University Student Confirmation Letter signed by two chartered engineers) for both proposers.

7. **Step 04 and Step 05** are not compulsory to fill. If applicable you can fill step 04 accordingly. If you prefer not to fill it, leave both step 04 and 05 empty.
8. Once the application is filled, you have to go to step 05, click on “**Submit**” button and if the submission is successful, you will receive a temporary user name and a password for IESL MIS Account.
9. Once it is submitted, membership division has to review your application and you have to make the payment issued by IESL Membership Division.

Please be informed that, per applicant cost is Rs. 300 (You can make the payment through the IESL MIS account. Once the application reviewing process is done you will see the payment option as below. Make the online payment as soon as available.)

