

User Guide for Registration process

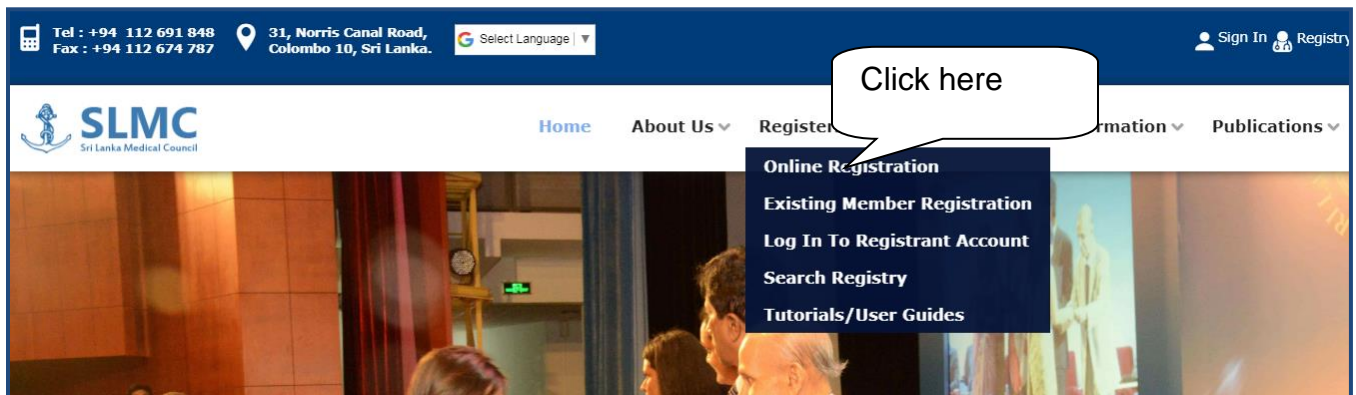
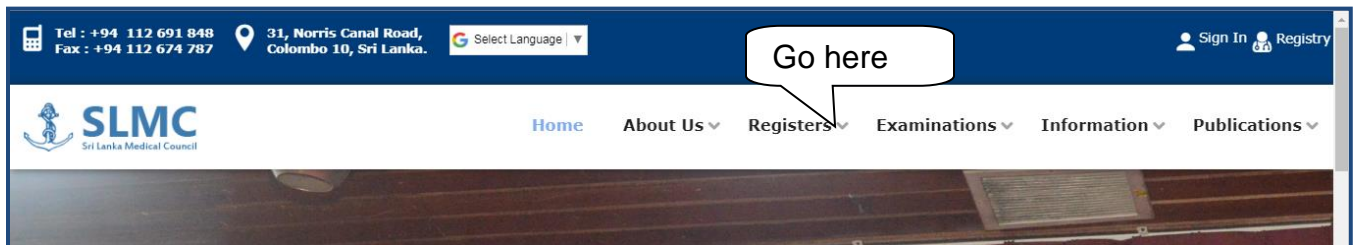
Dear Applicant,

Please use this guide as a reference to submit your application to Sri Lanka Medical Council.

Please note that you need to have a current email address and mobile number to make this registration. If you do not have a current email address please make an account in gmail through this link (<https://accounts.google.com/SignUp?hl=en-GBaa>) before you begin this process.

You can find the online application form by following this path. Please visit the website <https://mc.lk/index.php/en/>

Go to Registers → Online Registration



Step 01: If you are applying for registration for the 1st time then, click on the category that you wish to apply for.

The screenshot shows a registration form with the following sections and callouts:

- Do you want to register as a Medical Practitioner?**
 - Callout: "Click here to apply for Provisional registration" points to the "Apply for Provisional Registration" button.
 - Callout: "Click here to apply for Full registration as a Medical Practitioner" points to the "Apply for Full Registration" button.
 - Callout: "Click here to apply for degree approval after graduation" points to the "Apply for degree approval after graduation (for foreign graduates only)" button.
- Do you want to register as a Dentist?**
 - Callout: "Click here to apply for Provisional registration as a dentist" points to the "Apply for Provisional Registration" button.
 - Callout: "Click here to apply for Full registration as" points to the "Apply for Full Registration" button.
 - Callout: "Click here to apply for degree approval after graduation" points to the "Apply for degree approval after graduation (for foreign graduates only)" button.
- Do you want to Study abroad for a medical degree?**
 - Callout: "Click here to apply for other registration types" points to the "Apply to other registration categories" button.
 - Callout: "Apply for Certificate of eligibility for studying aboard" points to the "Apply for Certificate of Eligibility" button.

List of other categories

- Mid wife
- Para-Medical Assistant (PMA)
- Pharmacists
- Professionals Supplementary of Medicine (PSM)
- Temporary registrations (section 67 A)

Step 02: For any registration category you 1st need to create your user account here. Please follow the steps seen below.

The screenshot shows the 'Create a New User Account' form with the following fields and callouts:

- Registration Category:** Medical Practitioner - Provisional (dropdown menu)
- E-mail:** [Yellow highlighted input field] (01) Type in your email address and mobile number
- Mobile Number:** [Yellow highlighted input field]
- Password:** [Masked input field with 6 dots] (02) Enter your choice for password
- Re Enter Password:** [Masked input field with 6 dots]
- What is in image:** [Input field containing '6ec5'] (03) Type in the text displayed here
- Request Registration:** [Blue button] (04) Click here

When this message appear please login to your respective email account and open the message received

Please Check Email and Mobile for account login and verification code

In your email this text will appear.

Click [here](#) to register (05) Click here

Or Copy and Past Following URL
mc.lk/mis/SLMC_Registration.php?reqserial=201810036&token=96efb55d0614f944b53c64a51f1cedea5eb0cbb3278df4ae47ba1ddb20d9800

(06) Check your mobile for a verification code assigned to you. Then enter the code here

Mobile Verification Code [Input field]

Continue (06) Type in the code and click here

(08) Please fill in the following details. According to your category the details required in this form will be different. All fields with the asterisk (*) mark are compulsory.

Application for Provisional Registration as a Medical Practitioner Under Section 29 of the Medical Ordinance

Applicable only for those who hold a degree registrable with SLMC

Full Name *

Name With Initials *

Gender *

NIC *

Contact No.(Mobile) *

E-mail Address *

Address (House No.)

Address (Street)

Address (City) *

Advance Level

Index No *

Year *

Biology *

Chemistry *

Physics *

Degree/Diploma Details

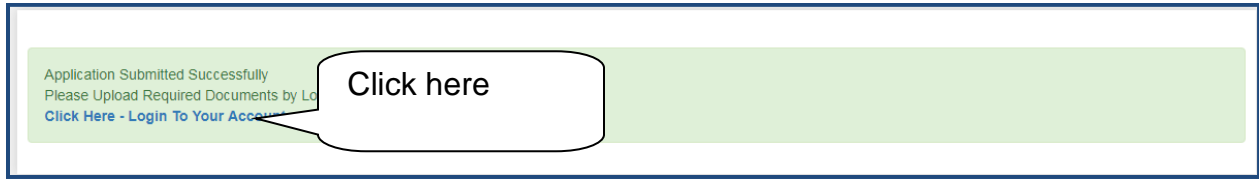
Name of University/Institute *

Degree Effective Date (MM/YYYY) *

Date of Enrollment (yyyy-mm-dd) *

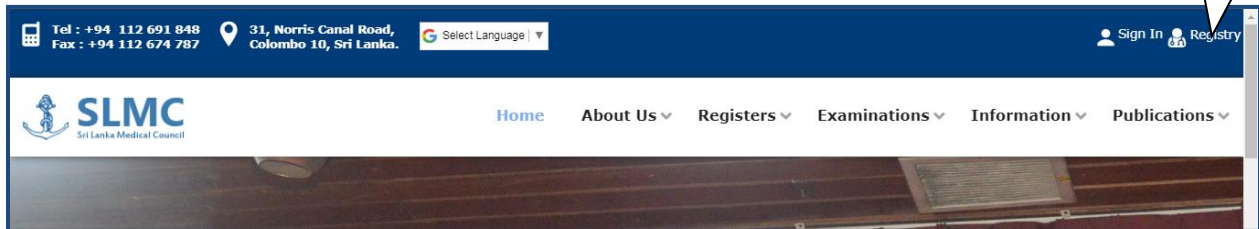
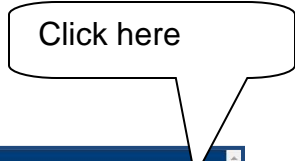
Enter details and click here

Step 3: Once you have submitted you application you can login to you user account here.



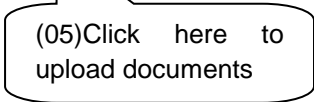
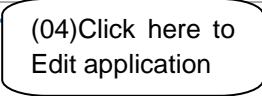
Or login from the following path

To login to your account please go to <https://mc.lk/index.php/en/>



Once you sign in you be able to enter to your user account. Application Status interface will Show the progress of your registration, add/edit your application details.

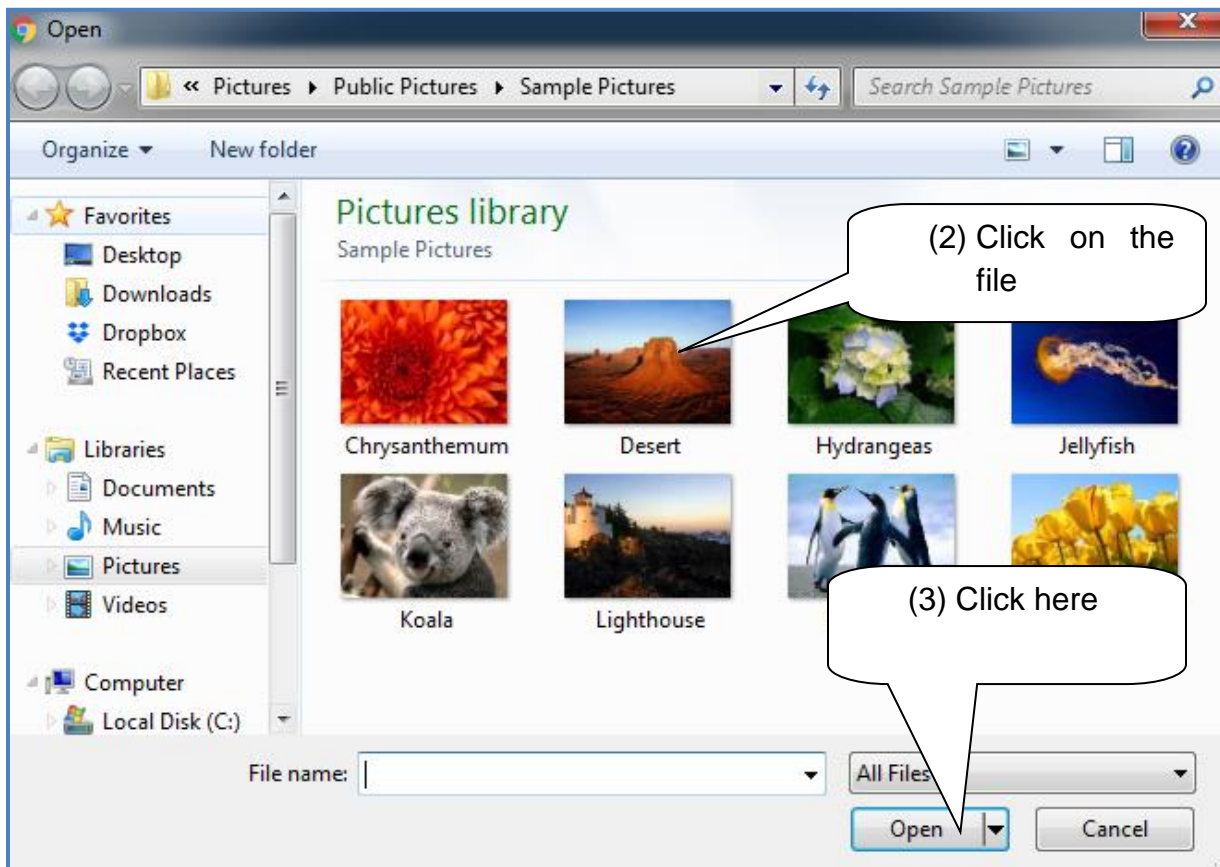
Application	Reference No	Date Submitted	Approval Stage	Approval Status		
Approval of Degree for ERPM Print Application	77005	11/09/2018	Application Received	-	Edit Application	Select Interview Slot
					Upload Documents	



Upload documents

(1) Click here to select the file

User	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>
Bank Payment Voucher and Slip (PDF)	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>
A/L Certificate (PDF)	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>
Passport/s (PDF)	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>
Offer Letter	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>



User Photo (JPG) Choose File Koala.jpg Upload

Bank Payment Voucher and Slip (PDF) Choose File No file chosen Upload

A/L Certificate (PDF) Choose File No file chosen Upload

Passport/s (PDF) Choose File No file chosen Upload

Offer Letter Choose File No file chosen Upload

Complete Submission

(4) Click here to upload

User Photo (JPG) - File has been Uploaded Successfully

Submitted User Photo (JPG) Open | Change

Bank Payment Voucher and Slip (PDF) Choose File No file chosen Upload

A/L Certificate (PDF) Choose File No file chosen Upload

Passport/s (PDF) Choose File No file chosen Upload

Offer Letter Choose File No file chosen Upload

Complete Submission

Click here to change the file

(5) Once you have uploaded all files please click here

Upload Registration Documents

You have more pending uploads

If all documents are not uploaded this message will appear

Once you have uploaded all needed documents you can click in the submission button and logout.

You can check on the progress of your application by login to this portal and check the application status

Request an interview date

Login to your SLMC account and follow these steps

Application	Reference No	Date Submitted	Approval Stage	Approval Status		
Approval of Degree for ERPM Print Application	77005	11/09/2018	Application Received	-	Edit Application Upload Documents	Select Interview Slot

(01) Click here

Interview Date :

(02) Click here to view calendar

Interview Date :

Days with available interview dates will be visible here

(03) Click here to book and interview

Interview Date : 2018-02-14

Please Select an Interview Slot.

Interview Session 1
1 Applicants Per Slot

- 09:00 AM - 09:10 AM
- 09:10 AM - 09:20 AM
- 09:20 AM - 09:30 AM
- 09:30 AM - 09:40 AM
- 09:40 AM - 09:50 AM
- 09:50 AM - 10:00 AM
- 10:00 AM - 10:10 AM

(04) Click here to confirm the booking on your chosen date

All available interview dates will be displayed here in **Green**. Please click on the time that is convenient for you.

The following message will appear with your confirmed interview date and time.

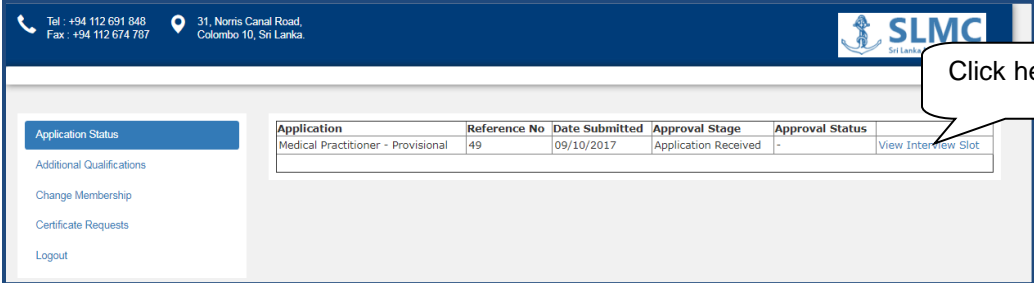
Interview Date : 14th February 2018
Sequence No : 1
Interview Slot : 09:00 AM - 09:10 AM

[Change/Cancel Interview](#)

Please note that once you submit this request the interview will be confirmed by SLMC staff through email. Please check your emails for confirmation.

How to cancel / Change interview request

Step 01: Please login to your account and click on the “view interview slot” link.

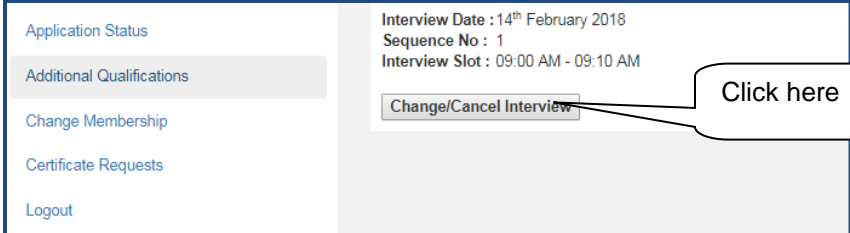


The screenshot shows the SLMC online portal interface. At the top, there is contact information: Tel: +94 112 691 848, Fax: +94 112 674 787, and the address 31, Norris Canal Road, Colombo 10, Sri Lanka. The SLMC logo is also present. On the left, there is a navigation menu with options: Application Status, Additional Qualifications, Change Membership, Certificate Requests, and Logout. The main content area displays a table with the following data:

Application	Reference No	Date Submitted	Approval Stage	Approval Status	
Medical Practitioner - Provisional	49	09/10/2017	Application Received	-	View Interview Slot

A callout box with the text "Click here" points to the "View Interview Slot" link in the table.

Step 02: Click in the cancel or change button. Once you click this then the interview will be canceled and then if you need to book another date then please following the booking process mentioned before.



The screenshot shows the SLMC online portal interface. On the left, there is a navigation menu with options: Application Status, Additional Qualifications, Change Membership, Certificate Requests, and Logout. The main content area displays the following interview details:

Interview Date : 14th February 2018
Sequence No : 1
Interview Slot : 09:00 AM - 09:10 AM

Below the details, there is a button labeled "Change/Cancel Interview". A callout box with the text "Click here" points to this button.