

MEMBERSHIP, EDUCATION & TRAINING COMMITTEE

GUIDELINES FOR ONLINE SUBMISSION OF MEMBERSHIP APPLICATIONS

1 Purpose

These guidelines provide a standard procedure for the electronic submission of applications for the following UIPE membership classes:

1. Student Member
2. Technician Member
3. Technologist Member
4. Graduate Member
5. Corporate Member
6. Fellow Member

UIPE uses **one standard Membership Application Form for all membership classes**. Applicants must clearly indicate the class of membership for which they are applying and complete all sections of the form applicable to that class.

However, each membership class has a **separate online application registration Google Form**. Applicants must complete the Google Form corresponding to the membership class indicated in their application form.

An application will only be considered complete when the applicant has:

1. Completed and signed the standard UIPE Membership Application Form.
2. Attached proof of payment.
3. Attached all additional documents required for the membership class applied for.
4. Completed the correct membership-class Google Form.
5. Submitted the complete application by email to the Projects Office and copied the Membership Office.

2 Standard UIPE Membership Application Form

All applicants shall use the current standard **UIPE Membership Application Form**, which is applicable to all membership classes.

Application Form:

Download the standard UIPE Membership Application Form - [THE-UGANDA-INSTITUTION-OF-PROFESSIONAL-ENGINEERS-APPLICATION-FORM-NEWEST-REVISED-JAN2023-7.docx](#)

When completing the form, the applicant shall:

1. Clearly indicate the membership class applied for.
2. Complete all sections applicable to that membership class.
3. Provide accurate and consistent information.
4. Obtain all required signatures and endorsements.
5. Ensure that the proposer and seconder meet the requirements stated in the form, where applicable.
6. Save the completed and signed application form in PDF format.

Applicants should not alter the structure of the application form or use an outdated version.

3 General Online Submission Procedure

Step 1: Complete the Membership Application Form

Download and complete the standard UIPE Membership Application Form.

Clearly indicate the membership class for which you are applying and complete all applicable sections.

Step 2: Prepare the Required Documents

Prepare the documents required for the applicable membership class.

All documents shall be:

- Complete and properly signed.
- Clear and legible.
- Saved in PDF format.
- Submitted as separate documents where required.
- Named using the prescribed document-naming format.

Step 3: Complete the Correct Google Form

Complete the online application registration Google Form provided for the relevant membership class.

The available Google Forms are:

- Student Membership Application Registration Form.
- Technician Membership Application Registration Form.
- Technologist Membership Application Registration Form.
- Graduate Membership Application Registration Form.
- Corporate Membership Application Registration Form.
- Fellow Membership Application Registration Form.

Applicants must ensure that the Google Form completed corresponds to the membership class indicated in the standard UIPE Membership Application Form. Completing the wrong Google Form may delay the registration and processing of the application.

Step 4: Submit the Application by Email

Attach all the required documents to one email and submit them as follows:

To: Projects Office – projects@uipe.co.ug

Cc: Membership Office – membership@uipe.co.ug

Applicants shall use the prescribed email subject provided under the relevant membership class.

4 Submission Requirements by Membership Class

Student Member

 <i>Student Google Form</i>	A Student Member applicant shall submit: 1. A completed and signed standard UIPE Membership Application Form, with Student Member indicated as the class applied for. 2. Proof of payment of the applicable fee. 3. Student Membership Google Form: Complete the Student Membership Application Registration Form by scanning the QR code.
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Prescribed Email Subject

UIPE Membership Application – Student – Full Name – Institution

Example:

UIPE Membership Application – Student – Sarah Akello – Makerere University

Prescribed Document Names

Full Name – Membership Class – Document Type

- Sarah Akello_Student Application Form.pdf
- Sarah Akello_Student_Proof of Payment.pdf

Technician Member

 <i>Technician Google Form</i>	A Technician Member applicant shall submit: 1. A completed and signed standard UIPE Membership Application Form, with Technician Member indicated as the class applied for. 2. Proof of payment of the applicable fee. 3. Technician Membership Google Form: Complete the Technician Membership Application Registration Form by scanning the QR code
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Prescribed Email Subject

UIPE Membership Application – Technician – Full Name – Engineering Discipline

Example:

UIPE Membership Application – Technician – John Okello – Electrical Engineering

Prescribed Document Names

Full Name – Membership Class – Document Type

- John Okello_Technician Application Form.pdf
- John Okello_Technician_Proof of Payment.pdf

Technologist Member

 <i>Technologist Google Form</i>	A Technologist Member applicant shall submit: 1. A completed and signed standard UIPE Membership Application Form, with Technologist Member indicated as the class applied for. 2. Proof of payment of the applicable fee. 3. Engineering Technologist Membership Google Form: Complete the Technologist Membership Application Registration Form by scanning the QR code.
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Prescribed Email Subject

UIPE Membership Application – Technologist – Full Name – Engineering Discipline

Example:

UIPE Membership Application – Technologist – Peter Kato – Mechanical Engineering

Prescribed Document Names

Full Name – Membership Class – Document Type

- Peter Kato_Technologist Application Form.pdf
- Peter Kato_Technologist_Proof of Payment.pdf

Graduate Member

 <i>Graduate Google Form</i>	A Graduate Member applicant shall submit: 1. A completed and signed standard UIPE Membership Application Form, with Graduate Member indicated as the class applied for. 2. Proof of payment of the applicable fee. 3. Graduate Membership Google Form: Complete the Graduate Membership Application Registration Form by scanning the QR code
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Prescribed Email Subject

UIPE Membership Application – Graduate – Full Name – Engineering Discipline

Example:

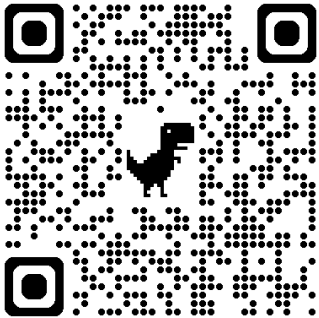
UIPE Membership Application – Graduate – Jane Namukasa – Civil Engineering

Prescribed Document Names

Full Name – Membership Class – Document Type

- Jane Namukasa_Graduate Application Form.pdf
- Jane Namukasa_Graduate_Proof of Payment.pdf

Corporate Member

 <i>Corporate Google Form</i>	A Corporate Member applicant shall submit the following as separate PDF documents: 1. A completed and signed standard UIPE Membership Application Form, with Corporate Member indicated as the class applied for. 2. Proof of payment of the applicable fee. 3. Career Report. 4. Technical Report. 5. The completed Final Quality Checklist, if applicable. 6. Any other documents required under the applicable Corporate Membership guidelines. 7. Corporate Membership Google Form: Complete the Corporate Membership Application Registration Form by scanning the QR code.
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Prescribed Email Subject

UIPE Membership Application – Corporate – Full Name – Engineering Discipline

Example:

UIPE Membership Application – Corporate – Grace Namuli – Agricultural Engineering

Prescribed Document Names

Full Name – Membership Class – Document Type

- Grace Namuli_Corporate Application Form.pdf
- Grace Namuli_Corporate_Proof of Payment.pdf
- Grace Namuli_Corporate_Career Report.pdf
- Grace Namuli_Corporate_Technical Report.pdf
- Grace Namuli_Corporate_Final Quality Checklist.pdf

Any additional documents should be clearly named

Fellow Member



Fellow Google Form

A Fellow Member applicant shall submit:

1. A completed and signed standard UIPE Membership Application Form, with **Fellow Member** indicated as the class applied for.
2. Proof of payment of the applicable fee.
3. The Fellow Membership submission required under the applicable Fellow Membership guidelines.
4. Supporting evidence required for the assessment of the application.
5. Any other documents specified in the Fellow Membership application requirements.

All Fellow Membership documents shall be saved as separate and clearly labelled PDF files.

- 6. Fellow Membership Google Form:** Complete the Fellow Membership Application Registration Form by scanning the QR code

Prescribed Email Subject

UIPE Membership Application – Fellow – Full Name – Engineering Discipline

Example:

UIPE Membership Application – Fellow – John Mugisha – Civil Engineering

Prescribed Document Names

Full Name – Membership Class – Document Type

- John Mugisha_Fellow_Application Form.pdf
- John Mugisha_Fellow_Proof of Payment.pdf

Where supporting evidence is submitted as separate files, the documents should be clearly named according to their content.

5 Suggested Email Message

Dear UIPE Team,

Please find attached my application for admission as a **[insert membership class] Member** of the Uganda Institution of Professional Engineers.

I confirm that I have completed the online application registration Google Form for the membership class applied for and attached all the required documents.

Applicant's Name:

Telephone Contact:

Documents attached:

1. UIPE Membership Application Form
2. Proof of Payment
3. List any other applicable documents

Kindly acknowledge receipt of my application.

Yours faithfully,

[Full Name]

6 Applicant's Final Submission Checklist

Before sending the application, confirm that:

- ☐ I used the current standard UIPE Membership Application Form.
- ☐ I clearly indicated the membership class applied for.
- ☐ I completed all sections applicable to my membership class.
- ☐ The application form has been properly signed.
- ☐ I obtained the required proposer and seconder endorsements, where applicable.
- ☐ I attached proof of payment.
- ☐ I attached all documents required for my membership class.
- ☐ All documents are clear, legible and saved in PDF format.
- ☐ I used the prescribed document-naming format.
- ☐ I completed the Google Form for the correct membership class.
- ☐ The membership class selected in the Google Form matches the class indicated in my application form.
- ☐ I addressed the email to the Projects Office.
- ☐ I copied the Membership Office.
- ☐ I used the prescribed email subject.
- ☐ I listed all attached documents in the email.
- ☐ I retained a copy of the complete submission.

7. Additional Checklist for Corporate Applicants

- ☐ I attached the Career Report as a separate PDF document.
- ☐ I attached the Technical Report as a separate PDF document.
- ☐ I attached the completed Final Quality Checklist, where applicable.
- ☐ The information in my application form and reports is consistent.
- ☐ The Technical Report project appears in my Career Report project list.
- ☐ My role and personal contribution are clearly presented.
- ☐ My reports have been reviewed for content, grammar and formatting.

8. Additional Checklist for Fellow Applicants

- ☐ I indicated Fellow Member as the membership class applied for.
- ☐ I completed the Fellow Membership Google Form.
- ☐ I attached the Fellow Membership submission required for assessment.
- ☐ I attached all required supporting evidence.
- ☐ My supporting documents are clearly labelled and saved as separate PDF files.
- ☐ The information in my application form, Google Form and supporting documents is consistent.