



الهيئة السعودية للمهندسين
SAUDI COUNCIL OF ENGINEERS

Professional Accreditation System User Manual

(V 1.0)

2011

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

Introduction:

Saudi Council of Engineers strives to create an integrated electronic registration system for professional accreditation and automation of the process without the need of a visit to SCE for submission of the applications. The process for online registration is as follows:

1. The applicant fills-up the Professional Registration Application Form online, and submits electronically.
2. The system issues a Request Number.
3. Verification of the submitted file is done by SCE. Once the file is accepted as fulfilling the terms, an SMS and email will be sent to the applicant advising him/her to pay the registration fee.
4. After the payment of fee, should an expat (non-Saudi) engineer needs a letter to the Passport Office, he will be notified by SMS to collect the letter once it is ready.

Very Important Note:

1. It is important to keep the Request Number that the system issues upon submission of your application.
2. Please deposit by cash the described registration fee to either of the following SCE bank accounts at:

Arab National Bank, A/c SA6130400108002190330012

SAMBA, A/c SA8440000000009907003875

It is necessary to submit the original cash payment receipt to SCE. OR, you can pay at SCE using your ATM/Debit cards.

The fee structure is as follows:

SAR 1250.00 for Engineer category;

SAR 1700.00 for Associate Engineer;

SAR 2300 for Professional Engineer; and

SAR 2800 for Consultant Engineer Category.

Note: No direct transfer from bank account or payment through ATM will be accepted.

3. It is very important to be careful when typing the mobile phone numbers in the Application Form; since SCE uses this number to notify you any further progress of your application, including the payment; and letter to passport for expat engineers. Please make sure to follow the 966XXXXXXXXX format, without any zeros or + sign before the numbers.
4. Please make sure you have entered your e-mail address correctly; since you will receive official information/invitation etc through this mail. Please add SCE to your safe mail list.
5. The system is bi-lingual; click on the language shown on the tab at top of the page to select it.
6. It is important that you keep your User Name and Password that you created while entering your registration details. The system allows you to complete the registration part by part, if you wish so. Once you come back to continue you will need to login to the system using your User Name & Password.
7. If any discrepancies found in your application, you will be notified by an SMS/E-mail. Please login to the system and complete what is missing as per the instruction given by SMS, and re0-submit your application.
8. Should you have any query or clarification, you may please contact to Registration Help Desk through 01-2405777 Extensions 100/101/102/103

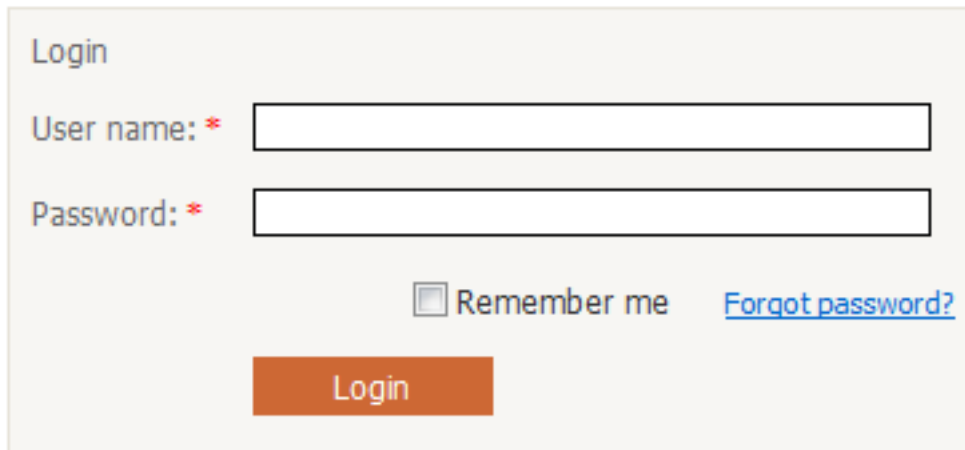
Notes:

- Only Engineers' applications are accepted for professional registration (i.e. those obtained a four year bachelor's /equivalent degree in engineering from an accredited university/institute).
- Any incomplete application with lacking documents/requirements will be rejected. Please make sure you have attached:
 - Bachelor Degree (or equivalent) in engineering along with CAV for universities from Philippines; back page of certificate for universities from Egypt and Pakistan; Mark sheet/transcript and seat number for universities from India or where the major of study is not specified.
 - National ID for Saudi engineers and Residence Permit (Iqama) for Non-Saudi Engineers.
 - Passport copy for those who graduated from universities outside KSA.
 - Introduction letter from current employer stating the job title, and date of employment.
 - Statement of Experience from the employer (for engineers working in government sectors).
 - Statement of Experience from the employer, attested by the Chamber of Commerce (for engineers working in private sector).
 - Experience certificates for outside the KSA, to be attested by the designated authorities.
 - Certified documents for attending training courses, seminars, and conferences etc., if any.
 - A recent passport size photograph with white background (5 cm X 5 cm).

All documents attached electronically should be clear with fair resolution to avoid rejection of the application. The maximum size of any attachment should not exceed 512 KB and the preferred format is jpg.

crm.saudieng.org

- The link directs you to a page with three options. Please choose the Professional Registration, as shown below:



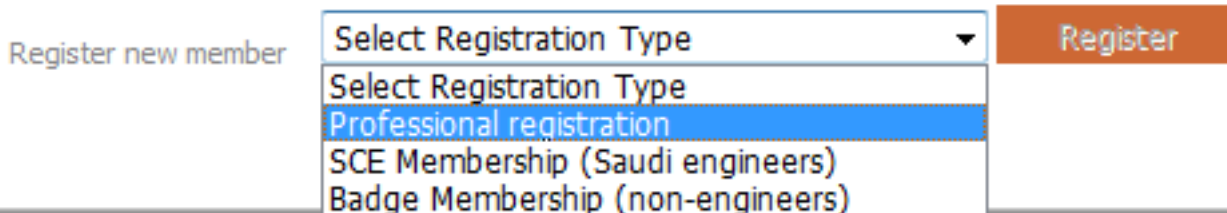
Login

User name: *

Password: *

Remember me [Forgot password?](#)

Login



Register new member

Select Registration Type

Select Registration Type

Professional registration

SCE Membership (Saudi engineers)

Badge Membership (non-engineers)

Register

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- If you have created a User Name and Password early, please login using them. The system will take you to the page where you left during your last visit or to the follow up page. You can find here any notifications sent to you by SCE, such as missing documents, if any etc.

After completion of your membership you will be directed to the page shown in figure (1):

Figure (1):

The image shows a web-based membership registration form for the Saudi Council of Engineers. The form is titled "Membership registration form" and includes a header with the council's logo and navigation links for "عربي", "Log In", and "Welcome". A red notice at the top states "This service is limited for eastern region only". The form contains various input fields, including text boxes, dropdown menus, and date pickers. 18 orange circles with numbers 1 through 18 are placed over specific fields to highlight them. The fields are: 1. Arabic name, 2. English name, 3. Birth date (with Aum alQura refresh), 4. Country of birth, 5. Job title, 6. Employer, 7. Nationality, 8. Sex (radio buttons), 9. Identity/Iqama/Border entry No., 10. Passport No. or Hafiza No., 11. Expire Date of Passport or Hafiza (with Aum alQura refresh), 12. Passport source, 13. Specialization, 14. Graduation Date (with Aum alQura refresh), 15. University or Institute (with a note to write in English), 16. State graduated, 17. Master degree, and 18. Ph.D. degree.

Membership registration form

In case this * is found, that mean this field is required.

The name in arabic * 1
The four names in Identity or Iqama

The name in English * 2
Your first and last name only

Birth date * Day Month Year Aum alQura 3

Country of birth * 4

Job title * 5

Employer 6

Nationality * Nationality 7

Sex Male Female 8

Identity No / Iqama No / Border entry No * 9

Passport No. or Hafiza No. 10

Expire Date of Passport or Hafiza * Day Month Year Aum alQura 11

Passport source. 12

Degree level.

Bachelor

Specialization * 13


Graduation Date * Day Month Year Aum alQura 14

University or Institute 15
Please, Write the university name in ENGLISH only like "King Saud University"

State graduated * Country 16

Master 17

Ph.D. 18

Login information	
User name *	<input type="text"/> 19
Password *	<input type="password"/> 20
Re-type the password *	<input type="password"/> 21
Contact information	
Post box No.	<input type="text"/> 22
City	<input type="text"/> 23
Post code.	<input type="text"/> 24
Address	<input type="text"/> 25
Country of residence *	<input type="text"/> 26
Region, Only for whom in KSA *	<input type="text"/> 27
City, Only for whom in KSA *	<input type="text"/> 28
Telephone	<input type="text"/> 29 Ext. <input type="text"/> 30
Fax	<input type="text"/> 31 Ext. <input type="text"/> 32 ↑ ↓
Mobile *	<input type="text"/> 33 Please, Write your mobile like 9665555555
E-mail *	<input type="text"/> 34
Preferred Language	
Preferred Language	<input checked="" type="radio"/> عربي 35 <input type="radio"/> English Preferred Language for receiving SMS and Emails from SCE
You have to agree the "Engineer Agreement" to continue	Engineer Agreement <input type="checkbox"/> Yes, Agree 36
Write the number which is on the image	 37 You can change the number on the image if it is not clear by clicking on the image
<input type="button" value="Save"/>	

Field#	Notes
1	Please type your name in ARABIC, exactly as in your ID/Iqama/ Passport. For Non-Arab new expat, please transliterate your name into Arabic as you pronounce.
2	Please type your full name in ENGLISH, as in your official documents.
3	You can switch between Hijri and Gregorian calendars.
4	Please select your Country of Birth.
5	Please type your designation at work.
6	Your current employer/company.
7	Your current nationality (as per the passport you hold).
8	Your gender, please.
9	National ID for Saudis; Iqama or border entry number for expats.
10	Your current passport number.
11	You can switch between Hijri and Gregorian calendars.
12	The authority that issued your passport.
13	Your major/main subject of study.
14	You can switch between Hijri and Gregorian calendars.
15	Please write the University name in ENGLISH only.
16	The country from where you graduated.
17	Masters/Post Graduate
18	Doctorate of Philosophy
19	To be unique for each user; your ID/Iqama/PP number will work fine.
20	Type in a not-so-easy password.
21	Re-type the password that you just entered above.
22	Your official post box number.
23	City as in your official address.
24	Postal Code.
25	Physical address, other than the postal address.
26	Country where you reside at present.

Field#	Notes
27	The region where you reside at present.
28	City, where you reside at present.
29	Telephone number Including region code
30	If applicable
31	Fax number Including region code
32	If applicable
33	966##### format. No + sign; no 00 prefixes. THIS NUMBER WILL BE USED TO COMMUNICATE with you. Please be precise and make sure it is correct.
34	Your frequently used email please.
35	Select your preferred language for SMS and Emails from SCE.
36	Please download, and read carefully.
37	This is to eliminate spam. Refresh, if needed, by clicking on the image.

The system will save your data automatically after each step

المصفحة الرئيسية

Engineering or research teams leadership

Title *

Subject *

Type *

Duration(Days) *

Date * Day Month Year AD

Add

<< Previous Next >>

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Field#	Notes
1	Title of Research or Group Task
2	Subject of Research or Task
3	Type of your participation and role.
4	Duration of the Research/Task
5	You may switch between Hijri and Gregorian calendars.
6	To add another leadership role or task lead, please click here.
7	You may go back to previous page or proceed to next step.

.The system will save your data automatically after each step

Engineering or research teams leadership

Title *

Subject *

Type *

Duration(Days) *

Date * Day Month Year AD

Add Please you have to add an attachment to any field you added.

1	Srl	Title	Subject	Type	Duration	Date	Options
1	1	Select حقوق النقط في الربع التالي	بحث عن استخراج غاز الاتيلين	Leading research team	17	21/04/1402	Update Remove

1

Attachments

Description *

File * File size limit is : 512KB
The file type be { .doc, .docx, .pdf, .jpg, .jpeg }

Add

Field#	Notes
1	Click here to confirm addition.
2	Name the file that you are uploading
3	Select the file from your system and upload as attachment.
4	To add more, please click here.

.The system will save your data automatically after each step

Engineering or research teams leadership

Title *

Subject *

Type * [↕](#)

Duration(Days) *

Date * Day Month Year AD

Srl	Title	Subject	Type	Duration	Date	Options
1	Select	حقوق النقط في الربع الخالي	بحث عن استخراج غاز الاتيلين	Leading research team	17	21/04/1402 Update Remove

Attachments

Description *

File *
 File size limit is : 512KB
 The file type be { .doc, .docx, .pdf, .jpg, .jpeg}

Srl.	Description	Title	File Size	Remove
1	صورة عن شهادة البحث	حقوق النقط في الربع الخالي	26 KB	Delete

1

Field#	Notes
1	You can delete a previously uploaded attachment. Click here.
2	You may go back to previous page or proceed to next step.

Other similar forms like Courses, Experiences .. etc, can be filled in the same way.

.The system will save your data automatically after each step

Specialization required

1

م	Specialization	Profiessional Grades	Options
1	كيميائية	مهندس	Edit Delete

1



Qualifications [Add new](#)

1

Srl	Qualified	Year of graduation	Main Major	University	Country	Options
1	jj	01/10/42 12:00:00 ص	jjj	jj	jj	Update Remove

1

Attachments

1

Srl	Title	File Description	File Size
1		jjj	66 كيلو بايت

1

Employee Rank [Add new](#)

Attachments

There is no results

Leading Positions duding profiessional work [Add new](#)

Attachments

There is no results

There is no results

Profiessional Grades [Add new](#)

<< Previous

7

Next >>

Field#	Notes
1	You may change/delete a major or grade you chose earlier.
2	You may change/delete a major or grade you chose earlier.
3	You can add more qualifications by clicking here.
4	To add a grade or job level - if any - click here.
5	To add a lead role in a professional task - if any - click here.
6	To add a professional Grades - if any - click here.
7	Click on «Next» to save and proceed to next step.

.The system will save your data automatically after each step

Work Skills *	<div style="border: 1px solid black; height: 60px; display: flex; align-items: center; justify-content: center;">1</div>
	<p>2 <input checked="" type="radio"/> I agree to publish my information with Personal photo</p> <p><input type="radio"/> I agree to publish my information without Personal photo</p> <p><input type="radio"/> I don't agree to publish my information</p>
	<p>3 <input type="radio"/> Send to SCE</p>
	<p>4 <input checked="" type="radio"/> Save with The possibility of update</p> <p>Request will not be sent to SCE and can be accessed later and make any changes to the information</p>
	<p>5 <input type="checkbox"/> I certify that all information provided above are correct, I bear the responsibility other wise. I authorize Saudi Council of Engineers to proceed verfyng my certificates and papers from thier sources.</p>
	<p>7 Save</p>
<p>6 << Previous</p>	

Field#	Notes
1	Do you have any skills that haven't mentioned? Please brief them
2	Select the preferred method for exposing the information related to you to others from the SCE database.
3	VERY IMPORTANT: If you would like to send these information to SCE now, please select this.
4	VERY IMPORTANT: If you would like to save these information without sending to SCE now, and revert back to review at a later stage, please select this.
5	Please read carefully and check if you are sure of all information.
6	You may still go back to previous page by clicking here.
7	By clicking on «Save» you have completed all steps needed for online registration. Good Luck!

