

## **Request for GDC proforma letter regarding the Dental Qualifications of OMFS trainees**

### **Purpose**

If not currently registered with the GDC as a dentist, an Oral and Maxillo Facial Trainee may be required at two stages of their training to confirm that they hold a qualification that enables them to apply for registration with the GDC. In this instance, upon request, the GDC will issue a letter to confirm that the applicant holds a qualification that is 'potentially' fully registerable with the GDC. The proforma letter is solely available to and for the use of OMFS trainees for the purposes of entry to and completion of specialist training.

### **The Process**

#### **COMPLETE PROFORMA**

The proforma is only considered complete when all of the required documents have been provided as listed below. All incomplete proformas will be returned.

When all of the requirements have been met, please send your completed application in person or by post to the following address:

Dentist Assessment Team  
Registrations Department  
General Dental Council  
1 Colmore Square  
Birmingham  
B4 6AJ  
United Kingdom

#### **THE FOLLOWING CHECKLIST MUST BE COMPLETE FOR PROFORMAS TO BE PROCESSED:**

- a completed proforma; and
- certified copy of the original current passport or valid ID card; and
- certified copy of the original primary dental qualification; and

If applicable, you may need to provide the following supporting evidence

- NARIC Certificate of Comparability (if holding an overseas qualification);
- certified translations into English of the originals;
- certified copies of the originals;
- evidence of name change (if applicable)

## **COMPLETED APPLICATION FORM**

All sections of the application form must be completed. The paragraphs below provide guidance on completing each section of the form. Further guidance notes are also attached to the application form.

### **TRANSLATIONS FOR ANY DOCUMENT NOT IN ENGLISH MUST FOLLOW THE GUIDELINES**

- The certified translation must be produced by a qualified translator; and
- The translation must be bonded to a photocopy of the specific document; and
- The translator must confirm in English writing that "the translation is an exact translation of the copy attached" ; and
- The translator must provide their full name and address.

The GDC will not accept a translation of a translation (e.g. a Romanian diploma translated into Greek, then to English from Greek is not acceptable).

### **CERTIFIED COPIES MUST MEET ALL OF THE FOLLOWING CRITERIA**

- The document must be a first generation photocopy (i.e. a photocopy of the original document, not a photocopy of a photocopy or of a fax); and
- The person certifying is a Notary Public, Commissioner of Oaths, Justice of Peace or other entitled to practise law or is an authorised officer of an embassy or consulate (a mayor or police officer cannot certify documents); and
- The person certifying the copy must confirm in English writing that they have inspected the original document(s) and that the document they are certifying is a "true copy of the original document"; and
- The copy must bear the name, signature and address of the person certifying the documents. Where the person certifying the documents is not the applicant or their spouse.

### **CHANGE OF NAME**

Please note that your full name must correspond on all documents. If your name has changed or differs on any documents you must include documentary evidence (e.g. a certified copy of the marriage certificate).

### **PROCESSING TIMES**

Please refer to the GDC website [www.gdc-uk.org](http://www.gdc-uk.org) for current processing times.

### **CONTACT DETAILS**

If you are unclear about any matter, please telephone the GDC Dentist Assessment Team on Tel: +44 (0) 20 7167 6000; Fax: +44 (0)20 3355 1574; Email: [Assessments@gdc-uk.org](mailto:Assessments@gdc-uk.org).

**Disclaimer: this letter is only valid at the point of issue and for the purposes of entering OMFS Training or the awarding of a Certificate of Completion of Training in OMFS. It does not guarantee future recognition of your qualification by the GDC.**