

Overseas Registration Exam

Application form guidance notes

For dentists holding dental degrees from outside the UK and EEA

This application form and accompanying documents should be sent to the following

address: Examinations Team
General Dental
Council 1 Colmore
Square Birmingham
B4 6AJ

Guidance for applicants and referees

Please read this guidance carefully before completing your application form and use the checklist to make sure you have completed all sections and submitted all the supporting documents. Your application will not be processed and it will be returned if there are documents missing or your application is incomplete.

We expect candidates to be academically and financially ready to sit an examination as soon as they send in their application.

Candidates are allowed up to four attempts at each part of the ORE and will need to pass Part 2 within five years of first sitting Part 1.

If you have any queries after reading these guidance notes please email the exams team, examinations@gdc-uk.org.

Creating your online application form and checklist

Creating your online application form

You can apply for the ORE online via eGDC by selecting '[Apply to register](#)'. Please note, you will be asked to complete the route to registration questionnaire.

The ORE application form is titled 'Overseas Registration Examination', not 'Overseas Qualified Dentist' which requires the applicant to hold a [recognised qualification](#), and completing the incorrect form will delay your application process.

Once complete the ORE online application form will be available for download and you will be required to print and complete the application form, sending it with your supporting documents to the correct address.

Your details

- **Title**
You may not use Doctor (Dr) unless you hold a doctorate in addition to your primary dental qualification.
- **Given or first name**
Please provide your full given or first name and middle names exactly as they appear on your passport and degree certificate.
- **Family name or surname**
Enter your full family or surname exactly as it appears on your passport and degree certificate. This is the name you will be registered under for the ORE so it is essential it is recorded correctly.

If you have changed your name by marriage or Deed Poll you must provide evidence of this change with your application in the form of the original certificate, affidavit or other statutory evidence.

- **Nationality**
We have asked for you and your spouse's nationality so that we can check whether you are exempt from any application requirements.

You should check whether you are eligible for registration through any other route on our website: www.gdc-uk.org

Your contact details**• Address**

The address you provide will be used to contact you if we need to return incomplete forms or documents. If your address changes you must notify us by email, or by sending in a signed and dated letter with your new address clearly marked with your name and GDC reference number.

• Email address

You must have an email address that you can access frequently as we use email as our main form of communication for exam announcements, reference checking and results.

• Telephone numbers

All telephone numbers should be given in full with STD codes as we may need to contact you by telephone regarding your application or exam place.

Please notify us immediately if your address, email or telephone number changes.

Primary qualification

You must state here which institution you received your original primary qualification from, the country of qualification and the title of your primary dental qualification e.g. BDS, University of Health Sciences, Lahore, India.

Supporting documents

You must enclose an original IELTS certificate, original Certificates of Good Standing and an original NARIC statement/certificate of comparability. You may supply copies of all other documentation as long as these documents have been certified by someone named in guidance notes. Please refer to the guidance notes for a list of people who can certify documents.

Your full name (including any middle names) and date of birth should match on all of your supporting documentation unless you have provided evidence of a change of name. If the name on any of your supporting documents does not match, for example your middle name does not appear on your degree certificate; you must obtain an affidavit confirming that you are the person stated on the document.

All photocopied documents must be certified. We can only accept certified copies if all the following criteria apply:

- The documents are legible;
- The copy is taken from the original document (we cannot accept copies of photocopies or faxes);
- The person certifying confirms (in English) by signing and dating the document that it is a true copy of the original;
- The person certifying is either a Notary Public, Commissioner of Oaths, Justice of the Peace or another person entitled to practise law, or an authorised officer of an embassy or consulate;
- The name, signature and address of the person certifying is shown on the copy;
- The person certifying is not a relative of yours.

The applicant cannot certify documents themselves.

We do not accept photocopied documents verified by a GDC registrant.

Your primary dental degree certificate

Please send us a certified copy of the original certificate. If your name on the certificate does not match your passport

please provide an affidavit to confirm that you are the holder of the degree.

A provisional certificate or certificate of graduation will not be accepted in place of a final degree certificate or diploma.

NARIC Statement or Certificate of Comparability

You must provide a statement or certificate of comparability from NARIC along with your degree certificate. Details can be found on the NARIC website <http://ecctis.co.uk/naric>.

We may ask for additional information to verify the authenticity of your degree certificate.

Passport

Please send us a certified copy of your current, valid passport. It must:

- Be legible;
- Show a clear photograph;
- State expiry date of your passport;
- Indicate your date of birth; and
- Clearly show your signature.

Passport photo

You must supply us with a recent passport size photo. If the photograph is not a true likeness to that on your passport, it will need to be certified on the back by a professional (e.g. your referee).

Variations in your name

If the name in which you are applying for the ORE differs from that on any of the other documents you are sending, you must provide evidence of the legality of your name change, e.g. a marriage certificate. In this instance please send us a certified copy of the original. Alternatively, please provide an affidavit confirmed by a solicitor, detailing the variations of your name on your documents and that they all relate to you.

Medical certificate

You must attach supporting medical evidence if you have a condition that requires adjustment(s) during the exams. Please note the GDC may request an updated medical certificate up to five weeks before you take the exam.

If you have not supplied a medical certificate with this application, please tell us about any adjustments arising from additional needs that you may require during an exam. It is your responsibility to tell the exams team of any additional needs or changes that may arise. You must do this at least five weeks before an exam sitting. The exam centres cannot guarantee any adjustment but will consider it and advise you accordingly.

Evidence of English language

The Dentists Act 1984 requires the GDC to be satisfied that all applicants have the necessary knowledge of English prior to entry to our registers.

If the GDC is satisfied about your knowledge of English from your initial application for registration we will not request further evidence or information.

If the GDC is not satisfied that you have produced sufficient evidence that you have the necessary knowledge of English we will request further evidence and/or information. Please refer to "Evidence of English language competence: guidance for applicants" document, which can be found on the GDC website (www.gdc-uk.org) for

types of evidence we are likely to accept as demonstrating that a dental professional has the necessary knowledge of English.

If this further evidence still does not satisfy us, we will direct you to undertake a test before we allow you to enter the ORE. The test that we will direct you to undertake is the International English Language Testing System (IELTS) exam. You must achieve the pass scores relevant to your profession.

Certificate or Letter of Good Standing

This is a certificate or letter issued by the dental authority of the country in which you last worked which states that you are legally entitled to practise dentistry in that country and that you have not been suspended, disqualified or prohibited from working as a dentist.

You must also send us a Certificate or Letter of Good Standing from the dental authority in the country in which you qualified if this is different to the country in which you last worked or are currently working.

This document must be:

- An original certificate or letter on letter headed/watermarked paper;
- No more than three months from the date of issue at the time of your application.

If you cannot obtain this document due to the regulations of the dental authority in the country in which you qualified, you must provide a letter from that dental authority which explains why a Certificate or Letter of Good Standing cannot be provided. In addition you must provide an affidavit or affirmation witnessed by a solicitor or other legal professional, confirming that you are of good standing. This will be considered on a case by case basis.

If you cannot obtain this document due to your refugee status, you will also need to provide an affidavit or affirmation witnessed by a solicitor or other legal professional confirming that you are of good standing. This is only acceptable if it is not possible to obtain a Certificate or Letter of Good Standing and will be considered on a case by case basis.

You must be prepared to swear under oath in the affidavit/affirmation that you cannot obtain the Certificate or Letter of Good Standing despite having tried to. In the affidavit/affirmation you must state that you have the right to practise dentistry in the relevant country and that you have not been suspended or prohibited from practising as a dentist. Reasons for being unable to obtain a Letter or Certificate of Good Standing must be included. We may also seek confirmation from the relevant authority.

A registration certificate or an annual practising certificate or a reference from your university will not be accepted in place of a Certificate or Letter of Good Standing.

Translations

Any required documents which are not in English must be accompanied by an exact translation. You must send us a certified copy of the original document and the certified translation. The translation must either be:

- A certified translation by a qualified translator; or
- For degree certificates and diplomas, an official translation by the relevant university with the official stamp of the university and the signature and name of the Dean.

The General Dental Council will not refund any fees for translation.

Declaration

Please ensure that all your details are correctly and accurately completed before you sign and date your application.

- Please complete the Checklist included at the front of the application form confirming the documents that you are submitting.
- Please do not submit a form which is dated more than three months ago.
- We will return your documents once we have processed your application. The address you supply must be one where you can receive these documents.

Character reference

Your character referee must sign the form **after** you have signed and completed all sections.

The date the referee signs must not be earlier than the date you have signed.

The referee must be a registered professional and must not be a relative.

Clinical experience reference

You must provide one or more references, dated no longer than three months ago, to demonstrate you have completed at least 1,600 hours of clinical experience prior to applying for the ORE.

You may need to submit more than one clinical reference in order to satisfy the 1,600 hours requirement. We have provided three forms, and you may print as many additional copies of section 7 as you need from our website in order to send each referee a separate copy. If one reference satisfies the 1,600 hours requirement we do not need additional references.

Your referees must complete this section of the application form to verify that you have this experience, providing details of your clinical experience. They may continue on additional sheets if necessary.

If you are submitting evidence from your primary dental qualification as evidence of prior clinical experience, the Dean of the dental school or your professor/tutor acting on behalf of the Dean must be the referee. Please ensure that the Dean's office stamps the form in all cases.

If you are submitting evidence from post-qualification work experience, the person verifying the reference must be, or have been, registered as a professional with the regulatory body in the country where you worked or studied and must be, or have been, your employer.

If you are submitting evidence gained in the UK under temporary registration, the form must be completed by the supervising consultant(s) responsible for supervising your direction(s).

If you are unable to submit evidence of your clinical experience because you are a refugee or asylum seeker, please contact us to discuss alternative methods of verification.

Exam rules

Late arrivals at the exam

Candidates who arrive late will not be admitted to that section of the exam. Candidates will be allowed to take any later sections of Part 2; however marks will not be provided for these sections. This will count as one of the four attempts allowed.

Cheating and misconduct

Any of the following examples of misconduct will result in the candidate failing the exam and may impact on GDC registration should the candidate subsequently pass the ORE:

- introduction of unauthorised material into the exam room, for example: notes, textbooks or study guides, personal organisers, calculators, dictionaries, personal stereos, concealed mobile phones or other similar electronic devices;
- obtaining, receiving, exchanging or passing on information which could be exam-related (or the attempt to) during the exam by means of talking, written papers/notes, by telephone or by recording oral exams; • attempting to solicit information about the exam from candidates from an earlier time slot; • copying from another candidate;
- collusion;
- disruptive behaviour in the exam room (including using offensive language);
- failing to abide by the conditions of supervision designed to maintain the security of the exams;
- failing to abide by the instructions or advice of an examiner, academic lead or administrator in relation to the exam rules and regulations;
- impersonation: pretending to be someone else, arranging for a third party to take the candidate's place in an exam;
- the inclusion of inappropriate, offensive or obscene material in answers;
- misuse of exam material, e.g. by passing or attempting to pass such material to a third party after the exam;
- bribing or attempting to bribe an exam official;
- the alteration of any results document;
- behaving in such a way as to undermine the integrity of the exam.
- contacting or attempting to contact internal or external examiners before or after the exam for any reason.
- making spurious complaints that are a deliberate attempt to unfairly gain advantage.

Mobile telephones

It is accepted that for reasons of personal safety, including emergency contact with friends and family, candidates cannot be forced to leave mobile telephones behind when attending on the day of the exam. However, we reserve the right to ask candidates to switch off their telephones and place them in a clear plastic bag and ensure that this is on display at all times, or to leave the telephone in designated secure storage at the place of the exam and for the duration of the exam only. Candidates found with concealed mobile telephones or other electronic devices during the exam will fail the exam and this may impact on GDC registration should the candidate subsequently pass the ORE.

Illness

- Candidates who are unwell should speak immediately with the GDC external examiner. They will write a detailed note of all the information given to him and send this to the exams team as soon as possible.

- Candidates who are unwell must make a professional decision as to their fitness to continue with the exam. You should be clear as to the consequences of your decision. All candidates should read and understand the policy regarding illness before the exam. This can be found on our website.
- If you are not fit to continue with the exam you will keep the results you have earned up to that point. This means that candidates who have passed all the sections of the exam up to the point of departure will be entitled to sit the exam again for free once an acceptable original medical certificate has been received by the exams team. Candidates who have already failed before they leave the exam will still have failed the exam and the results will not be changed retrospectively on production of a medical certificate.
- Candidates who decide that they are fit to continue with the exam will not have their results changed retrospectively on production of a medical certificate.

Data Protection

Under the General Data Protection Regulation and Data Protection law, the GDC processes personal data, like the information in your application, because the processing is necessary for the exercise of the GDC's statutory functions; and the processing is also in the substantial public interest.

Information about how the GDC will use and share the information you give us, the various rights you have in connection with any personal data about you that is held by the GDC, and how long we will keep your information for can be found in the privacy notice on our website here: www.gdc-uk.org/privacy.