

**Applications for registration under section 15 (1)(c) of the Dentists Act 1984:  
recognised overseas diplomas under section 16 (2) of the Act**

## **1. Introduction**

This advice leaflet is applicable to the following category of dentists:

- ☐ Dentists who have never been registered in the UK and who wish to apply for registration with the General Dental Council (GDC); and
- ☐ Who have a dental qualification awarded outside the EEA (including the UK); and ☐ Where the qualification is recognised for registration by the GDC.

## **2. Recognition of your qualification**

Your qualification will be recognised for registration with the GDC if you can meet the following criteria:

- ☐ Your country of qualification and qualification is listed in the table below; and ☐ Your qualification was awarded within the dates specified in the table below.

<b>Country and university of qualification</b>	<b>Qualifications recognised from that country</b>	<b>Dates within which the qualification must have been granted for the qualification to be recognised in the UK</b>
Australia – University of Adelaide	Bachelor of Dental Surgery (BDS)	Qualification must have been granted before 1 January 2001
Australia – University of Melbourne	Bachelor of Dental Science (BDSc)	Qualification must have been granted before 1 January 2001
Australia – University of Queensland	Bachelor of Dental Science (BDSc)	Qualification must have been granted before 1 January 2001
Australia – University of Sydney	Bachelor of Dental Surgery (BDS)	Qualification must have been granted before 1 January 2001
Australia – University of Western Australia	Bachelor of Dental Science (BDSc)	Qualification must have been granted before 1 January 2001

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Hong Kong University of Hong Kong	Bachelor of Dental Surgery (BDS)	Qualification must have been granted before 1 January 2001
<b>Country of qualification</b>	<b>Qualifications recognised from that country</b>	<b>Dates within which the qualification must have been granted for the qualification to be recognised in the UK</b>
Malaysia University of Malaya	Bachelor of Dental Surgery (BDS)	Qualification must have been granted between 1 January 1997 and 31 December 2000
New Zealand University of Otago	Bachelor of Dental Surgery (BDS)	Qualification must have been granted before 1 January 2001
Singapore University of Singapore	Bachelor of Dental Surgery (BDS)	Qualification must have been granted before 1 January 2001
South Africa Medical University of South Africa (MEDUNSA)	Bachelor of Dental Surgery (BChD)	Qualification must have been granted between 1 January 1997 and 31 December 2000
South Africa University of Pretoria	Bachelor of Dental Surgery (BChD)	Qualification must have been granted before 1 January 2001
South Africa University of Stellenbosch	Bachelor of Dental Surgery (BChD)	Qualification must have been granted before 1 January 2001
South Africa University of Western Cape	Bachelor of Dental Surgery (BChD)	Qualification must have been granted before 1 January 1997
South Africa University of Witwatersrand	Bachelor of Dental Surgery (BDS) Bachelor of Dental Science (BDS)	Qualification must have been granted before 1 January 2001

If you cannot meet the criteria above you must pass the GDC's Overseas Registration Examination (ORE) in order to obtain registration. Please visit our website [www.gdc-uk.org](http://www.gdc-uk.org) for information on the ORE or call +44 (0)20 7167 6000.

### 3. The Application Process

#### 3.1. Complete Applications

An application is considered complete when all of the required documents have been provided in accordance with the Council's standards. Any document having a 3 month time limit must be in date when the application is complete and the registration is being issued. These standards are outlined below.

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When all of the requirements have been met, please return your completed form, your documents and fees to the **Registration Team, General Dental Council, 1 Colmore Square, Birmingham, B4 6AJ**

### 3.2. Checklist

The following checklist must be complete for applications to be processed:

- a completed application form; and
- the fee; and
- certified copy of the original current passport; and
- certified copy of the original primary dental qualification; and
- an original certificate of good standing; and
- evidence of English language.

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

- certified translations into English of the originals;
- certified copies of the originals;
- evidence of name change;

### 3.3. 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.  
**SECTION 1**

The details that you enter in this section are your registered details. Your name and qualifications will appear in the Register which will be available to the public on the GDC website. All other details provided in this section will not be available to the public. Please note the GDC may choose to publish your full address in the future.

The GDC's register rules and regulations require us to keep a register of the names of everyone who is registered with us. The registers are public documents and are published on our website. The dentists and DCP registers contain the names and other information about a registrant the GDC is legally obliged to make public.

Registered addresses are not public information. Please note that the GDC may choose to publish your full registered address in the future, therefore the GDC recommends that your registered address is either a business or a practice address. Using your business or practice address will assist, if necessary, with local resolution of complaints.

It is important to note that any formal notices issued by the GDC will be sent to your registered address, therefore you must have access to correspondence at this address.

### SECTION 2: CHARACTER REFERENCE

The Character Reference must be provided by another professional such as a dentist, lawyer, or doctor who has known you for over one year and who is not a member of your family. The character reference must be no more than three months old at the time the application for registration is completed. If expired, the application will not be processed and current documents requested.

### SECTION 3: 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 you have submitted evidence of passing the International English Language Testing System (IELTS) exam at the relevant level within two years of a complete application for registration being received 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](http://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 register you. 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.

### SECTION 4

The Health and Character Self-Declaration must be completed and signed by the applicant. Please read guidance notes attached to the application form for further information.

#### 3.4. The Fee

Please note that the amount you are required to pay is dependent on when your application is received by the Council and not when registration is issued. The relevant fees are shown on our website - [www.gdc-uk.org](http://www.gdc-uk.org). The registration fee can be made by debit or credit card (online payment only – see section 4 of the application form).

Once registered you must ensure that you make payment by the end of December of each year to remain registered in the following year.

#### 3.5. Translation

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 contact details.

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

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### **3.6. Certified Documents**

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
- Where 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
- Where 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'; and
- Where the copy must bear the contact details of the person certifying, including the name, signature and address; and
- Where the person certifying the documents is not the applicant themselves, or their spouse.

### **3.7. 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).

### **3.8. Passport**

The Council will only accept certified copies of a current passport.

### **3.9. Certificate of Good Standing** (also know as certificate of current professional status in some countries)

The certificate of good standing must be issued by the competent dental authority in the country where you are currently working or last worked as a dentist. The certificate of good standing must be no less than three months old from the date of issue at the time the application is completed and registration is issued. The original document must be provided and photocopies will not be accepted.

## **4. INDEMNITY**

The Dentist Act 1984 includes a requirement for registrants to hold insurance or indemnity cover; it is a condition of registration for all dental professionals to have insurance or indemnity cover.

We understand that those who are not/have not yet registered with the GDC will not yet have insurance or indemnity cover in place. The declaration on our application form is that you **will have** indemnity cover in place by the time you start to practise in the UK.

The only types of cover recognised by the GDC are:

- Dental defence organisation membership – either your own membership or cover provided by your employer's membership;

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- Professional indemnity insurance held by you or your employer; or
- NHS/Crown indemnity.

Your insurance or indemnity cover must be appropriate to the areas of your practice. If you are relying on arrangements made by your employer, you must check the indemnity position with them. All registrants must know the details of their indemnity cover when they start practising, and be able to provide these to the GDC if asked to do so.

The GDC will undertake audits of compliance with these requirements on a regular basis. You will need to make sure you have, or can access, the details of the policy should you need to provide them. For more information on insurance or indemnity cover please see: <https://www.gdc-uk.org/professionals/standards/indemnity>

## **5. Processing Times**

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

It is illegal to practise dentistry in the UK before a registration number is issued.

An Original Registration Certificate will be sent to your address upon successful inclusion to the Register. You may also search the online Registers on the Council's website [www.gdc-uk.org](http://www.gdc-uk.org). Your name, qualification(s), and registration number will appear in the Register when you are registered. Once registered you must have professional indemnity to practise in the UK.

## **6. Contact Details**

If you are unclear about any matter, please telephone the GDC Registration Department on Tel: +44 (0)20 7167 6000; Email: [assessments@gdc-uk.org](mailto:assessments@gdc-uk.org).

Please contact the Council in advance if you wish to make an appointment after your application is received by the Council.