USER GUIDE

# Supporting documents for applications

Removal of exclusion

## Important information

- When you apply for registration, you need to provide documents to support your application. Most documentation can be uploaded with your application, but you may need to send some documents to our office via post or courier.
- Please note, we may not require all the documents listed in this guide – some documents will not apply to your application. Required documentation will depend on your qualifications, training and experience and will be marked with an asterisk (*) in your application form.
- If any of your documents are not in English, you will need to provide an English translation. The translation you give us must be prepared by an official translation agency.
- Please don't submit an application until you have prepared all of the documentation required to support your application.

## Submitting hardcopies of your documents

After you submit and pay for your online application, we will contact you to let you know if we need further information from you. We will also tell you if you need to send hardcopies of any documents to us by post.

**Do not submit your hardcopy documents until we ask you to do so.**

You can send hardcopy documents by courier or post to the following address:

| If sending by courier: | If sending by post: |
|---|---|
| The Dental Council<br>Level 7, 22 The Terrace<br>Wellington 6011<br>NEW ZEALAND | The Dental Council<br>PO Box 10-448<br>Wellington 6140<br>NEW ZEALAND |

Please ensure you use the correct mailing address for the type of postal service you are using. Documents sent to the incorrect address will be returned to you automatically by the postal/courier company.

Please include your full name when sending your documents to us. This will help us match your documents to your application.

If you have any questions, please contact us.

## Qualification

| Document | Uploaded online | Shared via Learner/ Receiver platform | Certified by an authorised witness[1] | Physical document required[1] |
|---|---|---|---|---|
| Course information relating to the qualification upon which you are basing your application – overseas-non approved courses only<br>*This must include at the minimum the full curriculum, details of the minimum duration of training, and details of the modes of assessment. These must be current at the time of you being awarded the qualification.*<br>*The Dental Council may ask the training institution to verify the content of the documents provided.* | ✓ | | | |
| **Qualifications issued via my eQuals, myCreds/MesCertif, Parchment platforms** | | | | |
| The qualification certificate/s upon which you are basing your application | ✓ | ✓ | | |
| Your academic transcript/statement of results for the qualification upon which you are basing your application | ✓ | ✓ | | |
| **Qualifications not issued via my eQuals, myCreds/MesCertif, Parchment platforms** | | | | |
| The qualification certificate/s upon which you are basing your application | ✓ | | ✓ | ✓ |
| Your academic transcript/statement of results for the qualification upon which you are basing your application | ✓ | | ✓ | ✓ |

[1] In lieu of posting a certified document, we can receive your qualification and transcript directly from your education institution via email