

Checklist / Registration for Refugee Applicants

1. Evidence of Refugee or Temporary Protection Status

You must submit a scan of the letter issued to you from the Department of Justice in Ireland that outlines your temporary protection or refugee status.

It is this letter that will allow you to avail of this pathway to registration. Without this letter, your application will not be considered.

The Dental Council will carry out any checks it deems necessary to verify your letter's authenticity.

2. Registration Fee

You are not required to pay any application fee. If you are placed on a period of adaptation, you will not be required to pay any additional fees. If you receive full registration, you will be required to pay an annual retention fee. This fee is due to be paid before 31st January annually, and you will be reminded of this date when you receive a certificate of full registration.

3. Application Form

You must complete your application form electronically and send it to the dental council by email, along with your other documentation. Please be sure to provide accurate information. If your work history is greater than the space provided for you in the application form, you can submit a typed work history. A typed work history must include the title of your post, the address of your practice, start and finishing dates for each post and the duties you undertook in each. You must account for any gaps in your work history greater than 2 months. For example: a career break, unemployment or care giving.

To verify the information contained in your application form and/or additional work history: after you submit them via email you will need to:

- *print your application form and sign and date it,*
- *print your additional work history (if provided) and sign and date it,*
- *submit this original documentation to the dental council via post.*

4. Identification

Please provide a clear scanned copy of your passport for identification purposes. If the name on your passport is different than the name on your qualification and other documentation, please provide official evidence of your name change too.

5. Qualification

Please provide a scanned copy of your Primary Qualification Certificate. This should be a copy of the certificate you were conferred with, which allowed you to practice your profession.

6. Evidence of Internship

If you have completed an internship, please provide evidence of completion along with information that relates to the scope, content, and duration of your internship.

If you did not complete an internship, please provide a brief statement on why you did not complete one.

You are not required to send translations with your documentation. The Dental Council will engage with a translator to translate any documentation that we need to.

7. Copy of Academic Transcripts/ Diploma Supplement

Please provide a scanned copy of your academic transcripts if they are available to you. If you are unable to provide academic transcripts but you have alternative information relating to your course content, you can submit this for review.

8. Professional Good Standing – declaration

You must complete the Professional Good Standing Declaration Form. This must be completed alongside a commissioner for oaths, a practicing solicitor or a peace commissioner.

You are required to submit the original completed declaration to the dental council via post.

9. Professional Good Standing – letters of good standing

You must submit a letter of good standing (also known as a certificate of current professional status), from any Country that you have listed in the 'Registration History' section of your application form.

This excludes the Country from which you are seeking refuge from.

For example: if you are seeking temporary protection from the Ukraine but you worked in Georgia for two months a few years ago, you will need to submit a letter of good standing from Georgia but not from Ukraine.

You are required to submit originals to the dental council via post. These letters have a validity of 3 months and must be in date when received.

10. Language proficiency

There are several ways that you can prove your English language proficiency. Please review the document labelled 'Ways to prove your language proficiency' for more details.

If you do not have evidence of meeting the minimum language requirements, please state this in the body of your email when submitting your application for registration. Please provide details as to the level of English that you do have and the language/s that you are fluent in.

If you do not meet the minimum language proficiency requirements, the Dental Council may provide you with a period of adaptation to give you time to prepare for and pass an approved English Language Examination.

Details on acceptable exams can also be found in the document labelled 'Ways to prove your language proficiency'.

| Quick Checklist | | |
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| To be emailed to: info@dentalcouncil.ie : | | |
| 1 | Letter from the Department of Justice | |
| 2 | Completed Application Form | |
| 3 | Identification | |
| 4 | Qualification | |
| 5 | Evidence of Internship | |
| 6 | Transcripts/Diploma supplement | |
| 7 | Details of your language proficiency | |
| To be posted into: The Dental Council, 57 Merrion Square, Dublin 2, D02 EH90: | | |
| 1 | Completed and Signed Application form | |
| 2 | Signed and dated work history – if applicable | |
| 3 | Completed Declaration Form | |
| 4 | Original Letters of Good Standing – if applicable | |

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