

Alternative Documentation Submission Process

Applicants who are unable to submit Required Documents due to circumstances beyond their control may use the NDEB Alternative Documentation Submission Process.

The NDEB will consider the evidence submitted on a case by case basis and provide reasons for any decision.

Definitions

Notarized

- notarized photocopies must bear the original seal and signature of a Notary Public or a Commissioner of Oaths
- the Notary Public or Commissioner of Oaths must make a photocopy of the original degree issued by the university or other original documents and place their stamp or seal on the photocopied document. Do not photocopy the document yourself.
- the seal or notary statement must state that the document is a true copy of the original document seen by the Notary Public or Commissioner of Oaths who has notarized the document
- original seals must display the credentials of the individual in English or French. Translated seals will not be accepted

If you are unable to have document(s) notarized by a local Notary Public or Commissioner of Oaths, whose credentials are in English or French, you may have an Officer of a Canadian Consulate or Canadian Embassy make a notarized photocopy of your document(s).

Original translation

- must be done by a certified translator, and bear the original seal and signature of the certified translator
- must be secured by the certified translator to a photocopy of the original document that was translated. Documents paper clipped together will not be accepted.
- the certified translator must place their seal and initial or signature on all pages of the document
- original seals must display the credentials of the certified translator in English or French. Translated seals will not be accepted

A translation done or attested by a school official, such as a Dean or Registrar, or a notarized photocopy of a translation will not be accepted.

Certified translator

- an individual who has been evaluated by a translation authority and holds a licence, issued by a government recognized translation association, to perform legal translations

Original sworn affidavit

Original sworn affidavit means the applicant's written sworn statement in English or French that is legally binding, signed and sealed or stamped by a Notary Public or Commissioner of Oaths. Seals or stamps must be original and must display the credentials of the Notary Public or Commissioner of Oaths in English or French.

The affidavit must contain the following information:

- your identity
- the reasons why you cannot submit the required documents
- the attempts made to obtain the documents
- the name of the university you attended
- name and description of all courses taken
- the dates you attended and completed your dental program
- the name of the degree granted and the date it was granted

Statement of Good Standing

Good Standing means that the applicant holds a current practicing license and is not subject to any disciplinary finding that would prohibit or restrict the practice of dentistry.

Alternative Documentation Submission Request Form

Type or print the following information clearly. The document verification process takes about 12 weeks from the time all required documents are received by the NDEB.

NDEB Identification Number:

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Name of Applicant: Dr. _____ / _____
(Surname) (Given Name(s))

Post-Secondary Institution: _____

Dental Degree Awarded: _____ **Date Awarded:** ____/____/____

Instructions

- Complete an online application and pay the application fee
- Submit all available required documents from the Required Documents form
- Submit the documents listed below. Failure to submit any of these documents may delay the process of approval of your application.
 - Original sworn affidavit attesting to the circumstances preventing you from submitting all required documents
 - Notarized photocopy of proof of refugee or protected person status in Canada, if applicable
 - Notarized photocopy of your student identification
 - Statements of good standing from one or more jurisdictions in which you have been licensed
 - Original witness statements from Faculty members, University officials, colleagues, or employers attesting that you have graduated from a dental program
 - Notarized photocopies of official transcripts in your possession
 - Original letters confirming you have completed a compulsory internship, if required for graduation
 - Notarized photocopies of all dental licenses for the past 5 years, if applicable
 - Notarized documentation of attendance at Continuing Education Courses for the past 3 years, if applicable

I, _____ declare that I am unable to provide the NDEB with the following required documents because of circumstance beyond my control. I understand that the NDEB may request additional documentation.

- Confirmation of Degree Form
- Academic Record
- Dental degree
- Internship Completion Certificate

Signature of applicant: _____

Date: _____