

Equivalency Process Required Documents

Name:

NDEB ID Number:

This page must be signed and included with your initial submission of required documents. All documents must be submitted as instructed in the following Guidelines for Required Documents. Failure to follow these guidelines or submission without this signed page may delay approval of your application.

Documents to be sent directly to the NDEB by the university

- Confirmation of Degree Completion Form
- Academic Record

Documents to be submitted by the applicant

- Government issued photo identification
- Proof of name change/difference in name, if applicable
- Translation of proof of name change/difference in name, if applicable
- Final dental diploma/degree
- Translation of dental diploma/degree, if applicable
- Translation of academic records, if applicable
- Internship completion certificate, if applicable
- Translation of internship completion certificate, if applicable

The document verification process takes about 12 weeks from the time all required documents are received by the NDEB. Documents are verified based on the standard format of issue from educational institutions by country. For detailed information about the document verification process, visit the NDEB website at www.ndeb-bned.ca.

If you are an active candidate of the Dental Specialty Core Knowledge Examination (DSCKE), and have submitted your DSCKE ID number during creation of your online profile, you do not need to resubmit documents that have been "accepted" for participation in the DSCKE. Your DSCKE ID number cannot be provided after creation of your online profile.

All documents submitted by the university become the property of the NDEB and will not be returned. If an original dental diploma/degree is submitted for review, it will be returned to the applicant by regular mail upon approval.

The NDEB reserves the right to, at any time, request additional documents for the purpose of verifying eligibility to participate in the NDEB Equivalency Process.

I have read and understand the information above.

Applicant's Signature

Date

Guidelines for Required Documents

(Subject to change)

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 diploma or degree issued by the university or other original documents and place their stamp or seal on the photocopied document
- the seal or notary statement must state that the document is a true copy of the original document seen by the individual 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 documents notarized by a local Notary Public or Commissioner of Oaths, whose credentials are in English or French, you may have documents notarized by an Officer of a Canadian Consulate or Canadian Embassy.

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
- the certified translator must place their seal 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

Academic Record

- a complete record of all courses taken and individual grades obtained from all dental schools or faculties attended throughout all years of the program
- must indicate the dates you attended the program
- an academic record issued by an affiliated college will not be accepted

Documents to be sent directly to the NDEB by the university

It is the applicant's responsibility to ensure that the documents required from the university are accurately completed, sent directly to the NDEB office by an official of the university that issued your final dental degree/diploma, and in a sealed envelope bearing the university's stamp well before the registration deadline date. Forms and/or academic records not clearly received directly from the university will not be accepted. Forms completed and/or academic records issued by an official of an affiliated College will not be accepted.

Confirmation of Degree Completion Form

1. download the Confirmation of Degree Completion from your online profile
2. fill in the required information in Section 1 and send it to the university that awarded your dental degree/diploma
3. the Dean, Registrar, or Controller of Examinations of the university that issued your final dental degree/diploma must accurately complete the required information in Section 2, in English or French, and place the university stamp or seal on the form
4. an official at the university must send the completed Confirmation of Degree Completion Form directly to the NDEB office

Academic Record

An official academic record in the original language issued. An official at the university must send the academic record directly to the NDEB office. Examples include:

- Transcript of Marks
- Transcript of Records
- Mark Sheets or Statement of Marks
 - The standard format of academic records issued from India is a photocopy of all Mark Sheets, stamped and signed by the Registrar or Controller of Examinations.
- Diploma Supplement issued in English
 - The standard format of academic records issued from countries who are members of the Bologna Process is an original Diploma Supplement. For a list of countries who are members of the Bologna Process visit <http://www.ehea.info/members.aspx>.

Documents to be submitted by the applicant

It is the applicant's responsibility to send the documents to the NDEB office well in advance of the registration deadline date.

Government issued photo identification

You must submit a photocopy of your current government issued photo identification issued in English or French. Photo identification must:

- show your name exactly as it appears on your online profile
- include your signature
- be issued by a federal, provincial/territorial/state, or municipal authority
- not be expired
- if photo identification does not have an expiry date, it must have been issued within the last 10 years

Examples include:

- driver's licence
- military identification
- passport

Proof of name change/Difference in name

If your name appears differently on any documents submitted, your government issued photo identification, or on your online profile, you must provide a notarized photocopy of a proof of name change document in the language issued. Examples include:

- a marriage certificate for a married surname change
- a legal name change document
- an original sworn affidavit attesting to the difference in your name for any reason other than a legal name change (e.g. spelling error on documents issued by the university, cultural practice, abbreviations, etc.). A sample template of a sworn affidavit can be found on the Dashboard of your online profile.

If your proof of name change/difference in name is in a language other than English or French, you must also provide an original translation into English or French.

Dental diploma/degree

You must submit a notarized photocopy of the front and back of your final dental diploma/degree, awarded/issued on the date of graduation, in the language issued. Provisional diplomas/degrees, certificates, letters of completion, or graduation statements will not be accepted.

Your final degree or diploma must display the full date awarded/issued (dd/mm/yyyy). If your final dental degree/diploma does not bear the full date awarded/issued, you must also submit a notarized photocopy of a graduation certificate or statement indicating the exact date your final degree was issued.

If your final dental diploma/degree is in a language other than English or French, you must also provide an original translation into English or French.

Translation of Academic Record

If the university does not issue academic records in either English or French, you must submit an original translation of your academic record.

Internship completion certificate

If your dental school or faculty requires the completion of an internship prior to awarding/issuing the final dental diploma/degree, you must provide a notarized photocopy of the internship completion certificate or equivalent, in the original language issued. Documents submitted must include the start and end date of your internship.

If your internship completion certificate or equivalent is issued in a language other than English or French, you must also provide an original translation into English or French.

If completion of the internship is for licensure only, an internship completion certificate is not required.