

# Equivalency Process Required Documents

**Name:**

**NDEB ID Number:**

Carefully read, sign, and submit this page with your first submission of required documents. You must sign ALL documentation with the NDEB in the same manner as you have signed your government issued identification.

The NDEB will begin processing your application when ALL required documents are received. Incomplete or incorrectly submitted documentation, or submission without signing and submitting this page may delay the process or approval of your application.

Documents are verified based on the standard format of issue from educational institutions by country. It is important to review the specific requirements for the country in which your education was completed. Detailed information about the document verification process and country specific document requirements is available on the NDEB website at [www.ndeb-bned.ca](http://www.ndeb-bned.ca). The following documents must be submitted in accordance with NDEB guidelines:

## Documents to be sent directly to the NDEB by the university

- Confirmation of Degree Form
- Official Academic Record

## Documents to be submitted by the applicant

- Page 1 of the Required Documents Form, signed and dated
- NOTARIZED photocopy of valid government issued photo identification
- NOTARIZED copy of legal name change or ORIGINAL affidavit for difference in name, if applicable
- ORIGINAL final dental degree
- ORIGINAL internship completion certificate, if applicable
- ORIGINAL TRANSLATION of document(s) not issued in English or French

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.

If you are an active Dental Specialty Core Knowledge Examination (DSCKE) participant, you should submit your DSCKE ID number during creation of your online profile. You will not need to resubmit documents that have been "accepted" for participation in the DSCKE.

Except for original documents, all documents submitted become the property of the NDEB and will not be returned. Documents issued directly to the NDEB by the institution or licensing body will not be provided to the applicant or a third-party organization.

Original documents will be returned by registered mail to the address on your online profile after approval of your application. The tracking number will be sent to you by email when the documents have been sent.

I have read and understand the information above.

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Applicant's Legal Name

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Applicant's Signature



The National Dental  
Examining Board of Canada  
Le Bureau national d'examen  
dentaire du Canada

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[www.ndeb-bned.ca](http://www.ndeb-bned.ca)

# Equivalency Process Required Documents

(Subject to change)

## Definitions

### Notarized

- Documents must be attested and notarized by either a Notary Public or Commissioner of Oaths.
- The notarizing officer must make a photocopy of the original document. Do not photocopy the document yourself.
- Notarized photocopies must bear the original seal and signature in ink of the notarizing officer.
- A seal or notary statement in English or French must be included, stating 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. Translated statements are not accepted.
- The original seal must display the notarizing officer's credentials, including full name and title of the notarizing officer, in English or French. Translated seals will not be accepted.
- No other original stamps other than the notarizing officer should be on the photocopy of the document.

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

- Translations must be done by a certified translator.
- The certified translator must staple the original translation to a photocopy of the original document that was translated. Documents paper clipped together or that have been unstapled will not be accepted.
- The certified translator must place their original seal and initial or signature in ink on all pages.
- The original seal must display the certified translator's credentials, including full name, license number, and title of 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. In Canada, Associate Members and Candidates of the translation associations are not certified.

### 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.



## Documents required directly from the university to the NDEB

It is the applicant's responsibility to verify that the documents from the university are accurately completed and sent directly to the NDEB office by an official of the university, in a sealed envelope bearing the university's stamp, well before the registration deadline date.

Forms and academic records not clearly received directly from the university will not be accepted. Completed forms and academic records issued by an official of an affiliated college will not be accepted.

Documents required from the applicant cannot be sent with the documents required from the university or from the university.

### Confirmation of Degree Form

A listed official of the university that issued your final dental degree must complete and send the Confirmation of Degree Form directly to the NDEB office.

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

You should not fill in Section 2 of the form. Forms that have Section 2 completed by the applicant will not be accepted.

### Academic Record

An official from the university that issued your final dental degree must send the official academic record, in the original language of issue, directly to the NDEB office. Academic records must include the original university stamp and university official's signature(s). If you attended more than one school, each university must send your official original academic record directly to the NDEB office. Academic records must:

- include a complete record of all courses taken and individual grades obtained from all dental schools or faculties attended throughout all years of the program, and
- must indicate the dates you attended the program.

Attested copies attached to a translation or academic record issued by an affiliated college will not be accepted.

Documents are verified based on the standard format of issue from educational institutions by country.

Examples include:

- Transcript of Marks



- Transcript of Records
- Mark Sheets or Statement of Marks
- 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 required from the applicant to the NDEB

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

If the documents provided are not originally issued in English or French, applicants must also submit an accurate, word-for-word translation of the document.

### Government issued photo identification

A notarized photocopy of your current government issued photo identification issued in English or French must be submitted.

The NDEB only accepts:

- Passport
- Canadian driver's licence
- Canadian, provincial identification card

Photo identification must:

- be issued by a federal, provincial/territorial/state, or municipal authority
- show your name exactly as it appears on your online profile
- include your signature. All documentation with the NDEB, including forms and assessments/examinations, must be signed in the same manner as the identification.
- not be expired. If photo identification does not have an expiry date, it must have been issued within the last 10 years.

### Legal Name

Your legal name is the name under which you are registered with a government authority. This is the name on your Canadian provincial identification or passport.

It is expected that applicants will provide a complete and accurate legal name upon application and maintain and update this name as required.

If your name on any of the documents you provide to the NDEB is different than the name on your government issued photo identification or online profile, you will be required to provide one of the following:

- a notarized photocopy of a marriage certificate for a married surname change,
- a notarized photocopy of a legal name change document, or



- 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.).

## Dental degree

You must submit your original final dental degree, awarded/issued on the date of graduation, in the language issued. A provisional diploma or degree, certificate, letter of completion, or graduation statement will not be accepted.

Your final degree must display the full date awarded/issued (dd/mm/yyyy). If your final dental degree does not have the full date awarded/issued, you must also submit a graduation certificate or statement indicating the exact date your final degree was awarded/issued. If you do not have a certificate with the exact date your degree was awarded, an official original letter must be sent directly from the university confirming the date.

## Translation of academic record

If your academic record is originally issued in a language other than English or French, you must also submit an accurate, word-for-word translation of the document.

Newly issued academic records may be in a different format than previously issued to you. You may want to obtain a new academic record from the university for translation purposes because the copy attached to the translation must be the same version as the official academic record received from the university.

## Internship completion certificate

If your dental school or faculty requires the completion of an internship prior to awarding/issuing the final dental degree, you must provide the original internship completion certificate or equivalent, in the original language issued. Documents submitted must include the start and end date of your internship. If completion of the internship is for obtaining licensure only, an internship completion certificate is not required.

