

# Equivalency Process Required Documents

**Name:**

**NDEB ID Number:**

This page must be signed and included with your first submission of required documents. The NDEB will begin processing your application when ALL required documents are received. Incomplete documentation, failure to follow these guidelines or submission without this signed page may delay the process or approval of your application. For detailed information about the document verification process, visit the NDEB website at [www.ndeb-bned.ca](http://www.ndeb-bned.ca).

Documents are verified based on the standard format of issue from educational institutions by country. Please review the specific requirements for the country in which your education was completed on the NDEB website.

## 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 photocopy of proof of name change or difference in name, if applicable
- Original final dental degree
- Original internship completion certificate, if applicable

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

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.

With the exception of 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 will not be provided to the applicant.

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.

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 Name (printed)

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

You must sign all documentation with the NDEB, including forms and assessments/examinations, in the same manner as you have signed your identification.

# Equivalency Process 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 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
- original seals must display the name and 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. 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

### Academic Record

- is 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 verify that the documents from the university are accurately completed and sent directly to the NDEB office by an official of the university and 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.

### Confirmation of Degree Form

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

1. Download the Confirmation of Degree form from your online profile
2. Fill in the required information in Section 1 and send it to the university that awarded your dental degree. Do not fill in Section 2.
3. The Dean, Registrar, or Controller of Examinations of the university that issued your final dental degree must accurately complete the required information in Section 2, in English or French, sign the form, and place the university stamp or seal on the form
4. An official at the university must send the completed Confirmation of Degree Form directly to the NDEB office

### Academic Record

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. An academic record issued by an affiliated college or attested copies attached to a translation 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 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.

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

### Government issued photo identification

You must submit a notarized 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. You must sign all documentation with the NDEB, including forms and assessments/examinations, in the same manner as you have signed your identification.
- 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

Acceptable forms of identification include:

- Canadian driver's licence
- provincial identification card
- passport

### Difference in name

Your name on your online profile and all documents must be exactly the same as your government issued photo identification. If it is not the same, you must provide one of the following documents:

- 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.). A sample template of a sworn affidavit can be found on the Dashboard of your online profile. If you choose to use this template, it must be completed accurately and modified as needed, in either English or French.

### 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.

## 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 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.

