

LDS Part 2 Candidate Guidance

Application guidance

Guidance on completing the LDS Part 2 online application

Please read this guidance carefully before completing the online application form.

Please ensure that when you apply for your examination online, you have all the required supporting documentation ready to send to the College as these documents must be complete and submitted in full within two weeks of your online application (Completing payment online).

All documentation should be scanned and emailed to DentalEligibility@rcseng.ac.uk. **We do not accept posted documents.**

Please do not apply online if you have any documentation missing or incomplete. It is expected that candidates will be ready to email document copies as soon as they apply online. Where supporting documents are not received within two weeks, your place on the examination will be withdrawn and a refund of your examination fee, less a 20% admin charge, will be return to you.

The name you give on your application must be the name on your passport and degree certificate. If it is not, please see the section on 'Name Change' below. You may not put your title as Doctor (Dr) unless you hold a doctorate in addition to your primary dental qualification.

You must include your contact address, a working email address, and at least one contact telephone number.

Please ensure that your details are correct and accurately completed online before you submit your documents.

Please note that when applying for the LDS Part 2 online you will be required to enter your payment the examination fee at the time of booking.

Under the current process, candidates will be selected after a period of “registering your interest”, as described on our website. Only those selected will be permitted to continue with the online application as described in this document, which will be indicated to successful candidates directly.

Items required within two weeks of the date of your online application:

All documentation should be scanned and emailed to DentalEligibility@rcseng.ac.uk. Postal copies **will not** be accepted.

1. Character Reference

Your character referee must sign the form after you have completed sections 1-4 and signed the form. The date the referee signs must not be earlier than the date you have signed. The referee must be a registered professional and must not be a relative.

2. Clinical Experience Reference

You must provide one or more references to support the fact that you have completed at least 1600 hours of clinical experience prior to applying to sit the LDS examination. You must ask one or more referees to complete the form to verify that you have this experience.

The referee(s) should provide details of your clinical experience. They should use the application form and may continue on additional sheets if necessary.

If you are submitting evidence from your primary dental qualification as evidence of prior clinical experience, the dean of the dental school must be the referee.

If you are submitting evidence from post-qualification work experience, the person verifying the reference must be, or must have been, registered as a professional with the regulatory body in the country where you worked or studied and must be, or have been, your employer.

If you are submitting evidence of experience gained in the UK under temporary registration the referee must be the person who employed you for the purposes of temporary registration.

You may require several references to support the fact that you have completed at least 1600 hours of clinical experience. If this is the case, please print as many copies as you need of this part of the form and send each referee a separate copy.

If you are unable to submit evidence of your clinical experience because you are a refugee or asylum seeker, please contact us to discuss alternative methods of verification.

3. Certificate or Letter of Good Standing

This is a certificate or letter issued by the dental authority of the country in which you were last working, which states that you are legally entitled to practise dentistry in that country and that you have not been suspended, disqualified or prohibited from working as a dentist. This document cannot be more than three months old at the time of your application. The original certificate or letter must be submitted.

You must also send us a Certificate or Letter of Good Standing from the dental authority in

the country in which you qualified if this is different to the country in which you last worked or are currently working.

If you cannot obtain this document, an affidavit or affirmation witnessed by a solicitor or other legal professional can be submitted in its place. This is only acceptable if it is not possible to obtain a Certificate or Letter of Good Standing. You must be prepared to swear under oath in the affidavit/affirmation that you cannot obtain the Certificate or Letter of Good Standing despite having tried to. In the affidavit/affirmation you must state that you have the right to practise dentistry in the relevant country and that you have not been suspended or prohibited from practising as a dentist. Reasons for being unable to obtain a Letter or Certificate of Good Standing must be included. The RCSEng may also seek confirmation from the relevant authority.

A registration certificate or an annual practising certificate or a reference from your university will not be accepted as a Letter or Certificate of Good Standing. The Letter or Certificate of Good Standing **must** be issued by the registration authority for dentists in that country.

4. Language Test

You are required to submit an International English Testing System (IELTS) Test Report Form showing a minimum overall score of 7.0, with no individual sections lower than 6.5. The IELTS Test Report Form must be no more than two years old when you submit your application.

You must provide the original certificate for the IELTS Test Report Form.

If you are a national of a country in the European Economic Area (EEA) or entitled to be treated as such (through derived rights) you are exempt from language testing. If you are not required to provide a language test, it is your responsibility to ensure you have the linguistic competence to sit the LDS examination. If you are not sure whether you are exempt from the language test requirement, please contact us.

5. Name Change

If the name on the LDS examination application differs from that on any of the other documents which you are sending, you must give us evidence of the legality of your name change, for example a marriage certificate. You can provide a copy verified by an “appropriate individual”. The individual must verify and sign the application form stating that a photocopy you have supplied is a copy of the original or you can provide a certified copy.

Translations

Any required documents, which are not in English must be accompanied by an exact translation. You must send us a certified copy of the original document and the correctly certified translation.

The translation must be certified translation by a qualified translator. Degree certificates and diplomas may be an official translation by the relevant university with the official stamp of the university and the signature and name of the dean.

Original attested copies

All attested copies must state “This is a true copy of the original”, and must be officially stamped by the awarding body, Lawyer, Solicitor, Notary Public or UK GDC registrant (The UK GDC registrant number must be included.)

The attested original copy must also be signed and dated.

We can only accept certified copies if **all** the following criteria apply:

- The documents are legible;
- The copy is taken from the original document (we cannot accept copies of photocopies or faxes);
- The person certifying confirms in English in writing on the document that it is a true copy of the original;
- The person certifying is either a Notary Public, Commissioner of Oaths, Justice of the Peace or another person entitled to practise law or an authorised officer of an embassy or consulate;
- The name, signature and address of the person certifying is shown on the copy;
- The person certifying them is **not** a relative of yours You **may not** certify the documents yourself.

We do not accept posted copies.

All documentation should be scanned and emailed to DentalEligibility@rcseng.ac.uk.

Contacting the Royal College

For any queries regarding the application process please contact the Examinations and Assessment Department at:

Telephone: +44 (0)207 405 3474 (option 3)
Email: dentalexams@rcseng.ac.uk
Website: www.rcseng.ac.uk