



Licence in Dental Surgery

Examination Part 2

Application guide



Royal College
of Surgeons

FACULTY OF DENTAL SURGERY

Guidance on completing the LDS Part 2 application form

Please read this guidance carefully before completing your application form. Please also use the checklist at the end of the application form to ensure that you have included all the required supporting documents with your completed application form. It will delay your application if you do not send the required documents.

Application Form

1. Please complete the application form in full. Please do not submit your application if you have any documents missing. We expect candidates to be ready to sit an examination as soon as they send in their application and we may return incomplete application forms.
2. 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.
3. You must include your contact address, a working email address, and at least one contact telephone number.
4. Please complete the entire form in black ink and in capital letters **or** you can type into the form (except where a signature is required).
5. Please ensure that all your details are correctly and accurately completed before you sign and date your application.
6. All pages of the application form must be sent to the Royal College of Surgeons of England (RCSEng) for your application to be considered.

Character Reference

7. 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.

Clinical Experience requirement reference

8. 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.
9. The referee(s) should provide details of your clinical experience. They should use the application form and may continue on additional sheets if necessary.
10. 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.

11. 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.
12. 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.
13. 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.
14. 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.
15. You must produce a current certificate of competence in Basic Life Support (BLS) from a recognised centre in the UK.

Health

16. You must submit authenticated Hepatitis B, Hepatitis C and HIV certificates from an accredited UK laboratory, which shows a full serological status. No one with evidence of an infective risk to patients will be permitted to enter the examination.
17. Candidates will also be required to sign a health declaration, which states:

I declare that to the best of my knowledge I am not suffering from, nor am I a carrier of, any infectious disease, blood borne virus or other transmissible disease, which might jeopardise the well-being of patients. I further declare that I have no reason to believe that such infectious or transmissible diseases may be present. In support of this statement, I enclose original Hepatitis B, Hepatitis C and HIV certificates, which have been authenticated from an accredited UK Laboratory to show my full serological status.

Checklist

18. Please complete the Applications Checklist attached at the end of the Application Form, confirming the documents that you have provided. If you are unable to provide a particular document, or if you intend to send it at a later date, please tell us about this in the spaces provided on the Checklist.
19. Please note that none of the documents you submit will be returned to you.

Translations

20. 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.
21. The translation must either be:
 - A certified translation by a qualified translator, OR
 - For degree certificates and diplomas, an official translation by the relevant university with the official stamp of the university and the signature and name of the dean.

Certificate or Letter of Good Standing

22. 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.
23. 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.
24. 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.
25. 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.

Language Test

26. 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.
27. You must provide the original certificate for the IELTS Test Report Form.

28. 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.

Name Change

29. 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.

Verification of documents by GDC-registered dentists or certified copies

30. You must supply **originals** of the IELTS and the Certificate of Good Standing and these will not be returned to you.
31. You must supply **copies** of the other documents required which have been verified by an “appropriate individual”. The individual must verify and sign the photocopied documents as well as the application form, stating that the photocopies you have supplied are the copies of the originals for the following documents:
- Degree certificate
 - Passport
 - Marriage certificate (if applicable)
32. You can supply a certified copy of the required documents. 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.
- The person verifying your photocopied documents must:
- View the original documents (degree certificate, passport or marriage certificate)
 - View the photocopies of the original documents and confirm in English in writing on the copies that it is a true copy of the original
 - Sign and date the application form to confirm that they have verified the documents

Diversity Monitoring Form

33. The RCSEng is committed to promoting and developing equality and diversity in all its work. We want to be sure that our policies and ways of working are fair to all individuals and groups, whatever their circumstances. To help us do this, we need to collect information so that we can have an accurate profile of our staff, members, registrants and other people we deal with. This will also help us to meet our legal obligations under existing and new equality legislation. The information we collect will be used to assess any potential or actual bias.
34. We have enclosed a monitoring form, and ask that you take time to complete and return it with your application. Completion of this form is optional and you do not have to complete it if you do not want to. The information given on this form will play no part in the decision-making process on your application.

Contacting the Royal College

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

The Royal College of Surgeons of England
Examinations and Assessment Department
35-43 Lincoln's Inn Fields
London WC2A 3PE

Telephone: +44 (0)207 869 6281
Email: dental@rcseng.ac.uk
Website www.rcseng.ac.uk