


REFERENCE NO.

Z

For ADC use only

Please complete the application form in English. Please complete in **CAPITAL LETTERS** using a **blue** or **black** pen.

Please post the application form, including the necessary supporting documentation, to the Australian Dental Council (ADC) once completed. As we need to assess the form and the certified supporting documentation, we cannot accept scanned or emailed application forms.

Sections accompanied by  indicate sections where supporting documentation is required as evidence of the information you have supplied.

Please ensure the declaration in section F is signed before submitting your application. Applications which are not signed, will not be processed.

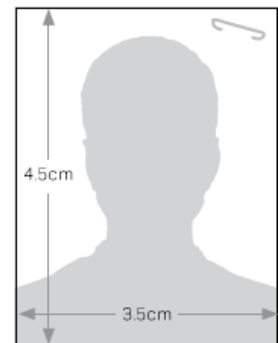
Processing time for your application: Please allow a turnaround of approximately four weeks from date of receipt.

SECTION A. PHOTOGRAPHIC IDENTIFICATION

Please staple photograph here. 

Please supply two **certified**, colour passport sized photographs of yourself for the purposes of identification.

The photographs must be less than nine months old and include the **certification date**.



SECTION B. APPLICANT DETAILS



ADC reference no.

Surname or family name

Given name(s)

Middle name(s)

Previous name(s)

Date of birth (DD/MM/YYYY) / /

Please provide the correct address for the candidate named in the section above.

Number and street

Suburb/Town/City Postcode

Country

Home phone number (Including country code) + Mobile number (Including country code) +

Candidate email address

SECTION C. AUTHORITY TO ACT 

You may nominate a person, or an agent, to receive all correspondence regarding the practical examination on your behalf. If you choose to do so, you will need to complete an *Authority to act* form.

Do you wish to nominate someone to act on your behalf?

Please mark one option only.

- Yes. I have complete and attached an *Authority to act* form and understand all correspondence regarding the practical examination will be forwarded to my chosen nominee.
- No, I do not wish to have someone act on my behalf.

SECTION D. Application Dates

Examination dates and relevant application periods for practical examination sessions and will be provided on the ADC website (www.adc.org.au). Applications will be accepted from candidates who:

- meet the eligibility criteria for the examination period, and
- do not have an existing practical examination booking, pending practical examination results, or pending appeals.

Applications will not be accepted from candidates who do not meet the above criteria or if they are received outside the application period.

SECTION E. RESIDENCY STATUS

- a) Are you a permanent resident or citizen of Australia? Yes No

Please mark one option only.

- b) If you are not an Australian permanent resident or citizen, are you planning to migrate to Australia? Yes No

Please mark one option only.

SECTION F. DECLARATION

Please read and ensure you understand the following declaration before signing.

- I have read the *Practical examination handbook for dentists* and understand the requirements of the practical examination
- I agree to be available for my allocated practical examination session and understand failure to sit my allocated session is considered a withdrawal under the *Australian Dental Council withdrawal process*.
- I understand the enclosed examination fee is non-refundable in the event of a failure.
- I understand under the *Australian Dental Council withdrawal process*, a financial penalty will be incurred if I withdraw from the practical examination session allocated.
- I agree to inform the ADC of any changes to my circumstances or details via the *Notification of change of contact details* from.
- I have read the explanatory notes for this application and understand the requirements of applying for this examination.
- I understand if I do not complete all relevant sections of this application form, provide all necessary supporting documentation or pay the relevant examination fee, there may be a delay in the processing, or refusal of, this application.
- I understand the ADC reserves the right to contact me for further documentation in order to process this application.
- I am the person named in this application and all attached documents.
- The information and documentation provided in the submission of this application form is true and correct.
- I give consent to the ADC to make enquiries and/or exchange information with the relevant authorities of any Australian state or territory, or other country, regarding my qualifications and/or practice as a dentist or otherwise regarding matters relevant to this application.
- I give consent to the ADC to contact me for quality control, educational and/or research purposes.

Candidate signature

Date (DD/MM/YYYY)

/
/

SECTION G. PAYMENT

Applications are not processed until the practical examination fee of **AUD\$4,500** is paid in full. A receipt will be issued upon clearance of payment.

Payment by bank cheque or Australian Money Order

Payment type

- Bank cheque
- Australian Money Order (AMO)

Payment by bank cheque or AMO **must** be made in Australian dollars only.

Please note we are unable to accept cheques from the State Bank of India/Bank of India, or those with adhesive tape on the cheque face.

Payment by credit card

Credit card type

- Visa
- MasterCard

Card Number

Name on card

Card expiry date (MM/YYYY)

/

Cardholder signature

Explanatory notes and checklist

Introduction

All personal information included in this application will be handled in accordance with the *Australian Privacy Act*. Details may be verified with, or provided to, other agencies where necessary, or required by law.

Please take the time to carefully review your application and ensure all certified documentation is provided before submitting it to the ADC.

A **complete** application includes the required, correctly certified documentation. If time permits, you will be notified in writing if any additional information is needed to process your application. Incomplete applications will result in processing delays or refusal of your application.

You will be notified in writing of the outcome of your application and the next steps in the process. In order to prevent delays, and ensure you are updated on the states of your application, an up-to-date email address must be provided.

Certification

The ADC asks you provide certified copies of any documentation required as part of your application. Failure to provide correctly certified copies can result in a processing delay or refusal of your application.

To prevent application processing delays, please ensure all accompanying documentation is certified in line with the Certification guidelines available at adc.org.au

Please do not send original documents to the ADC as part of your application. The ADC will not return any original documents submitted as part of the application process.

Translation of Documents

Any documentation provided to the ADC, which is written in a language other than English, must be accompanied by an English translation.

The ADC reserves the right to request applicants provide certified translations completed by a National Accreditation Authority for Translators and Interpreters (NAATI), formally known as Level 3, accredited translator.

All translated documentation must include the translator's details, such as their name and address, in English. Furthermore, if the document certification statement has been completed in a language other than English, this must also be translated.

Identity/Change of Name

You must state your full legally registered name **exactly** as it appears in your passport.

If your name is different to the one displayed in your passport, official documentation showing the link to your previous name (e.g. a marriage certificate) must be supplied. The ADC does not accept affidavits/statutory declarations for this purpose.

Applicant's Personal Contact Details

Section B of this application must be completed to ensure you receive all communication relevant to the practical exam.

Re-issuing of documentation/correspondence will incur an administrative fee.

Agents

The ADC will deal directly with you throughout the practical examination process. Under Australian privacy legislation, the ADC is prohibited from discussing your application with third parties unless specifically authorised to do so.

If you want someone else, such as a family member or other agent, to communicate with the ADC on your behalf, you will need to complete an *Authority to Act* form. The *Authority to Act* form can be accessed via the ADC website adc.org.au

Once this form has been processed, all correspondence will be sent to your nominated third party.

Allocation:

We expect to offer a seat in an examination held during the period of February to April 2019.

Application Dates

Applications for practical examination sessions announced on our website are open to candidates who:

- meet the eligibility criteria for the examination period, and
- do not have an existing practical examination booking, pending practical examination results, or pending appeals.

Once an application period has closed, successful candidates will be allocated an examination date and notified within 4 weeks of the application period closing date.

In fairness to all candidates, we cannot consider applications received outside the assigned application period or from candidates not meeting the eligibility criteria.

Payment

If you are paying by Visa or MasterCard, please ensure there are sufficient funds in your account to cover the fee transaction. The ADC will only attempt to process the fee payment from your nominated credit card once.

Examination Sessions

Practical examinations will be undertaken at the ADC Examination Centre at Level 6, 469 La Trobe Street, Melbourne.

Each practical examination will be held over two days. Examinations will be held twice a week, most weeks of the year.

All visa and travel arrangements must be arranged by you. It is your responsibility to ensure you are available to travel at the time of your practical examination.

If necessary, you should seek the advice of the Department of Home Affairs in your state or territory. Visit homeaffairs.gov.au for more information.

The ADC will confirm your examination place in writing. It is recommended all travel and accommodation requirements are made once written confirmation is received.

English language test – OET and IELTS Results

You are **not required** to provide evidence of English language proficiency to sit the ADC Practical Examination.

Please be advised, on completion of the ADC process, evidence of English language skills may be required for registration purposes by AHPRA (ahpra.gov.au) or for migration purposes by the Department of Home Affairs (homeaffairs.gov.au).

We advise you consult these organisations for further information regarding English requirements.

Withdrawal from the examination

If you withdraw from an examination, you must advise ADC in writing via the *Notification of Withdrawal from an ADC Examination* form available via adc.org.au

The ADC does not accept withdrawal statements via email or telephone. For further details, please refer to the Practical Examination Handbook.

Applications and examination fees are non-transferable.

Please note:

Failure to undertake the examination because of an inability to obtain necessary visas or to arrange travel, etc. will be considered a withdrawal and the withdrawal process will apply.

Checklist

Please check to ensure the following information is completed in your application

- | | |
|---|--|
| <p>Section A</p> <ul style="list-style-type: none"> <input type="checkbox"/> Two certified colour passport sized photographs | <p>Section E</p> <ul style="list-style-type: none"> <input type="checkbox"/> The ADC asks you indicate your current Australian residency status, or intention to apply for Australian residence. This has no bearing on your application and is for ADC internal use only. |
| <p>Section B</p> <ul style="list-style-type: none"> <input type="checkbox"/> All details completed using CAPITAL letters. <input type="checkbox"/> Certified copy of change of name evidence, where applicable. <input type="checkbox"/> Certified copy of relevant passport pages, including signature page. | <p>Section F</p> <ul style="list-style-type: none"> <input type="checkbox"/> Read, understood, and signed the declaration. <p>If in doubt, please contact the ADC on (03) 9657 1777.</p> |
| <p>Section C</p> <ul style="list-style-type: none"> <input type="checkbox"/> <i>Authority to act</i> form, if applicable. | <p>Section G</p> <ul style="list-style-type: none"> <input type="checkbox"/> All payment details disclosed, or cheque provided. <p>See adc.org.au for more information.</p> |
| <p>Section D</p> <ul style="list-style-type: none"> <input type="checkbox"/> All details acknowledged. | |



Post applications and certified documents to: PO Box 13278, Law Courts Vic 8010, Australia

If you plan on sending your documents via courier, please post to Level 6, 469 Latrobe Street, Melbourne Vic 3000.