Registration Form for USA and Canadian Graduates

This should only be completed by veterinary graduates of institutions in the USA or Canada accredited by the AVMA Council on Education.

Unfortunately, applicants who have previously failed all or part of the RCVS statutory membership examination are unable to register under the RCVS/AVMA Agreement 2001 and will be required to complete the RCVS examination.

Applicants are asked to contact the RCVS at least 8 weeks before starting work in the UK or as soon as possible as all applications have to be submitted to the RCVS Primary Qualifications Sub-Committee.

Please be advised that we can only process your application once we have received the following information:

- All your documentation (Please refer to the checklist)
- Payment in full (unless you are choosing to pay by bank transfer)

We will send you a confirmation email within 3 working days of receiving your application to confirm it has been successfully received. If you are sending your documents by email, due to the size of some documents, please ensure you receive a confirmation email, as this guarantees your application has been successfully received. We recommend you send large documents over several emails.

Your registration appointment will be confirmed within 15 working days of receiving all the documents listed in the ‘documents for submitting’ section of this form. To avoid any delays please ensure you submit all the requested documentation and complete all sections of this form.

<table>
<thead>
<tr>
<th><em>Title:</em></th>
<th>Dr / Mr / Miss / Mrs / Ms (Circle as appropriate) Other (Please specify)</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Surname(s):</em></td>
<td>(This must be the same as shown in your passport or ID documents)</td>
</tr>
<tr>
<td><em>Forenames(s):</em></td>
<td>(This must be the same as shown in your passport or ID documents)</td>
</tr>
<tr>
<td>Gender</td>
<td>Male ☐  Female ☐  Unspecified ☐</td>
</tr>
<tr>
<td>Correspondence address:</td>
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<tr>
<td>Email:</td>
<td>................................................................. .................................................................</td>
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<tr>
<td>Phone:</td>
<td>National Code: 00 _ _ Number:</td>
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<tr>
<td>Nationality:</td>
<td>At Birth: (Birth Country)</td>
</tr>
<tr>
<td>Date of Birth:</td>
<td>Day  Month  Year</td>
</tr>
<tr>
<td>Title of Primary Veterinary Degree:</td>
<td>.................................................................</td>
</tr>
<tr>
<td>University Awarding:</td>
<td>.................................................................</td>
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<tr>
<td>Date of graduation:</td>
<td>Day  Month  Year</td>
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</table>
To your knowledge was this institution accredited by AVMA at the time you were awarded the qualification?

**Yes / No / Unknown**  [Please circle]

Please indicate which of the following licensing examinations you have passed and the date passed:

<table>
<thead>
<tr>
<th>Licensing Examination Name</th>
<th>Date Passed</th>
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<tbody>
<tr>
<td>North American Veterinary Licensing Examination (NAVLE)</td>
<td></td>
</tr>
<tr>
<td>Other (please specify)</td>
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Name of the State Board(s) who you are currently registered/licensed with

Name of the State Board where you are currently practising

(If you work in more than one State please tell us your principle State)

I have never been registered with a State Board (please tick √)

**Current or last Employer Name and Address:**

(This is not the employer you are coming to work for in the UK).

**Job Title:**

**Type of Work/Business:**

**Dates of Employment:**

From Date: _____ / _____ / 20_____  To Date: _____ / _____ / 20_____

**English language skills**

It is a requirement that veterinary surgeons practising in the UK must communicate effectively with clients, including in written and spoken English. Do you feel you meet this requirement?

**Yes / No** [please circle] If you answer no, we will contact you to discuss any requirements.

**Cautions / criminal convictions / findings against you**

Veterinary surgeons, and those applying to be registered as veterinary surgeons, must disclose to the RCVS any caution or conviction, including absolute and conditional discharges and spent convictions, or adverse finding (including by another regulator or professional disciplinary proceedings) which may affect registration, whether in the UK or overseas (except for minor offences excluded from disclosure by the RCVS). For more information, please see www.rcvs.org.uk/convictions.

Please tick (√) one of the following:

- I have no caution or conviction, including absolute and conditional discharges and spent convictions, or adverse finding (including by another regulator or professional disciplinary proceedings) in the UK or overseas.
- I wish to declare the following caution or conviction, including absolute and conditional discharges and spent convictions, or adverse finding.

If you have something to declare, please give details below:

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..........................................................................................................................................................................................................................................................................................................................

**Have you been registered with the RCVS before?**

**Yes / No** [please circle]
# Declarations

The information given on this form, is, to the best of my knowledge, correct.

Signature ………………………………………………………………………………………………… Date …………………………

## Registration Documentation Checklist

<table>
<thead>
<tr>
<th>Documents for submitting</th>
<th>Document attached (Please ✓)</th>
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<tbody>
<tr>
<td>1</td>
<td>Completed Initial Enquiry Form (Including your preferred registration date)</td>
</tr>
</tbody>
</table>
| 2  | A photocopy of your identifying page and front cover of your passport.  
Please note, for security purposes, we electronically screen all ID documents and any issues are automatically reported to the Home Office and the Police. |
| 3  | A4 photocopy of your primary veterinary degree diploma |

### Evidence of your good standing

Please confirm by ticking (✓) the one box that applies to you so either box 4a, 4b or 4c:-

- **You have not graduated in the last three months and have arranged for a letter or certificate of good standing to be sent directly to the RCVS by your current registration/licensing authority in the country where you are currently practising. The letter or certificate of good is only valid for three months from the date of issue and must state that you are:**
  - registered to practice as a veterinary surgeon by that authority;
  - of good professional standing and good character, and there is no charge of unprofessional conduct or a criminal offence outstanding against you, including, where relevant, details of any cautions or criminal convictions, including absolute and conditional discharges and spent convictions, or any adverse findings, including professional disciplinary proceedings against you
  - that you hold a veterinary degree;
  - **And, a photocopy of proof of your current registration as a veterinary surgeon in the country where you are currently practising (issued within the last three months);**

- **You will be registering with the RCVS within three months of your graduation, and you have arranged for your Dean/Principal/Rector to send directly to the RCVS a formal letter on behalf of the institution as evidence of your good standing.**

  The letter should confirm the exact date of graduation [DD/MM/YYYY] and that you were a student in good standing, including, where relevant, details of any cautions or criminal convictions, including absolute and conditional discharges and spent convictions, or any adverse findings, including disciplinary proceedings against you.

- **Select this option if you have never been registered with a competent authority or you have been registered in the past but you are not currently registered.**

  Please note, applicants that are not currently registered with a competent authority, or have never been registered as a veterinary surgeon will be required to provide additional paperwork from either their previous competent authority or their university. We will contact you shortly after receiving your application to advise you.

| 5  | Verification of the passing scores for the NAVLE examination or other |
| 6  | A transcript of your degree results showing subjects studied and credits obtained, or other comprehensive listing of the modules/subjects studied for the degree |
| 7  | Payment in full of your initial registration fee; |
Please tell us your preferred registration appointment date. (See the RCVS website for the list of available registration dates)

Preferred choice:                                      Second choice:

Fees

<table>
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<tr>
<th>Payment Amount*</th>
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<tbody>
<tr>
<td>Initial Registration Fee</td>
</tr>
<tr>
<td>All applicants (registering anytime from 1 October to 31 March)</td>
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<tr>
<td>£157.00</td>
</tr>
</tbody>
</table>

* Please note this fee will cover your registration with the RCVS until the 31 March, which is the end of the annual renewal year for veterinary surgeons.

Please confirm your payment method

Please note this fee will take your registration with the RCVS through to 31 March 2017, when the annual retention fees for veterinary surgeons are due for payment.

☐ I enclose a cheque

☐ I am using the separate payment form to pay by credit or debit card. I understand I will have to return this separately by fax or post.

☐ I will pay via bank transfer (You will be sent our bank details once your documentation has been processed.)

Payment details

Paying by bank transfer

You will be sent our bank details once your documentation has been processed.

Paying by Cheque or Postal Order

Please make cheques and Postal Order’s payable to the ‘Royal College of Veterinary Surgeons’ and note your Register number and full name on the reverse of the cheque postal order.

Paying by debit or credit card

For your own security we cannot accept card payments by email. Card payments can only be accepted by returning the separate ‘Card Payment Authorisation Form’ by fax or post, which can be found in the ‘Related documents’ area on the registration page of the website.

Please return your completed form and documents using one of the following methods

Registration Department
Royal College of Veterinary Surgeons
Belgravia House
62-64 Horseferry Road
London, SW1P 2AF

Email: registration@rcvs.org.uk
Fax: 020 7222 2004

If you are sending your documents by email please do not exceed 8MB or your email may not be received. We recommend you send large attachments over several emails.

We will send you a confirmation email within 3 working days of receiving your application to confirm it has been successfully received. If you are sending your documents by email, due to the large size of some attachments, please ensure you receive a confirmation email, as this guarantees your application has been successfully received.