

## Application checklist

Please review the checklist below and make sure **all** required documentation is submitted with your application. Applications cannot be processed until **all** required documentation and payment have been received. Including this application form, applications must not be more than 150 pages in total.

- ☐ **Covering letter** – should include a brief overview of current professional activity
- ☐ **Completed application form**
- ☐ **Payment of administrative fee** – see section 1
- ☐ **Up-to-date curriculum vitae (CV)** – using the [CSIMGE CV template](#)
- ☐ **Names and contact details (including email addresses) of three (3) current referees to confirm clinical expertise**
- ☐ **Certified copy of primary qualification** (e.g. MBBS) – in original language and English translation. All translations must comply with the AHPRA [Requirements for translating documents](#). If the primary qualification is EPIC-verified and displaying on the AMC portal with **passed/verified** verification status, this will be acceptable for Specialist Assessment purposes if you do not have access to your qualification document. **New applicants only**
- ☐ **Certified copies of highest specialist psychiatry qualification/s** (e.g. MD (Psych) + Board Certificate)– in original language as well as English translation. All translations must comply with the AHPRA [Requirements for translating documents](#). If the specialist qualification/s are EPIC-verified and displaying on the AMC portal with **passed/verified** verification status, this will be acceptable for Specialist Assessment purposes if you do not have access to your qualification documents. **New applicants only**
- ☐ **Lodge Primary source verification of primary qualification & highest specialist psychiatry qualification/s** – applicants must lodge Primary source verification via the AMC **prior to lodging their RANZCP Specialist Pathway application**. The primary qualification in addition to each qualification constituting the highest specialist psychiatry qualification must be submitted. **For example, MBBS and MD(Psych) as well as Board Certification as a Specialist in Sri Lanka**. The AMC provide the RANZCP with direct access to the AMC portal to view the relevant verification statuses and documentation for a candidate once successfully initiated. For further guidance on how to apply, please see the AMC [Primary source verification](#) web page. **New applicants only**
- ☐ **Evidence of English language proficiency. New applicants only**
- ☐ **Certified copy of evidence of change of name (if applicable)**
- ☐ **If you have an accepted job offer in Australia or Aotearoa New Zealand, please provide:**
  - ☐ A **job description** specific to your proposed position (on official letterhead from the employing health service)
  - ☐ Evidence of acceptance of the job offer, e.g. a **signed contract**
  - ☐ **Copy of Supervisors RANZCP Accreditation Certificate**
  - ☐ **Completed [Employer Support Declaration](#)**
  - ☐ **Area of Need Certification. Area of Need applications only**
- ☐ **Certified Certificate of Good Standing** from the relevant medical board for the most recent two (2) year period – **if the medical board does not issue certificates of good standing, a certificate of registration status must be submitted**
- ☐ **A statement regarding work performance** from each hospital / training scheme or practice at which you have been employed during the last two (2) years. **The statement must be a signed original on letterhead.**
- ☐ **Postgraduate training documentation**, including evidence of completion of internship and details relating to speciality training and specialist examinations **New applicants only**
- ☐ **A CPD statement** from the time your specialist qualification was obtained **or** the most recent five-year period.