

Section 15: 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.**

<input type="checkbox"/>	Covering letter – should include a brief overview of current professional activity
<input type="checkbox"/>	Completed application form
<input type="checkbox"/>	Payment of administrative fee – see section 1
<input type="checkbox"/>	Up-to-date curriculum vitae (CV) – using the CSIMGE CV template
<input type="checkbox"/>	Names and contact details (including email addresses) of three (3) current referees to confirm clinical expertise
<input type="checkbox"/>	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
<input type="checkbox"/>	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
<input type="checkbox"/>	Lodge Primary source verification of primary qualification & highest specialist psychiatry qualification/s – applicants must lodge Primary source verification via the AMC <u>prior to lodging their RANZCP Specialist Pathway application</u> . 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
<input type="checkbox"/>	Evidence of English language proficiency. New applicants only
<input type="checkbox"/>	Certified copy of evidence of change of name (if applicable)
<input type="checkbox"/>	If you have an accepted job offer in Australia or Aotearoa New Zealand, please provide:
<input type="checkbox"/>	A job description specific to your proposed position (on official letterhead from the employing health service)
<input type="checkbox"/>	Evidence of acceptance of the job offer, e.g. a signed contract
<input type="checkbox"/>	Completed Employer Support Declaration
<input type="checkbox"/>	Area of Need Certification. Area of Need applications only
<input type="checkbox"/>	Certified Certificate of Good Standing from the relevant medical board for the most recent two (2) year period – <i>if the medical board does not issue certificates of good standing, a certificate of registration status must be submitted</i>
<input type="checkbox"/>	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.
<input type="checkbox"/>	Postgraduate training documentation , including evidence of completion of internship and details relating to speciality training and specialist examinations New applicants only
<input type="checkbox"/>	A CPD statement from the time your specialist qualification was obtained or the most recent five-year period.