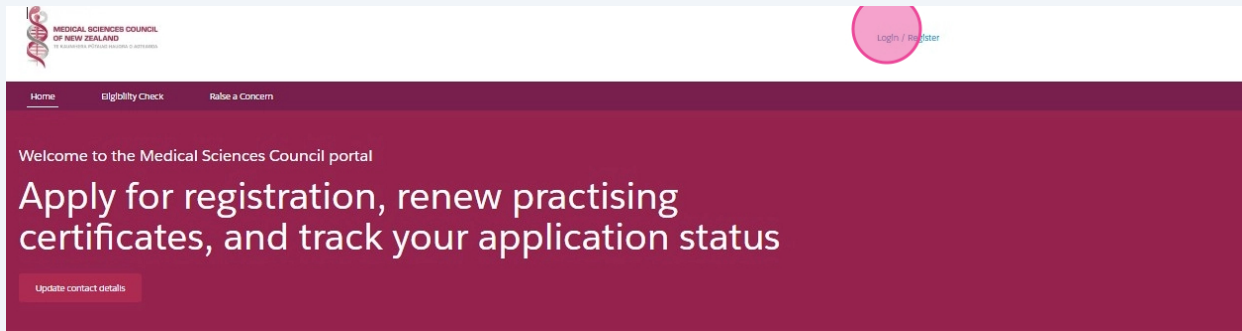


How to apply for registration

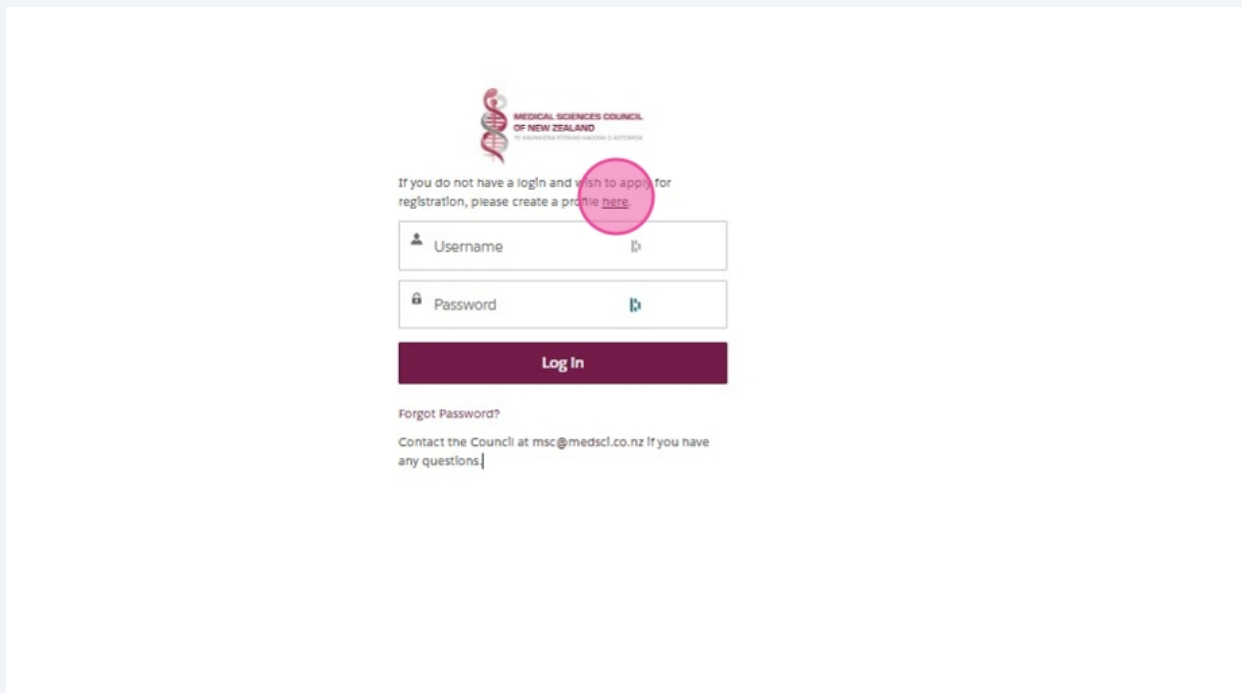
1

In the top right corner of the Medical Sciences Council website, click "Login / Register"



2

To create a profile with the MSC, click "here."



3

Enter your legal first name and last name, your email address, and create a password, then confirm the password by typing it again.

under the Health Practitioners Competence Assurance Act 2003, and in line with the Privacy Act 2020.

Please click [here](#) to view the Council's privacy policy for further information on how we handle your information.

The registration form consists of five input fields stacked vertically, each with a user icon on the left and a blue eye icon on the right. The fields are labeled 'First Name', 'Last Name', 'Email', 'Create Password', and 'Confirm Password'. Below these fields is a dark purple button with the text 'Sign Up' in white. A pink circle highlights the 'First Name' field.

4

Click "Sign Up"

Information collected and securely stored by Te Manatū Hauora
Pūtaiao a Rongoā | the Medical Sciences Secretariat on behalf of
Te Kaunihera Pūtaiao Hauora o Aotearoa | the Medical Sciences
Council (the Council).

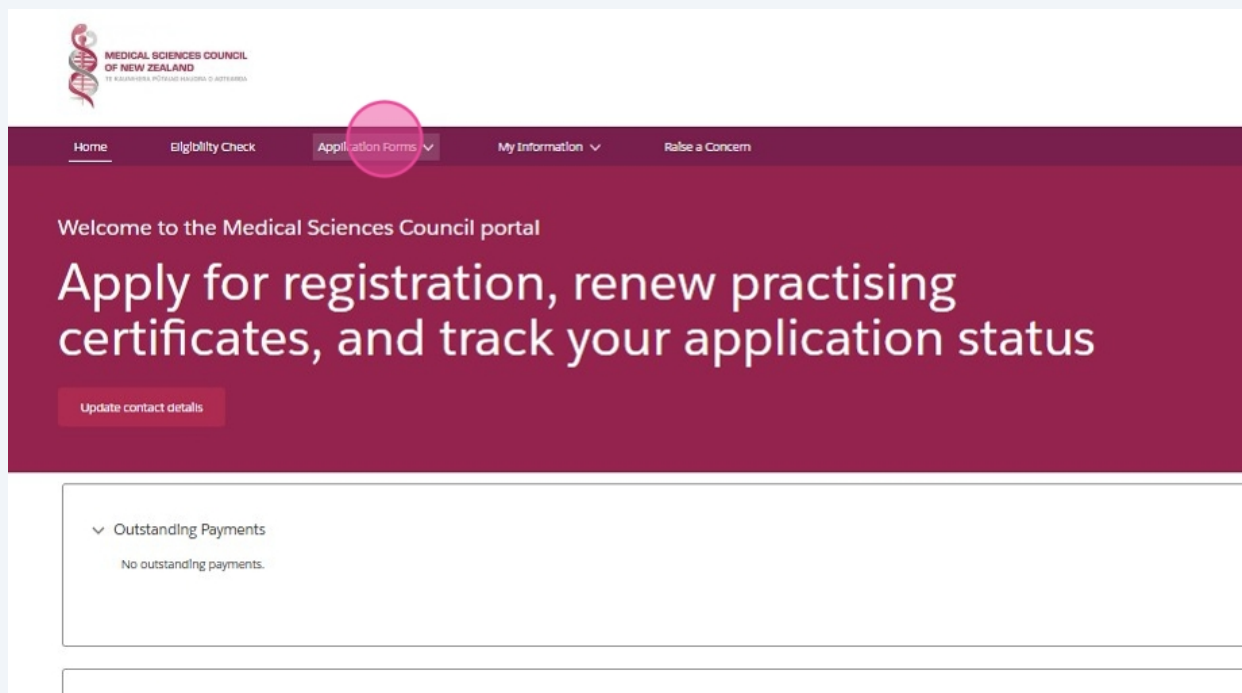
We will use personal information that you provide to us for the purposes for which you supplied it and for any other purpose under the Health Practitioners Competence Assurance Act 2003, and in line with the Privacy Act 2020.

Please click [here](#) to view the Council's privacy policy for further information on how we handle your information.

This is a duplicate of the registration form shown in step 3. It includes the same five input fields and the 'Sign Up' button. A pink circle highlights the 'Sign Up' button.

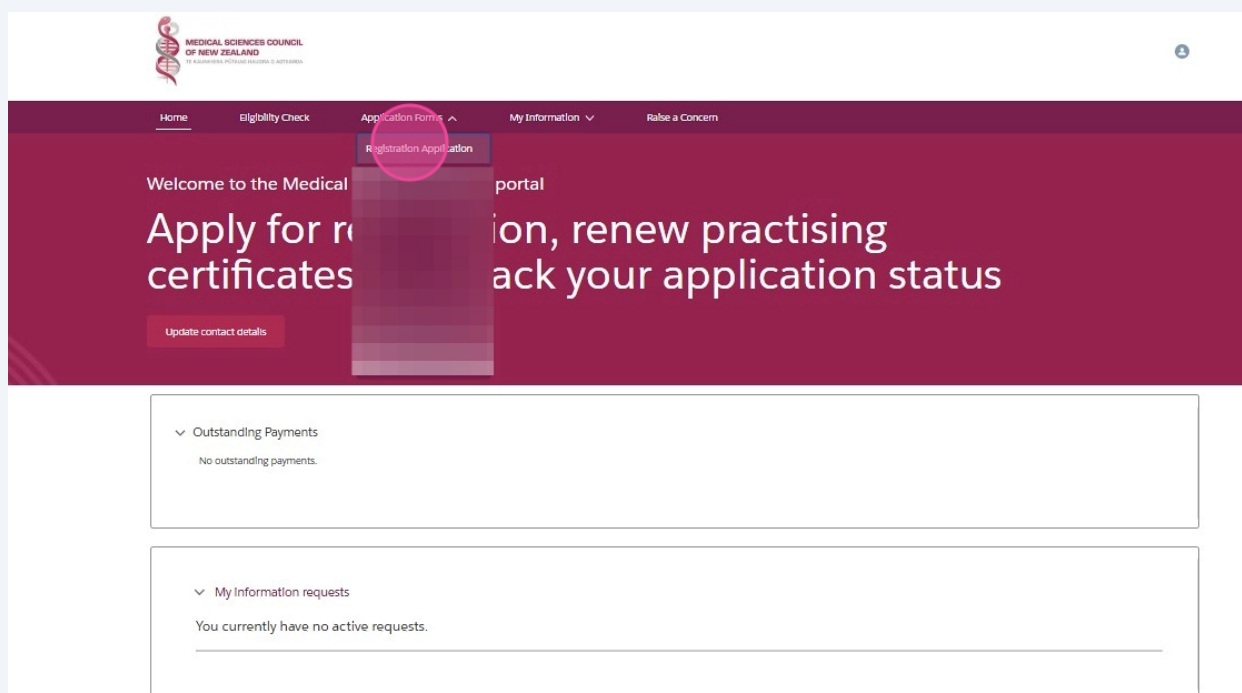
5

Once you have created your account, select "Application Forms" from the banner near the top of the page.



6

Assuming this is your first application for registration, you will need to select the "Registration Application" option to begin your online application.



7

The introduction page provides some general information on the document requirements for registration.

Please note, you can use the "Save for Later" function at any point while completing the registration application form. By clicking save for later, you will receive a link to your draft application, which you can add to your browser 'favourites' to access again at a later date.

The screenshot shows the 'Introduction' page of the Medical Sciences Council of New Zealand registration application form. The page has a purple header with navigation links: Home, Eligibility Check, Application Forms (selected), My Information, and More. The main content area is white and contains the following text:

Introduction

Please note applications are assessed on a case-by-case basis. Refer to the registration pathway self-assessment tool to determine your eligibility to apply for registration. The self-assessment tool does not guarantee you meet the registration requirements. You must provide a duly completed application form, along with fee payment, before Te Kaitiaki Take Kōwhiri o Aotearoa (the Medical Sciences Council) (the Council) will consider your application. Your application will not be processed until all the relevant documents have been provided. If your documents are not in English, you must provide an additional copy that has been translated by a professional translator.

Documentation Requirement

A completed Aotearoa New Zealand trained application may include any number of the following documents:

- Certified copy of your qualification certificate(s)
- Two references (one personal and one professional)
- Evidence of name change
- A criminal conviction notice that is no more than six months old from each country you have lived and worked in for more than 12 months, including New Zealand.
- Official academic transcript
- Full course curriculum
- Curriculum Vitae
- Thesis/Dissertation
- Certified copy of your passport
- Evidence of registration and certificate of good standing from each registration authority you are registered with overseas

In addition to the above, Internationally qualified applicants may need to provide any number of the following documents:

- Clinical logbook
- Certificate of employment
- Te Tiriti o Wāhanga and the Treaty of Waitangi and Healthcare module certificate
- Evidence of meeting the English language requirements (e.g. IELTS exam results)

These documents are a legal requirement and provision of them is non-negotiable. For more information on registration, please contact the Council at mssc@medsci.co.nz.

At the bottom left, there is a 'Save for later' button. At the bottom right, there is a 'Next' button.

On the right side of the page, there is a 'Steps' sidebar with a vertical list of steps: Introduction (selected), Review Contact Details, Scope of Practice, Qualifications, Relevant Experience, Language Requirements, Registration, Fitness to Practice, Review Application, and Payment.

8

Next, you will be asked to provide further contact details including your date of birth, any previous or preferred names, addresses, and a certified copy of your passport.

You will also be required to complete several privacy-related declarations.

The screenshot shows the 'Review Contact Details' step of the application process. The page has a purple header with navigation links: Home, Eligibility Check, Application Forms (selected), My Information, and More. The main content area is divided into two columns. The left column contains a 'Privacy Statement' with text about data collection and a 'Contact Details' section with a blurred form. The right column shows a 'Steps' sidebar with a vertical list of steps: Introduction, Review Contact Details (highlighted with a blue circle), Scope of Practice, Qualifications, Relevant Experience, Language Requirements, Registration, Fitness to Practice, Review Application, and Payment. A pink circle highlights the 'Review Contact Details' step in the sidebar.

9

On the next page, you must provide information regarding the profession and scope of practice you wish to apply for registration within.

The screenshot shows the 'Scope of Practice' step of the application process. The page has a purple header with navigation links: Home, Eligibility Check, Application Forms (selected), My Information, and More. The main content area is divided into two columns. The left column contains a 'Scope of Practice' section with a dropdown menu labeled '* Which profession do you wish to apply for registration in?'. Below the dropdown are 'Save for later', 'Previous', and 'Next' buttons. The right column shows a 'Steps' sidebar with a vertical list of steps: Introduction, Review Contact Details, Scope of Practice (highlighted with a blue circle), Qualifications, Relevant Experience, Language Requirements, Registration, Fitness to Practice, Review Application, and Payment. A pink circle highlights the 'Scope of Practice' step in the sidebar.

- 10 Next, you will be required to provide information and documents related to your qualification(s) or degree(s).

The screenshot shows the 'Qualifications' section of the application form. The header includes the Medical Sciences Council of New Zealand logo and navigation links: Home, Eligibility Check, Application Forms (selected), My Information, and More. The main content area is titled 'Qualifications' and asks if the user holds any accredited New Zealand Qualifications. Below this is a dropdown menu for selection. The 'Qualification Information' section prompts the user to enter details, noting that up to 10 qualifications can be added. A 'Details' section is partially visible with a field for 'Country of Qualification'. On the right, a 'Steps' sidebar shows the progress: Introduction, Review Contact Details, Scope of Practice, Qualifications (current step), Relevant Experience, Language Requirements, Registration, Fitness to Practice, Review Application, and Payment. A pink circle highlights the 'Qualifications' title.

- 11 Next, you will be asked for an overview of any work you may have completed that is relevant to the scope of practice you are applying for registration in.

The screenshot shows the 'Relevant Experience' section of the application form. The header is identical to the previous screen. The main content area is titled 'Relevant Experience' and asks for a detailed description of work undertaken in the last three years. Below this is a text input field and a field for 'Which country or countries did you complete this work in?'. At the bottom, there are 'Save for later', 'Previous', and 'Next' buttons. The 'Steps' sidebar on the right shows the progress: Introduction, Review Contact Details, Scope of Practice, Qualifications, Relevant Experience (current step), Relevant Experience Documents, Language Requirements, Registration, Fitness to Practice, Review Application, and Payment. A pink circle highlights the 'Relevant Experience' title.

12

Next you will be asked to provide the required documents (determined by your prior answers), and the contact details of your personal and professional referee.

Home Eligibility Check **Application Forms** My Information More

Relevant Experience Documents

Document Upload

Please provide the following documents.

Please provide your referee name and email.

* Referee Name

* Referee Email

Steps

- Introduction
- Review Contact Details
- Scope of Practice
- Qualifications
- Relevant Experience
- Relevant Experience Documents**
- Language Requirements
- Registration
- Fitness to Practice
- Review Application
- Payment

13

The Language Requirements page will request specific information from you based on your prior answers.

The information provided will be reviewed by our regulation team to determine whether any further information is required.

The screenshot shows the 'Language Requirements' page of the Medical Sciences Council of New Zealand application portal. The page has a dark purple header with navigation links: Home, Eligibility Check, Application Forms (selected), My Information, and More. The main content area is white. On the left, the title 'Language Requirements' is underlined and circled in pink. Below it is a checkbox labeled 'I have read and accept the Council's English Language policy.' followed by a 'Language Requirement Assessment' section which is a large, blurred rectangular area. At the bottom of this section is another checkbox labeled 'I understand this is an Indication only and my application will be reviewed once it has been submitted.' Below this are 'Save for later', 'Previous', and 'Next' buttons. On the right side, there is a 'Steps' sidebar with a vertical list of steps: Introduction, Review Contact Details, Scope of Practice, Qualifications, Relevant Experience, Relevant Experience Documents, Language Requirements (highlighted with a blue circle), Registration, Fitness to Practice, Review Application, and Payment.

14

Then, you will be asked for information regarding any other registrations you hold or have previously held with other regulatory bodies.

The screenshot shows the 'Registration' page of the Medical Sciences Council of New Zealand application portal. The page has the same dark purple header with navigation links: Home, Eligibility Check, Application Forms (selected), My Information, and More. The main content area is white. On the left, the title 'Registration' is underlined and circled in pink. Below it are three questions, each followed by a dropdown menu: 'Have you ever been registered with another registration/professional authority in any country or jurisdiction (including New Zealand)?', 'Have you previously had an application for registration or a practising certificate declined by a professional body or registration authority?', and 'Have you been subject to any disciplinary proceedings or are you currently subject to any professional investigations?'. Below these questions are 'Save for later', 'Previous', and 'Next' buttons. On the right side, there is a 'Steps' sidebar with a vertical list of steps: Introduction, Review Contact Details, Scope of Practice, Qualifications, Relevant Experience, Relevant Experience Documents, Language Requirements, Registration (highlighted with a blue circle), Fitness to Practice, Review Application, and Payment.

15

You will need to provide information regarding your fitness to practice, and apply for a criminal history check through Fit2Work.

The screenshot shows the Medical Sciences Council of New Zealand website. The navigation bar includes Home, Eligibility Check, Application Forms (selected), My Information, and More. The main content area is titled 'Fitness to Practice' and contains two dropdown menus for questions about criminal convictions and physical/mental conditions. Below these is a 'Police Clearance Certificate' section with a blurred image. At the bottom are 'Save for later', 'Previous', and 'Next' buttons. A sidebar on the right lists the steps of the application process, with 'Fitness to Practice' highlighted as the current step.

16

You will be asked to confirm whether you are completing the application from within New Zealand and complete some final declarations.

The screenshot shows the 'Review Application' step of the application process. The main content area includes a 'Disclaimer' section, a 'Current Location Information' dropdown menu, and a 'Final Declarations' section with five checkboxes and corresponding text. At the bottom are 'Save for later', 'Previous', and 'Proceed to Payment' buttons. The sidebar on the right lists the steps, with 'Review Application' highlighted as the current step.

17 Finally, you will need to complete payment for your application.

The screenshot shows the 'Payment' page of the Medical Sciences Council of New Zealand application portal. The page has a dark blue header with navigation links: Home, Eligibility Check, Application Forms (selected), My Information, and More. The main content area is titled 'Payment' and includes a warning: 'Please ensure all information you have submitted in your application is correct.' Below this, there is a checkbox labeled 'I understand that the application fee is non-refundable' which is checked. A 'Save' button is located below the checkbox. A prominent blue button labeled 'Proceed to Payment Gateway' is circled in red. On the right side, there is a 'Steps' section with a list of application steps, each marked with a green checkmark: Introduction, Review Contact Details, Scope of Practice, Qualifications, Relevant Experience, Relevant Experience Doc, Language Requirements, Registration, and Fitness to Practice.

MEDICAL SCIENCES COUNCIL OF NEW ZEALAND
TE Kaitiaki Takekōwhiri Hauora o Aotearoa

Home Eligibility Check **Application Forms** My Information More

Payment

Please ensure all information you have submitted in your application is correct.

☒ I understand that the application fee is non-refundable

Save

Proceed to Payment Gateway

Please ensure all information you have submitted in your application is correct.

Steps

- ✓ Introduction
- ✓ Review Contact Details
- ✓ Scope of Practice
- ✓ Qualifications
- ✓ Relevant Experience
- ✓ Relevant Experience Doc
- ✓ Language Requirements
- ✓ Registration
- ✓ Fitness to Practice