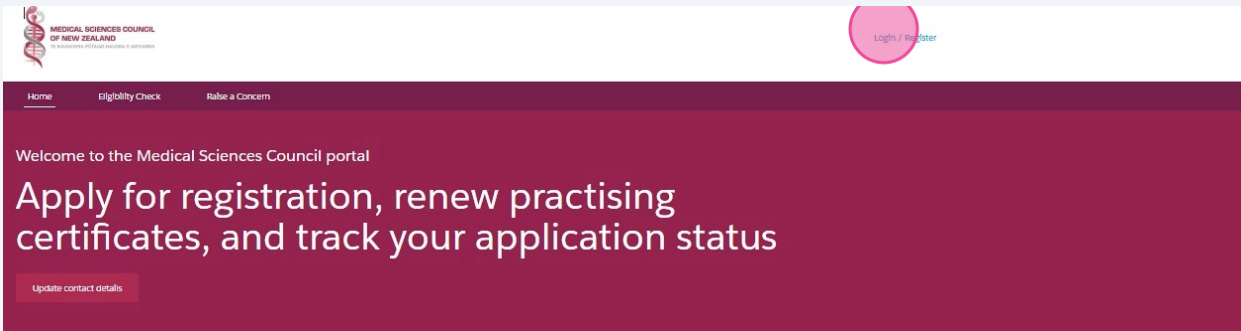
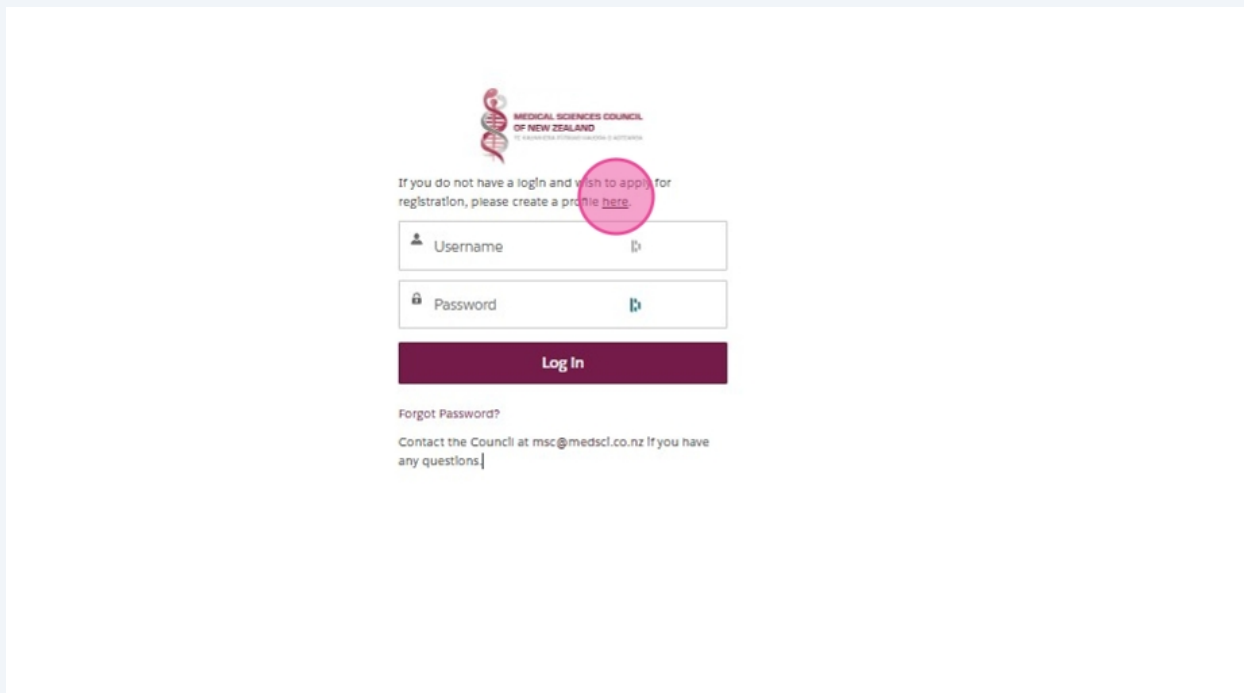


How to apply for registration

- 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.

<input type="text"/>	First Name	
<input type="text"/>	Last Name	
<input type="text"/>	Email	
<input type="password"/>	Create Password	
<input type="password"/>	Confirm Password	
<input type="button" value="Sign Up"/>		

4

Click "Sign Up"

whiri mātauranga kōwhiri me te whakamātau i te mātauranga
Pūtaiao a Rongōā | the Medical Sciences Secretariat on behalf of
Te Kaitiaki Take Kōwhiri Mātauranga o Aotearoa | the Medical Sciences
Council (the Council).

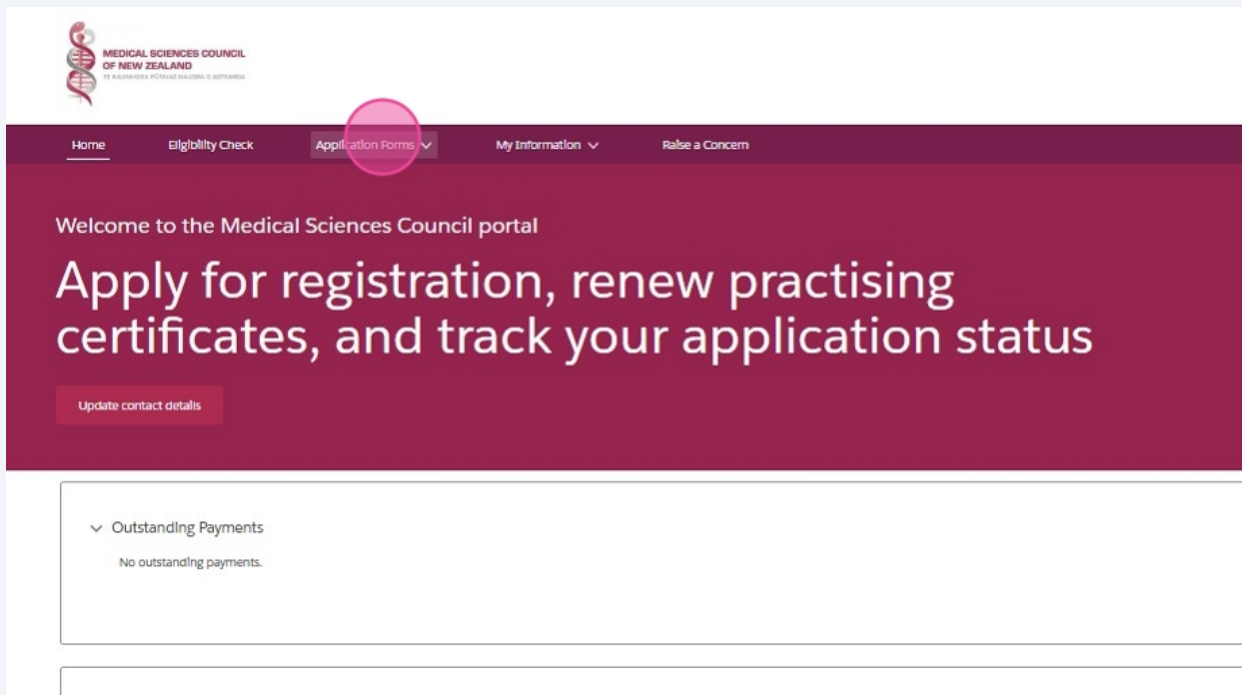
We will use personal information that you provide to us for the purposes for which you supplied it and for any other purpose under the Health Practitioners Competence Assurance Act 2003, and in line with the Privacy Act 2020.

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

<input type="text"/>	First Name	
<input type="text"/>	Last Name	
<input type="text"/>	Email	
<input type="password"/>	Create Password	
<input type="password"/>	Confirm Password	
<input type="button" value="Sign Up"/>		

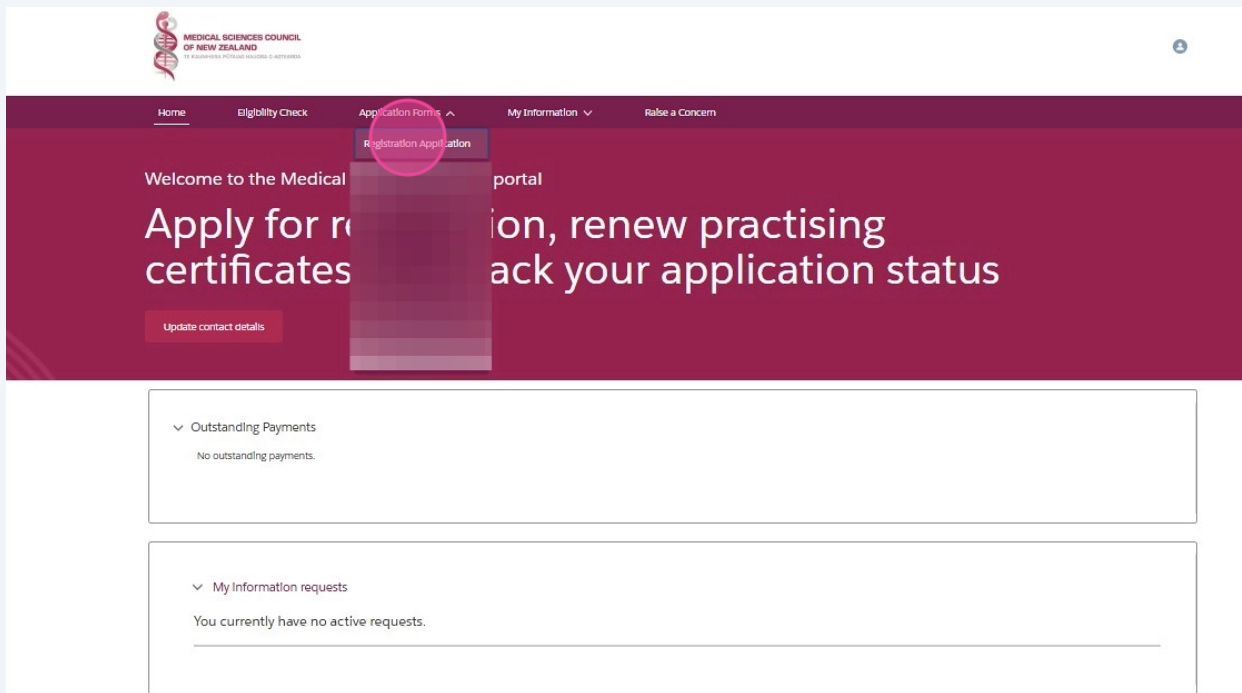
5

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 registration application form. At the top left is the Medical Sciences Council of New Zealand logo. A navigation bar contains links for Home, Eligibility Check, Application Forms (selected), My Information, and More. The main content area is titled 'Introduction' and contains the following text:

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 Pūtāiao Hauora o Aotearoa (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 Waitangi 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@medscl.co.nz.

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

On the right side of the page, there is a 'Steps' sidebar with a vertical list of steps: Introduction (highlighted with a blue circle), 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' page. At the top left is the Medical Sciences Council of New Zealand logo. A navigation bar contains 'Home', 'Eligibility Check', 'Application Forms', 'My Information', and 'More'. The main content area is titled 'Review Contact Details' and includes a 'Privacy Statement' section with a 'I agree' checkbox. Below this is a 'Contact Details' section with a blurred form. On the right, a 'Steps' sidebar lists: Introduction, Review Contact Details (highlighted with a pink circle), Scope of Practice, Qualifications, Relevant Experience, Language Requirements, Registration, Fitness to Practice, Review Application, and Payment.

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' page. At the top left is the Medical Sciences Council of New Zealand logo. A navigation bar contains 'Home', 'Eligibility Check', 'Application Forms', 'My Information', and 'More'. The main content area is titled 'Scope of Practice' and features a dropdown menu with the text '* Which profession do you wish to apply for registration in?'. Below the dropdown are 'Save for later', 'Previous', and 'Next' buttons. On the right, a 'Steps' sidebar lists: Introduction, Review Contact Details, Scope of Practice (highlighted with a pink circle), Qualifications, Relevant Experience, Language Requirements, Registration, Fitness to Practice, Review Application, and Payment.

10

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

The screenshot shows the 'Qualifications' step of the registration process. At the top left is the logo for the Medical Sciences Council of New Zealand. A navigation bar contains 'Home', 'Eligibility Check', 'Application Forms', 'My Information', and 'More'. The main content area is titled 'Qualifications' and asks, 'Do you hold one of the following accredited New Zealand Qualifications?'. Below this is a blurred image placeholder. A dropdown menu is labeled '* Please select:'. The 'Qualification Information' section asks for details and notes that up to 10 qualifications can be added. A search box for 'Country of Qualification' is at the bottom. On the right, a 'Steps' sidebar shows a progress list: Introduction, Review Contact Details, Scope of Practice, **Qualifications**, Relevant Experience, Language Requirements, Registration, Fitness to Practice, Review Application, and Payment.

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' step. The navigation bar is the same as in the previous step. The main content area is titled 'Relevant Experience' and asks for a detailed description of work from the last three years. A text input field is provided for this. Below it, a search box asks for the country or countries where the work was completed. At the bottom left, there is a 'Save for later' link. At the bottom center, there are 'Previous' and 'Next' buttons. The 'Steps' sidebar on the right shows the progress list: Introduction, Review Contact Details, Scope of Practice, Qualifications, **Relevant Experience**, Relevant Experience Documents, Language Requirements, Registration, Fitness to Practice, Review Application, and Payment.

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.

The screenshot shows a web application interface with a dark purple navigation bar at the top containing the following menu items: Home, Eligibility Check, Application Forms (with a dropdown arrow), My Information (with a dropdown arrow), and More (with a dropdown arrow). The main content area is titled "Relevant Experience Documents" and features a pink circular highlight. Below the title is a "Document Upload" section with the instruction "Please provide the following documents." and a large, blurred rectangular area for document uploads. Below this is a section for referee information with the instruction "Please provide your referee name and email." and two input fields: "* Referee Name" and "* Referee Email". To the right of the main content is a "Steps" sidebar with a vertical list of steps: Introduction, Review Contact Details, Scope of Practice, Qualifications, Relevant Experience, Relevant Experience Documents (highlighted with a blue circle), Language Requirements, Registration, Fitness to Practice, Review Application, and Payment. Each step is preceded by a small circle, and the first five steps have a green checkmark.

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.

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

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

Language Requirements

I have read and accept the Council's English Language policy.

Language Requirement Assessment

I understand this is an Indication only and my application will be reviewed once it has been submitted.

Save for later Previous Next

Steps

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

14

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

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

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

Registration

* 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?

* Have you been subject to any disciplinary proceedings or are you currently subject to any professional investigations?

Save for later Previous Next

Steps

- Introduction
- Review Contact Details
- Scope of Practice
- Qualifications
- Relevant Experience
- Relevant Experience Documents
- Language Requirements
- Registration**
- Fitness to Practice
- Review Application
- 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 'Fitness to Practice' application form. At the top left is the Medical Sciences Council of New Zealand logo. A navigation bar includes 'Home', 'Eligibility Check', 'Application Forms', '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 left is a 'Save for later' link, and at the bottom right are 'Previous' and 'Next' buttons. On the right side, a 'Steps' sidebar lists the application process: Introduction, Review Contact Details, Scope of Practice, Qualifications, Relevant Experience, Relevant Experience Do, Language Requirement, Registration, Fitness to Practice (highlighted with a blue circle), Review Application, and Payment.

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' form. It includes a 'Disclaimer' section, a 'Current Location Information' dropdown menu with a note '* I am completing this application from within New Zealand', and a 'Final Declarations' section with five checkboxes and their corresponding statements. At the bottom left is a 'Save for later' link, and at the bottom right are 'Previous' and 'Proceed to Payment' buttons. The 'Steps' sidebar on the right shows the application process, with 'Review Application' highlighted with a blue circle.

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



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