

### **DOCUMENTS TO BE PROVIDED**

for the **recognition of the qualification of SPECIALISED DOCTOR / SPECIALISED DENTAL PRACTITIONER** attained in a non-EU country by EU citizens, citizens from the Swiss Confederation and from EEA countries (Iceland, Liechtenstein, Norway), and non-EU citizens.

**PLEASE NOTE:**

*Recognition of the professional qualifications of SPECIALISED DOCTOR and SPECIALISED DENTAL PRACTITIONER is subject to prior recognition by the Italian Ministry of Health of the following qualifications: SURGEON or DENTAL PRACTITIONER. Alternatively, the applicant needs to hold a qualification, achieved in Italy, authorising to pursue the profession of SURGEON or DENTAL PRACTITIONER.*

1. Copy of a valid Identity Document (ID) displaying the signature of the person concerned. If the personal data in the provided documents are different from the currently valid personal data, the applicant will provide appropriate certification, attesting that the identity documents refer to the same person.
2. If the application is not submitted directly by the person concerned, this one can delegate a trusted person (natural person or service company) to submit the application on his or her behalf and/or to follow the assessment procedure. In this case, the delegated person/company will provide specific mandate, and the delegator's signature will be certified: a) by the Italian Consular Authority located in the source country, for non-EU citizens who do not live in Italy; b) by an Italian civil servant or a notary, for non-EU citizens living in Italy. For EU citizens, the delegated person/company will provide specific mandate, attaching copy of the IDs both of the delegator and the delegatee.
  - A. **Holders of a qualification achieved in Italy, which authorises them to practice the profession of SURGEON or DENTAL PRACTITIONER**, must certify, by means of a Self-declaration (Substitute declaration of certification, according to art. 46 of the Presidential Decree no. 445, dated 28 December 2000) the following status, personal qualities and facts:
    - Holding an academic degree, specifying: name of the qualification, detailed list of the individual examinations passed, registration date, graduation date, legal duration of the study programme, and issuing University;
    - Whether or not the degree course was completely accomplished in Italy;
    - If the degree course was totally or partially accomplished outside Italy, and then acknowledged by an Italian University, the following details need to be provided: protocol number, date and Deans' signature on the formal document (University deliberation) validating the examinations, with specific indication of the examinations passed in Italy;
    - Holding the professional qualification which authorises to practice the relevant profession, attained in Italy (after the specific qualifying State examination), indicating date of attainment and issuing University;
    - Enrolment in a Professional Register/College, with specific indication of enrolment date, registration number and name of Register/College (please mention any cancellations from previous professional Registers);
    - Absence of any sanctions or measures of a professional nature, concerning the pursuit of the profession, including any current or previous disciplinary or administrative sanctions;
    - Absence of any criminal convictions, of any provisions concerning the implementation of security or prevention measures, and of any civil/administrative provisions registered in the criminal records according to the law in force.
  - B. **Holders of a recognition decree for the profession of SURGEON or DENTAL PRACTITIONER (attained in an EU or non-EU country) issued by this Administration** must certify, by means of a Self-declaration (Substitute declaration of certification, according to art. 46 of the Presidential Decree no. 445, dated 28 December 2000) the following status, personal qualities and facts:
    - Holding a specific executive decree issued by this Ministry for the recognition of their qualification, indicating issuing date and protocol number;
    - Enrolment in a Professional Register/College, with specific indication of enrolment date, registration number and name of Register/College (please mention any cancellations from previous professional Registers);
    - Absence of any sanctions or measures of a professional nature, concerning the pursuit of the profession, including any current or previous disciplinary or administrative sanctions;
    - Absence of any criminal convictions, of any provisions concerning the implementation of security or prevention measures, and of any civil/administrative provisions registered in the criminal records according to the law in force.
3. Authenticated copy\* of the specific degree whose recognition the person is applying for, accompanied by an individual certificate issued by the Institution/University where it was attained, and specifying the legal duration of the degree course, as well as the detailed list of the examinations passed. For each examination, the certificate will state:
  - a) how many **hours** were attended (specifying the difference between theoretical education and practical internship)
  - b) if the education and training programme is described in terms of **credits**, it is necessary to state how many education and training hours (not including the number of hours devoted to individual study) are necessary to achieve one credit;
  - c) if postgraduate training does not include a final test, but it is mainly based on educational and clinical activities developed in academic or hospital facilities, the above-mentioned certificate must state not only the legal duration of the postgraduate course, but also:
    - c1) indications concerning the academic facilities or hospital departments where the activities were developed, providing a short description of the educational and clinical activities which were carried out;
    - c2) workload expressed in terms of educational and clinical training hours, stating how many education and clinical training hours are necessary to achieve one credit.

This Administration reserves the right to ask for an authenticated copy of the individual study programme, with indication of the person's name and study years attended for the achievement of the qualification whose recognition the person is applying for, if this will be deemed necessary for the assessment of his or her training path.

4. 'Declaration of value' in original, issued by the Italian Diplomatic or Consular Authority located in the country issuing the degree whose recognition the person is applying for. This document will state:
  - a) that the degree was issued by a competent Authority in the country where it was attained;
  - b) access requirements to the postgraduate course;
  - c) duration (in years) of the postgraduate course;
  - d) authenticity of the signature on the degree, and validity of the same degree (if this certificate of authenticity is not provided, it is necessary to ask for the legalisation of the degree, carried out by a competent Authority);
  - e) professional activities the person is entitled to practice in the issuing country on the basis of this degree;
  - f) educational format, content and practical activities covered by the postgraduate course.
5. Certificate of Good Standing issued by the competent Authority of the country of origin/provenance, if the applying professional is not enrolled in the competent Italian Professional Register. This document will state that neither bans nor suspensions prevent the applicant from pursuing the profession. If the applicant is not currently enrolled in any Register/College but he or she was in the past, the Certificate of Good Standing must nevertheless be provided for the previous registration period. The Certificate must be submitted **in original**, and issued no earlier than 3 months before the submission of the application.
6. Certificate attesting the absence of any restrictions of a criminal nature, preventing the applicant from pursuing the profession. This certificate must be issued by a competent Authority of the country of origin/provenance. It must be submitted **in original**, and issued no earlier than 3 months before the submission of the application. If the applicant declares never having pursued the profession before, only this Certificate will be required.
7. Certificate/s detailing any professional activities carried out by the applicant in the country of origin, including activities as a specialised professional.
8. For the following specialties: anaesthesia and resuscitation, nuclear medicine, radio-diagnostics, and radiotherapy, Certificate attesting that the applicant has practised the profession for at least three years in the last ten years, or proportionately less, if the submitted application refers to a qualification achieved in a shorter time period than the reference ten-year period.
9. Curriculum vitae, dated and signed by the applicant.
10. Payment of a stamp duty of € 16,00, to be put on the application form.

#### **GENERAL NOTES AND WARNINGS:**

The legalisation of professional qualifications attained in a non-EU country is accepted if it is carried out either by the Italian Diplomatic/Consular Authority, located in the country where the qualification was issued, or by means of an Apostille (according to The Hague Convention of 5 October 1961).

If the original document is not written in Italian, it will be provided with a **translation** into Italian. This translation must be certified by the Italian Diplomatic or Consular Authority located in the country where the document was issued. Otherwise, the translation must be sworn by a translator and certified by the competent Italian Judicial Authority.

\*Photocopied documents can be certified either by the Italian Diplomatic/Consular Authority located in the source country, or by any notary or clerk of court located in Italy, or by any Italian municipal office.

**Colour copies are not accepted.**

This Administration will send any communication regarding the procedure to the address provided in the application form. Therefore, it is up to the applicant to communicate any changes in his or her address timely, via mail.

This Administration will not be liable if notices are not received because of transfer, or wrong indication of the receiving address by the applicant, or return to sender for overdue mail holding.

**Remember that pursuing a health profession in Italy before the qualification is recognised by the Italian Ministry of Health is a criminal offence.**