CHECKLIST ON REQUIREMENTS FOR APPLICATION SAVC REGISTRATION EXAMINATION VETERINARIANS - 2017

[NO application will be processed if all requirements are not met by **1 April annually.]**

REQUIREMENTS	NOTES **Please read the instructions carefully. Applications and supporting documents must not be submitted separately.**	COMPLIANCE (APPLICANT) Please tick √	COMPLIANCE (ADMIN)
1. Application on the prescribed application form* by no later than 1 April	The application must be signed by the applicant before a Commissioner of Oaths in SA (or at the SA embassy abroad) who will verify that the applicant read and understands the examination rules. A copy of the examination rules is available (Exam Doc. C of the examination documents). Application is to be submitted by no later than 1 April. **If an application is transferred to the next year, then a new updated application form must be submitted.*		
2. Administration fee *[Amount available from the SAVC Administration annually after February]*	Non-refundable and non-transferable administration fee. Payment to: **Account holder: SAVC; Bank: ABSA; Branch: Hatfield; Type of account: Cheque; Account number: 020 166 762; Branch code: 632 005; Swift code: ABSA-2A-JJ; IBAN NO: 020 166 762 632005** by no later than 1 April. NB: Indicate a clear reference using surname, initials and year of examination (e.g. Modiba TL 2018). Submit proof of payment to the SAVC Administration on exams@savc.org.za. Attach a copy to the application.		
3. Examination fee *[Amount available from the SAVC Administration annually after February]*	Non-refundable and transferable only once to the next year with accrual of examination fees for the following year's examination fee. Payment to: **Account holder: SAVC; Bank: ABSA; Branch: Hatfield; Type of account: Cheque; Account number: 020 166 762; Branch code: 632 005; Swift code: ABSA-2A-JJ; IBAN NO: 020 166 762 632005** by no later than 1 April. NB: Indicate a clear reference using surname, initials and year of examination (e.g. Modiba TL 2018). Submit proof of payment to the SAVC Administration on exams@savc.org.za. Payments must be made in full by 1 April and no down payments will be accepted after 1 April.		

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4. A clear original passport / ID photograph	The applicant should write his/her name on the back of the photograph and staple it to the front of the application form.		
5. Certified true copies of veterinary qualification certificates *[All certificates must be translated into English]*	Certified means that a Commissioner of Oaths attested to the fact that the copy is a true copy of the original document. To confirm authenticity, original certificates must be produced prior to sitting the examination and on the first day of the examination. All applications must be forwarded as a complete set of documents, translated into English and certified as true copies.		
6. Assessment of qualifications	If the applicant is applying for the first time to sit the SAVC's exam (with particular reference to foreign qualifications), then the SAVC may request insight into the full details of the curriculum prior to giving permission to apply to sit the examination. Candidates who obtained veterinary qualifications from the lists indicated on the SAVC website (see www.savc.org.za) will not be requested to submit detailed curricula. If your qualification is not listed, you'll be required to submit the required documentation by end December of the preceding year you intend to sit the exam e.g. curriculum documentation need to be submitted by December 2018 to sit the examination in 2019. Council, however, reserves the right to request detailed curriculum from any candidate, regardless of whether the qualification appears on the list or not. Please note that submission of curricula does not automatically guarantee a place in the examination.		
7. A certificate of good standing*	The certificate of good standing must be issued within the last three (3) months by: the veterinary authorities in the country in which the applicant has been registered as a veterinarian OR from the present employer OR in the absence of a professional Council/Board or registering authority, then a certified reference from the faculty where the applicant qualified. This reference should be submitted within three (3) years of qualifying from the faculty. **If an application is transferred to the next year then a new updated certificate of good standing must be submitted.*		

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8. A police clearance certificate*	The police clearance certificate must not be older than three (3) months and must be from the country where the applicant resides. **If an application is transferred to the next year then a new updated police clearance certificate must be submitted.*		
9. Certified proof of identity i.e. passport/ID	The original passport/identity document must be provided on the first day of the examination.		
10. Certified copy of applicant's legal permit i.e. work, study or other legal entry visa	If the applicant is working in South Africa, then the work/residence permit must accompany the application if the applicant is not a South African citizen.		
11. Entry and expiry dates of legal permit	The entry permit must be provided on the first day of the examination.		
12. Proof of proficiency in English (TOEFL)	Proficiency in English must be demonstrated by providing proof of the successful completion of TOEFL (Test of English as a Foreign Language) to sit both the Computer Based Examination (CBE) and to undertake the Practical Examination. The requirement is waived for persons whose medium of instruction for their veterinary training was in English and proof is furnished e.g. proof of English being the language of teaching at the tertiary institution of training.		
Date:	***Applicant signature:***		***Admin assessed: Return / Accept***

[Doc B – VETS: FEB 2017]