

## HST Supporting Documents Requirements & Checklist

- ❖ The following documents **must** be uploaded to your application.
- ❖ Applications without these required documents **will not** be accepted.
- ❖ Please submit documents in PDF format and use clear naming conventions.

	Document	Description	✓
1.	<b>Certificate of Completion of Basic Specialist Training</b>	<ul style="list-style-type: none"> <li>• A scanned copy of your BST certificate of completion in the relevant specialty if BST was completed in July 2023 or earlier.</li> <li>• If you are currently in Year 2 of your RCPI BST Programme (to complete in July 2024) you are exempt from this requirement. <i>Please note <u>only</u> applicants currently in Year 2 of BST will be exempt. All others must be certified.</i></li> </ul>	
2.	<b>Evidence of postgraduate qualification, such as MRCPI</b>	<ul style="list-style-type: none"> <li>• For most specialties you must have achieved a postgraduate qualification such as MRCPI. Please check the relevant HST curriculum for the specialty you are applying for <a href="#">here</a>.</li> <li>• If your qualification was issued by RCPI, you do not need to upload your MRCPI certificate, we will verify your qualification.</li> <li>• If your qualification was not issued by RCPI, please upload a scanned certified copy of the certificate naming it as “MRCPUK” or “Equivalent Certificate”.</li> <li>• If you are currently in Year 2 of a RCPI BST Programme (to complete in July 2023) please be aware that you must have successfully passed your MRCPI Clinical examination or be awaiting results from the Spring clinical in order to attend for interview. <i>Please note this exception applies <u>only</u> to applicants currently in Year 2 of BST. All others must be certified.</i></li> </ul>	
3.	<b>Proof of Irish Medical Council Registration / Eligibility for Registration</b>	<ul style="list-style-type: none"> <li>• PDF copy of current Medical Council Certificate confirming registration on one of the divisions of the IMC.</li> <li>• If not currently registered, PDF copy of last IMC registration certificate</li> <li>• If you are not currently and have never been registered on one of the divisions of the IMC, you may be considered automatically eligible for registration if you completed your medical degree in one of a list of EU countries. Please refer to <a href="#">this document</a> to see if your country is on the list. If your country is listed, please submit PDF copy of your medical degree from that country.</li> <li>• If you do not fall into one of the above categories, please contact the IMC and ask them to provide a letter confirming your eligibility for registration and submit this with your application.</li> </ul>	

*List continued on next page...*

	Document	Description	✓
4.	<b>Proof of English Language Competency</b>	<ul style="list-style-type: none"> <li>• We are required to follow the English Language Competency guidelines supplied by the HSE.</li> <li>• Please refer to this <a href="#">guidance document</a> to check which category applies to you and to ensure your eligibility.</li> <li>• If you do not qualify for an exemption, you will need to submit a valid IELTS or OET certificate. <b>A valid certificate should be dated within 2 years of date of application.</b></li> <li>• An overall grade of 7 is required for IELTS, with a minimum score of 6.5 in each of the four skills.</li> <li>• An overall grade of B is required for OET, with a minimum of grade B in each of the four skills.</li> </ul>	
5.	<b>Two Appraisal Forms</b>	<ul style="list-style-type: none"> <li>• A scanned / PDF copy from two references.</li> <li>• At least one of the two references should be from the current/most recent supervising consultant/employer.</li> <li>• Please download a blank copy of the Appraisal Form <a href="#">here</a>.</li> <li>• <b>Forms will not be accepted without a Hospital Stamp.</b></li> </ul>	
6.	<b>Passport Identity Page</b>	<ul style="list-style-type: none"> <li>• A colour scanned copy of the photo ID page of your passport.</li> </ul>	
7.	<b>Stamp 4 Residency Permit (if applicable to you)</b>	<ul style="list-style-type: none"> <li>• A colour scanned copy of your Stamp 4 Residency Permit if you hold this type of Residency Permit.</li> <li>• If you hold a Residency Permit other than Stamp 4 (Stamp 1 for example), you do not need to submit this.</li> </ul>	