



## STUDENT PHARMACIST (NON UBC) REGISTRATION

**You must submit this checklist with your application.**

**CHECKLIST** - Submit the following items with your application:

- Notarized copy of **birth certificate** or **Canadian citizenship** card (copy **both** sides)
- Copy of **name change** or **marriage certificate** – if applicable.
  - If the names on your documents are inconsistent and a name change/marriage certificate cannot account for the differences (ie. different spellings), you must provide a notarized affidavit (see [sample](#)).
- Copy of **student ID card** (copy both sides)
  - If your student ID card does not indicate that you are enrolled in a pharmacy program, you must request a confirmation letter to be sent directly from the university to the College.
- Notarized copy of evidence of your **authorization to work in Canada** – if you are not a Canadian citizen. Acceptable documents: “Confirmation of Permanent Residence” document (preferred), Permanent Resident card or work permit.
- Letter of standing** sent directly from each of your previous or current regulatory bodies to the College – if you have been registered/licensed in a health profession *in any other jurisdiction*. Letter(s) must be dated no earlier than 3 months of receiving your application.
  - List the names of each of your previous or current regulatory bodies:
    - i. \_\_\_\_\_
    - ii. \_\_\_\_\_
    - iii. \_\_\_\_\_
  - If you were previously registered elsewhere but you are unable to provide this letter of standing, you must provide a notarized affidavit (see [sample](#)).

**APPLICATION TIPS** - Follow the guidelines below to avoid delays in processing your application

- Allow **at least 20 business days** for this application to be processed. If adjudication or fingerprinting is required for the CRC, then the processing time will be further extended.
- Any extra documents received that are not required for your application will be **confidentially shredded**.
- Photocopy **both sides** of any documents/cards that are double-sided.
- Use only a **Notary Public or lawyer** to notarize your documents. Other professionals are not accepted.
- Documents which are not in English must be translated using a **certified translator** only.
- Include your **email address** as all correspondence regarding your application will be sent via email.
- **Mail** this application to the College. A fax or electronic copy will not be accepted