



STUDENT PHARMACIST (NON UBC) REGISTRATION

You must submit this checklist with your application.

CHECKLIST - Submit the following 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 are: “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 including outside of Canada***. 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 the letter of standing, you must provide a notarized affidavit (see [sample](#)).
- ☐ **Structured Practical Training (SPT) or practicum site and Preceptor:**

Preceptor Name _____

Preceptor Registration # _____

Practicum Site – Apply a pharmacy label or an address stamp below. Include telephone and fax numbers.

Proposed start date: _____ End date: _____

NOTE: You are not permitted to start your SPT/practicum until your application has completed processing and you have received a confirmation email from the College.



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APPLICATION TIPS - To avoid delays in processing your application

- Allow **at least 30 business days** for this application to be processed. If adjudication or fingerprinting is required for the CRC, the processing time will be further extended.
- Print the application form and required documents **single-sided** and on **letter-size (8.5" x 11")** paper and **mail** your application package to the College office.
- If you are using DHL to deliver materials, provide the tracking number to: info@bcpharmacists.org to facilitate a more efficient delivery process. Ensure to address your package to: **College of Pharmacists of BC, Attention: Registration Department.**
- Photocopy **both sides** of any documents/cards that are double-sided.
- Use only a **Notary Public or lawyer** to notarize your documents (stamp or seal must be applied on the notarized document). 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.
- Any extra documents received that are **not** required for your application will be **confidentially shredded**.