TCQR Application Guide

How to submit application documents to support your TCQR application

This document is intended to act as a practical guide to assist you in preparing your application for submission under the PSI Third Country Qualification Recognition (TCQR) process. It provides a breakdown of the list of the required documents and instructions for submitting them so we can process your application as efficiently as possible.

This guide should be read in conjunction with the information contained in the TCQR Information Guide

Application Submission Guidelines

To ensure smooth and efficient processing of applications under the Third Country Qualification Recognition (TCQR) process, applicants must follow the formatting and submission guidelines outlined below.

1. The PSI is a digital-first organisation. Application documents should be submitted **via email only** to noneuroute@psi.ie.
2. When submitting your application, you must include your full name in the **subject line of the email** followed by the words **TCQR Application**.
   a. For example: **Joe Bloggs – TCQR Application**
3. Email attachments containing the required documentation should be submitted in **PDF or JPEG** format only.
4. All documents must be submitted as individual attachments. Do not combine multiple individual documents into a single PDF document.
5. We cannot accept documentation from external drive sites (e.g. Google Drive, OneDrive, Dropbox). All documents must be attached to your email.
6. Please ensure all documents are included as attachments. Please **do not submit links** in the body of the email.
7. Each document must be clearly labelled using standardised naming convention containing your name followed by the document name. **Please refer to Table 1 for instructions on how to label each document.**
8. Documents may be submitted in colour or black and white.
9. The TCQR 1 Application Form forms the basis of the application. This form **must be submitted as a single PDF attachment**, not as separate pages. The TCQR1 Application Form is an editable form and also available in print.
10. Please **DO NOT send hard copies** of your application documents via post. This creates unnecessary duplication and may result in the processing of your application being delayed.
11. **Please note:** If you intend to submit supporting documentation, for example, in support of information you provide in sections 5 & 6 of the TCQR1 form, you must do so at the time of

submitting your original application. If this is not submitted with your initial application, it will be assumed that you do not intend to provide it, and your application will proceed to holistic assessment without it.

Application Documents and how to label

The following table lists all the required documents and how each should be labelled before attaching to your application email. For demonstration purposes, Joe Bloggs is used as a sample applicant name.

Table 1: Naming Convention for Required Documents

Document name	How to label the attachment
TCQR 1 Application Form	Joe Bloggs_TCQR1 Form
TCQR 2 Statutory Declaration Form	Joe Bloggs_TCQR2 Form
TCQR 3 Certificate of Identity Form	Joe Bloggs_TCQR3 Form
Naric Statement of Comparability	Joe Bloggs_Naric Statement
Copy of Birth Certificate	Joe Bloggs_Birth Cert
Copy of Marriage Certificate (if applicable)	Joe Bloggs_Marriage Cert
Passport – Copy of ALL PAGES of your current passport	Joe Bloggs_Full Passport
Curriculum Vitae	Joe Bloggs_CV
Copy of Primary Degree Certificate – i.e. pharmacist qualification	Joe Bloggs_Pharmacy Degree Cert
Copy of Post Graduate Qualification Cert, e.g. Masters degree (if applicable to applicant)	Joe Bloggs_Masters Cert
Copy of Registration Certificate	Joe Bloggs_Registration Cert
Copies of Continuing Professional Development (CPD) supporting documents (where applicable)	Joe Bloggs_Section 5 CPD.pdf
Post qualification work/employment supporting documents (where applicable)	Joe Bloggs_Section 6 Post Qualification.pdf

Third party documentation guidelines

There are certain documents that must be issued directly from the relevant institution or the competent authority's official email address to noneuroute@psi.ie. Please request the third party to include your name in the subject line of the email.

Please note that it is **not necessary** for the third party to post/courier hard copies of the documents. We understand that email submission may not be possible in all cases. Where necessary and by exception, we will accept documents by post/courier.

The following are the third-party documents to be issued directly to the PSI from the relevant institution or competent authority. Your application cannot undergo holistic assessment without these documents.

- **Academic transcripts** from your university
- **Course syllabus** from your university
- **Internship certification** from your university or competent authority (as applicable in your country of qualification).
  - **Note:** If you were not required to complete internship training placements as part of your pharmacy degree or as a pre-registration requirement, then please note this in the relevant section of the TCQR 1 Application Form.
- **Certificate of Professional Status/Good Standing Certificate** from the competent authority.
  - **Note:** This must also be requested from any other country/jurisdiction that you have registered/licensed to practice as a pharmacist or as any other health professional.
- **TCQR4 Regulatory Data Form** from the competent authority where you obtained your qualification as a pharmacist.
  - **Note:** In circumstances where your competent authority is not in a position to complete this form in support of your application, your application can proceed to stage 2 in its absence.
  - If you have been or are currently registered in other countries/jurisdictions, it is useful to request competent authority in these countries to also complete and submit this form, as information provided by them in the context of regulation requirements/standards may be helpful as part of the holistic assessment process.
- **Evidence of any relevant post-graduate qualifications** from the awarding university.

The PSI has the right to:

- Check and verify all your information and documents.
- Verify documentation with third parties and any information submitted as part of your application.
- Ask you to supply more information.

Final Checklist

Before submitting your application, please ensure you have checked the following:

- ☐ Submit your application documents via email to noneuroute@psi.ie
- ☐ Label each document correctly and as outlined in Table 1
- ☐ Each document must be included as a separate attachment
- ☐ Submit documents in PDF or JPEG format only
- ☐ The TCQR1 form should be scanned and submitted as one single complete document
- ☐ Each document listed in Table 1 should be scanned and submitted as separate documents – do not combine multiple documents into one PDF
- ☐ Do not post your application documents after submitting them via email
- ☐ Do not attempt to send documents via external drive sites – only email attachments are accepted
- ☐ Do not submit your application until you have gathered all documents as outlined in Checklist in the Information Guide (other than your third-party documents)