



Third Country Qualification Recognition Frequently Asked Questions

April 2025

What are the fees?

Please note that the applicable fees in respect of each stage of the revised TCQR process are as follows:

<u>Process Stage</u>	<u>Fee Type</u>	<u>Fee</u>
<u>Stage 1</u>	<u>Application Fee</u>	<u>€500</u>
<u>Stage 2</u>	<u>Holistic Assessment Fee</u>	<u>€1,000</u>
<u>Stage 3</u>	<u>Exam Fee</u>	<u>€3,000</u>

Note: A €300 fee will also apply for any appeals that are submitted in respect of Stage 2,

New applications under the revised TCQR process will be required to make payment of each fee as they progress through the process.

Please note: Refunds will not be issued at any point in the process

Do I pay all fees at point of making my application?

No, at point of making application, only the stage 1 fee of €500 is payable. Once you are notified that your application is complete and valid and is therefore eligible to proceed to stage 2 (holistic assessment), you are required to pay the associated fee of €1,000.00. On receipt of the stage 2 fee, your application will then be queued for holistic assessment.

Once the holistic assessment process is completed, if you are notified that you must progress via Path B and undertake an examination under stage 3, then the examination fee will apply.

Please do not transfer the full fee with the submission of your application as this will be refunded to you and may delay the processing of your application in a timely manner.

If I have questions about my application, who do I contact?

PSI has provided an [Information Guide](#) in order to provide applicants with comprehensive information regarding the process and also FAQ's which should answer most questions you may have. Therefore, please ensure to read the Information Guide carefully as it provides important information and will answer many questions you may have. You should also refer to the FAQ section on the website for any further questions you may have.

Please note that if you email PSI with a query, the answer to which is available in the [Information Guide](#) and/or in this FAQ document, we will not be in a position to respond to you.

In the event you cannot find the answer to your query in this Guide or the FAQ's, you can submit your query by email to noneuroute@psi.ie which we will endeavour to respond to as soon as is possible.

How should I submit my application documents?

As PSI is a digital first organization, you should submit your application documents via email as scanned PDF documents to noneuroute@psi.ie.

Should I submit my documents in any particular format?

Please include your full name in the subject line of the email and note TCQR application. For example: TCQR application – Joe Bloggs

You should submit your application documents as attachments in the subject line of the email. Please do not submit documents as attachments in the body of the email.

You should scan and attach documentation separately as per the Section 10 checklist on the application form.

You should ensure that you have collected all documentation including all supporting documentation you wish to be included in your application submission (please refer to Section 10 checklist on the application form). Please do not submit your application until it is complete. This obviously does not relate to third party documentation that is required to be submitted directly from other institutions on your behalf.

As you will likely have multiple attachments, you may send multiple emails.

Do I have to wait until PSI receives my third-party documents before I can submit my application?

No, PSI does not have to be in receipt of your third-party documents prior to submitting your application. Please note PSI does not have the capacity to reply to queries regarding receipt of third-party documents prior to submission of a formal application and such queries will not be replied to.

If third party documents are received in advance of receiving your application, the documents will be held on file and added to your application file on receipt.

What happens if PSI receives my third-party documents before I submit my application?

On receipt of third-party documents from universities / competent authorities, if PSI has not in receipt of an application from the person referred to therein, we will assume that an application will be forthcoming from that person. We will keep the documents on file and on receipt of a formal application, will check for third party documents in that name when carrying out the application review.

How will I know if PSI has received my third-party documents from my university /competent authority?

On receipt of your formal application, we will set up an application file. We will then carry out a preliminary review and if any third-party documents have been received, these will be uploaded to your application file. Once the preliminary review is completed, you will receive an email advising you on the outcome of the review and if your file is complete and valid. Any third-party documents that have not been received will be notified to you.

Who should I tell my university / competent authority to send documents to?

Please advise any third parties to email your documents directly to noneuroute@psi.ie quoting your full name clearly. Please note that third party documents must be issued from an official email address of the institution/authority/body. Emails from generic accounts will not be accepted and may delay the processing of your application.

What happens if my competent authority will not complete the Regulatory Data Form?

Your application may still proceed to holistic assessment. PSI will endeavour to assist however the application can only be assessed on provided verifiable information and the absence of information potentially may have an impact on the assessment outcome.

How do I obtain a Naric Statement of Comparability?

Please refer to [Naric Ireland](#), where you can either obtain an automatic downloadable statement of comparability from their website or complete a request form for issuance of same. The Naric Statement must state that your qualification is a pharmacy qualification in order for your application to proceed to Stage 2.

Is there a deadline by which my application file is required to be complete?

Yes, the application file will be set up and held open for six months from date of receipt of formal application. If all required documents have not been received within six months, then the application will be deemed incomplete and invalid.

Some of my documents are not in English, do I need to provide translations?

Yes, we will need a certified English translation of any document which is not written in English. The translation must be:

- Carried out by a qualified translator
- Signed and stamped and dated by the translator
- The translator must confirm, in the English language, that the translation is an exact translation of the original document.

- For example, if your birth certificate is not in English, you should send us a copy of your birth certificate and a certified English translation of your birth certificate. The translation must be in writing and must include the translator's professional contact details (telephone, address and email address).

If third-party documents are received directly and not in English, after the application submission and review, we will issue you a copy of the documents to arrange a certified translation of same. Therefore, it is advisable that you submit certified English translations of any relevant documents with your application to minimise any delays in processing your application.

Do I have to provide evidence of English language competency?

Provision of evidence of English language competence is not required as part of the qualification recognition process. It is required at point of application for first time registration. You will find information regarding language competency requirements on PSI website [here](#).

Who and where can I have the Statutory Declaration Form witnessed by?

The statutory declaration form must be witnessed in Ireland for it to be valid. Alternatively, it can be made outside the State before a diplomatic or consular official of Ireland pursuant to the diplomatic and Consular Officers (Provisions of Services) Act 1993. It is advised to check with your nearest Irish embassy or consulate if they will provide this service prior to visiting them.

I am not currently residing in Ireland; can the Statutory Declaration Form be completed outside of Ireland?

The statutory declaration form must be witnessed in Ireland by a practicing solicitor, notary public, or peace commissioner for it to be valid. Alternatively, it can only be witnessed at an Irish Embassy or Consulate abroad. Statutory Declaration Forms witnessed by anyone outside of an Embassy or Consulate is not valid and cannot be accepted by PSI. Please also note that self-declared statutory declaration forms are also invalid and cannot be accepted.

I am not currently resident in Ireland, and I cannot have the Statutory Declaration Form witnessed at an Irish embassy or consulate abroad at this time, can I proceed with my application without it? If not, what can I do in this situation?

The statutory declaration form is a mandatory requirement and without a correctly completed form, an application will not be deemed to be complete/valid. Therefore, an application cannot proceed without it. It is up to the applicant to arrange for the statutory declaration form to be correctly witnessed and it is advised that applicants should wait to submit their application until they are in a position to have the form witnessed as required.

How long does the process take?

The timelines depend on several factors. The main factors determining the length of the process are:

1. Submitting all the required and correct documents with your application. The documents need to be valid
2. Paying the Stage 1 application fee on submission of application (non-receipt of the application fee will delay the processing of your application)
3. Ensuring information and documentation you submit is legible and coherently labelled
4. If you applied for your qualifications to be recognised and a document is missing, you have six months from the date of submission to provide the missing document(s). Otherwise, your application will be automatically closed, and you will need to apply again
5. The number of applications and assessments being received and requiring processing. While we endeavour to process applications through the qualification recognition process in as timely and efficiently as possible, we have a limited number of resources available at any one time, and due to high volumes of application submissions and assessments required to be carried out can result in significant delays at times.

How can I track the progress of my application?

Your application will be acknowledged on receipt. You will be kept updated by email on your applications progression, as it moves to each stage of the process.

Please note that sending multiple mails requesting updates on your application will not speed up the process and takes resources away from processing applications. Please be assured we will contact you with updates as your application moves through each stage of the process.

What are the criteria for the holistic assessment which determines whether I go Path A or Path B?

An external assessor will carry out a holistic paper-based assessment of your application and supporting documentation. The assessor will review your input (pharmacy qualification(s) and in service/practical training) and quality (regulatory data form completed by your home competent authority) components.

If following an assessment of these components your application is considered equivalent to the Irish Standard, you will proceed via Path A and will not be required to demonstrate through examination.

If any deficiencies are identified, you will be required to proceed via Path B and complete an examination.

Further information is available on the [PSI website](#) and in the [Information Guide](#)

If I proceed to Path A, when can I make an application for registration?

If the holistic assessment outcome is that you are permitted to proceed to Path A, you will be issued with a Certificate confirming you hold a qualification appropriate for practice in Ireland. On receipt

of this Certificate, you will be eligible to make an application for first time registration via the PSI online registration portal.

How long does the holistic assessment take?

The holistic assessment may depend on the number of applications being assessed. Whilst we endeavour to process applications through stage 2 in as timely and efficiently as possible, we have a limited number of assessors available at any one time, and high volumes of assessments may lead to a longer processing time on occasion.

How do I make an application for first time registration, once I have successfully completed qualification recognition?

Applications for first time registration are made via the PSI's online portal

What type of visa do I need to enter Ireland to sit the exam?

PSI cannot provide guidance or advice in respect of immigration/visa matters. You should contact the relevant immigration authorities via www.irishimmigration.ie to seek assistance in this regard.