



FACULTY OF DENTISTRY, RCSI

FFD EXAMINATION GUIDE TO APPLYING ONLINE

GUIDE TO APPLYING ONLINE

IMPORTANT INFORMATION

WHEN CAN YOU APPLY FOR FFD RCSI?

The Faculty of Dentistry, RCSI will only open the FFD assessment portal 4 months in advance of the date of the examination for a limited period of time. It is advisable to apply as early as possible within this window. The Faculty of Dentistry will endeavour to return any incomplete online applications as soon as possible to permit candidates to resubmit their online application prior to closure of the application assessment window.

The closing date for acceptance of completed applications will normally be 2 months in advance of diet.

Please note that the FFD (OSOM) examinations will be held annually in April & November at RCSI. All other specialty examinations will be held once a year in November at RCSI.

Please click [here](#) for FFD examination dates.

THE APPLICATION PROCESS – HOW TO SUBMIT YOUR APPLICATION:

Stage 1:

In order to apply online for our FFD examinations, you will require an active Faculty of Dentistry, RCSI exam assessment application user account. In order to register and set up a user account please read the '**FFD Assessment Portal: User Instructions manual**' on our Faculty website.

Stage 2:

Once you have set up an active Faculty of Dentistry, RCSI assessment portal user account you must then choose to submit your documentation for assessment as either of the following:

- (a) New application (First time applicant)*
- (b) Application for approved candidates (Previously approved by Faculty of Dentistry, RCSI and re-sit applicants)*

If you choose (a) **New applicant** please read the following instructions:

On the homepage of the FFD Online assessment portal choose the option for “New Application”.

You must complete all fields within this form and upload a copy of the following documentation in order for the Faculty to assess your application:

- BDS/B Dent Sc. or equivalent basic undergraduate Dental Degree
- MFD /MFDS/MJDF Certificate*

*(*The above qualifications will only be accepted if awarded by examination. A letter from the awarding Faculty confirming same must be submitted with a candidate’s application.)*

- Letter(s) confirming three years training from Programme Director(s)
- Certificates of Training Completion**

*(**If your training has been carried out at different institutions, please submit letters confirming your three years training from the relevant Programme Directors or Clinical Leads.)*

If you choose (b) **Application for approved candidates** please read the following instructions:

If you wish to submit an application and you have been previously approved by the Faculty of Dentistry, RCSI as being eligible for FFD, or if you are a re-sit candidate, Please access the homepage of the FFD Online assessment portal and choose the option for “approved candidate”.

You must complete all fields within this form and upload a copy of the following documentation in order for the Faculty to assess your application:

- A copy of your previous FFD Faculty of Dentistry, RCSI Approval letter.

Stage 3:

Candidates who have successfully completed Stages 1 & 2 and who have gained eligibility to sit the FFD RCSI examinations will be issued with an approval letter from the Faculty office. Confirmation of the date of your examination will also be provided within this letter.

In order to formally apply for the FFD examination, you must log into the postgrad exams online application home page [here](#) and upload the following information:

- Your official letter of approval from the Faculty office.
- A scanned copy of your passport photograph.

When this information has been submitted, you can then proceed with paying your full exam fee online (by credit or debit card). This formal online application must be received on or before the examination closing date.

Once your online application has been processed, you will receive official confirmation along with your examination number.

The Student, Academic & Regulatory Affairs (SARA) Office, RCSI will be in contact with you prior to the examination in relation to timetables and venue details.

It should be noted that examination places may be restricted and approval will be granted strictly in order of date of receipt of current application for Section 1. Please be assured that every effort will be made to accommodate all candidates into their preferred option for Section 2 but this cannot be guaranteed and an alternative examination date may have to be given.

YOUR CONTACT DETAILS:

Please ensure that your contact details are current and up to date within the examination application system. It is extremely important that your email address information is correct within your user account as this email address will be used to contact you with your

examination notice and results. If your email address changes after you have applied online, it is important that you update your user account to reflect your new email address.

ENQUIRIES:

Stage 1 & 2

If you have any queries on Stage 1 & 2 please contact the Faculty office by email: ffdexams@rcsi.ie or by phone +353 (0)1 4022256/2239

Stage 3

If you have any queries on Stage 3 please contact Ms. Nicola Whyte in the SARA office by email: nicolawhyte@rcsi.ie or by phone +353 (0) 1 402 2515