



# Application Process

## Master's courses & Clinical Specialisation in Orthodontics 2020-2023, 120 credits

### Application

The admission round is now open for the Master's courses & Clinical Specialisation in Orthodontics 2020-2023, 120 credits. You must register at <http://www.ki.se/epe>, and your application must arrive at Karolinska Institutet by **23:59 hrs (Central European Time) 1<sup>st</sup> of April 2019**. Applications received after 1<sup>st</sup> of April will be rejected. All copies of original documents must be certified as true copies of the original for the application to be valid. This means that the copies must be stamped and signed by the issuing institution, or a notary public. In order to certify document copies, you must present both the original and copy of the document to the person carrying out the certification. Each copy and page (front and back) must be certified separately and clearly indicate:

- The signature of the certifying officer
- The stamp of the issuing institution or notary public
- The name and address or provider/registration number (where applicable) of the certifying officer. This must be printed legibly (able to read) below the signature or in the stamp. It must be possible for Karolinska Institutet to contact the certifying officer if necessary. A stamp stating only "True copy certified" will not be accepted.

Copies of academic documents, for example degrees, diplomas, certificates, etc., must be issued through and certified by a representative of the Academic Registrar's Office, the Examinations Office, or the equivalent office that issues degrees and official transcripts of records at your university. Certification by other staff, such as faculty or college staff members, is not acceptable.

Applications written in any other language than English or Swedish will be rejected. If translation is needed the translation of the documents must be performed by an authorised translator. Translations by interpreters are not accepted.

Application should be submitted by regular mail to:

Karolinska Institutet  
Executive and Professional Education  
Susanna Sjunnerud  
Berzelius väg 3, Plan 5  
SE-171 77 STOCKHOLM  
SWEDEN

## Application content

The application comprises seven parts as specified below. Please note that the obligatory documents 1, 2, 3, 4, 5 and 7 must be included in order to attest your general eligibility for the Clinical Specialist training. **Applications without the obligatory documents written according to instructions below will be rejected.**

Please number them 1-7 in the same order as below:

1. A detailed EU Curriculum Vitae  
OBLIGATORY: It is obligatory to use the **The Europass Curriculum Vitae (CV) format** that can be downloaded or filled in online at <http://europass.cedefop.europa.eu/en/home>. Applications without the The Europass Curriculum Vitae (CV) will be rejected.
2. A personal Letter of Motivation  
OBLIGATORY: It is obligatory to send a typed letter of motivation (in English) to become an orthodontist. The letter may consist of a maximum of 2 pages. Handwritten Letters of motivation or Letters of motivation that are longer than 2 pages will be rejected.
3. Documentation of A University Degree Diploma in Dental Surgery and an official Transcript of records of completed courses and grades for each semester from a recognised institution.  
OBLIGATORY: It is obligatory to send an authorised translation of the academic documents if it is in any other language than English or Swedish. Documents that are not translated will be rejected.
4. Work Certificates  
OBLIGATORY: A document from your present and all previous employers indicating at least your position, type of clinical activity, period of time employed, amount of working hours in relation to a full time job (each day per week equals to 20% of a full time employment). A minimum of 6 months of the clinical activities have to be related to general dentistry for children and adolescents.

It is obligatory to send an authorised translation of the Work Certificates, if they are in any other language than English or Swedish. Work Certificates that are not translated will be rejected.

5. English Language Certificate  
OBLIGATORY: An internationally recognised certificate of English language studies.

The requirements are:

A good command of English, documented by an internationally recognised proficiency test such as: TOEFL, IELTS or the equivalent. TOEFL internet based (iBT) with a total score of at least 90 and minimum score of 20 on written test, paper based (PBT) with a total score of at least 575, and minimum score of 4.5 on written test. IELTS (academic) with an overall mark of at least 6.5 and no band less than 5.5

Proficiency tests in English are not required if:

If the language of instruction has been English throughout your upper secondary education or during your university studies, please provide a document to certify this.

6. Recommendations – you may include personal recommendations from reputable persons within the field of orthodontics (no more than three recommendations will be considered).

7. Contact information to paying entity

OBLIGATORY: Contact information to the prospective company or organisation that is to pay for the education. Please provide the following information:

- Name of company/organization
- Invoice address
- Name of contact person
- E-mail to contact person

**Please fill in and attach the “REGISTER OF DOCUMENTS” to your application. You will find it at the end of this document.**

Besides the general eligibility for the education (see above) the following must be taken into consideration:

1. Residents working at the clinic must at all times follow the national regulations stipulated by the Swedish Board of Health and Welfare, along with the local regulations set by the Department of Dental Medicine at Karolinska Institutet.
2. Residents coming from EU, Norway, Iceland, Liechtenstein or Switzerland need to apply for a license to practice in Sweden in order to be eligible to start the Master's courses & Clinical Specialisation in Orthodontics. **This is only mandatory if you are selected as one of the candidates who receive the Letter of Invitation.** Please see the information (down below) regarding residents from EU, Norway, Iceland, Liechtenstein or Switzerland.
3. Residents cannot reject treating patients due to gender or ethnicity.
4. Each aspiring resident will undergo a written test and a personal interview in order to verify her/his knowledge of orthodontics. The level required will be the equivalent of knowledge required of a dentist graduated in a Swedish university.
5. Each aspiring resident will undergo a dexterity test in order to verify that she/he has the sufficient manual skills to be able to work as an orthodontist.
6. The contractor will be notified about possible failures of the aspiring resident in order to fulfil the above requirements.

## Course fees

**An Acceptance fee of 60 000 SEK (Swedish Kronor) must be paid in order to be accepted to the education.** Please note that according to Swedish Law (Ordinance on Contract Education at Universities and University Colleges SFS 2002:760 (see appendix 2), **the entity paying the fee for “Master's courses & Clinical Specialisation in Orthodontics” must be a company or a governmental organisation.** Natural persons are by law, **not allowed** to pay for the education.

Fees shall be paid as follows;

- 3<sup>rd</sup> of June 2019, 60 000 SEK (Acceptance fee)
- 2<sup>nd</sup> of January 2020, 600 000 SEK (Fee for first year)
- 2<sup>nd</sup> of January 2021, 600 000 SEK (Fee for second year)
- 2<sup>nd</sup> of January 2022, 600 000 SEK (Fee for third year)
- 2<sup>nd</sup> of January 2023, 240 000 SEK (Fee for the last semester)

**All prices are expressed in Swedish Kronor (SEK). No VAT included, no VAT will be added.**

### The fee covers

- Master's courses & Clinical Specialisation in Orthodontics given in-house at the Department of Dental Medicine or any other Department at Karolinska Institutet.
- Extramural course- and congress fees (for residents registered as postgraduate members of Swedish Orthodontic Association and European Orthodontic Society).
- Travel expenses (in economy class) associated with obligatory congresses and similar.
- Accommodation (in budget class) associated with obligatory congresses and similar (for residents registered as postgraduate members of Swedish Orthodontic Association and European Orthodontic Society).
- Congress fees and related travel expenses and accommodation are covered only if the resident has an active participation in the congress (oral or poster presentation).

### The fee does not cover

- Costs for study material
- Course literature
- Membership fees
- Medical consultation
- Dental treatment
- Emergency care
- Insurances covering housing, travelling outside Sweden or health.
- No transports, personal computers, interpretation are included.

## Selection process schedule

### First Round

The Selection Committee at the Department of Dental Medicine reviews application documents of all the candidates for basic eligibility according to the advert. Eligible candidate's application documents are then ranked and graded. A letter of invitation for a face-to-face interview in Stockholm will be sent to the **selected** candidates by email on the 25<sup>th</sup> of April 2019. An official invitation for **visa permit** purposes will be sent to the selected candidates.

A notification of **rejection** will be sent by email to the non-selected candidates.

## Second Round

The selected candidates must send their notification of acceptance for a face-to-face interview in Stockholm by email to Susanna Sjunneryd, [susanna.sjunneryd@ki.se](mailto:susanna.sjunneryd@ki.se) latest 23:59 hrs (CET) the 29<sup>th</sup> of April 2019. Susanna will reply to each acceptance email in order to confirm that each email has been received. The journey to and stay in Stockholm will **not** be paid for by Karolinska Institutet.

## Third Round

The face-to-face interviews will be conducted at the Department of Dental Medicine, Karolinska Institutet in Campus Huddinge, Stockholm during the following dates: 20<sup>th</sup> and 21<sup>st</sup> of May 2019. The Selection Committee will review and rank the interviewees and then select a ranked list of those who will be invited to attend the programme. A letter of invitation and contract will be sent to the selected candidates by email and regular mail on the 24<sup>th</sup> of May 2019. An official invitation for **visa permit** purposes will be sent to the selected candidates.

A notification of rejection will be sent to the non-selected candidates by email and regular mail. The candidates that have attended the face-to-face interviews in Stockholm, but have been rejected on the 24<sup>th</sup> of May 2019, will be added to the **Reserve List** (see “Reserve List”).

## Fourth Round

The selected candidate **accepts his/her position by providing the payment of the “Acceptance Fee”** of 60 000 Swedish Kronor (no VAT included, no VAT will be added) and **sending the signed contract** by email (scanned copy) and regular mail to Karolinska Institutet by 23:59 CET 3<sup>rd</sup> of June 2019. A copy of the **bank’s receipt of payment** should also be **faxed** (fax no: +46 8 508 846 20) or **emailed** ([susanna.sjunneryd@ki.se](mailto:susanna.sjunneryd@ki.se)) as a proof of payment no later than 23:59 CET 7<sup>th</sup> of June 2019.

If the acceptance fee is not paid by 23:59 CET 7<sup>th</sup> of June 2019, the selected candidate will **automatically forfeit** his/her position. Note that the entity paying the acceptance fee for “Master's courses & Clinical Specialisation in Orthodontics 2020-2023” must be a company or a governmental organisation.

## Reserve List

If a position is not filled by the candidates that were selected on the 24<sup>th</sup> of May 2019, the position will be offered to the first candidate from the **Reserve List**. A letter of invitation and contract will be sent by email and regular mail to the first candidate on the Reserve List on the 1<sup>st</sup> of August 2019. **The candidate from the Reserve List that has been selected accepts his/her position by providing the payment of the “Acceptance Fee” of 60 000 Swedish Kronor (no VAT included, no VAT will be added) and sending the signed contract** by email (scanned copy) and regular mail to **Karolinska Institutet** by 23:59 CET 19<sup>th</sup> of August 2019. A copy of the **bank’s receipt of payment** should also be **faxed** (fax no: +46 8 508 846 20) or **emailed** ([susanna.sjunneryd@ki.se](mailto:susanna.sjunneryd@ki.se)) as a proof of payment no later than 23:59 CET 23<sup>rd</sup> of August 2019.

If the sum is not paid by 23:59 CET 19<sup>th</sup> of August 2019, the selected candidate will **automatically forfeit** his/her position and the next candidate from the Reserve List will be invited to join the specialist training instead.

## Information for applicants who are citizens of a country in EU, EEA or Switzerland

Residents coming from EU, EEA or Switzerland need to apply for a license to practice in Sweden in order to be eligible to start the Master's courses & Clinical Specialisation in Orthodontics. **This is only mandatory if you are selected as one of the candidates who receive the letter of invitation.** The

Swedish dental practitioner’s licence is issued by the Swedish Board of Health and Welfare. You need to manage the application by yourself, for more information about this, please see Appendix 4) “Application for licence to practise for EU Member State, Norway, Iceland, Liechtenstein” visit <http://www.socialstyrelsen.se/english>. One of the requirements is that you need to have language skills in Swedish, Danish or Norwegian. Karolinska Institutet does not provide language courses in order to meet the language skill requirements issued by the Swedish Board of Health and Welfare.

Selected candidates from a country in EU, EEA or Switzerland must therefore start the application process immediately once they have received the Letter of Invitation from Karolinska Institutet the 24<sup>th</sup> of May 2019. It is mandatory to notify Karolinska Institutet by email ([susanna.sjunneryd@ki.se](mailto:susanna.sjunneryd@ki.se)) that you have started the application process to get a license to practice in Sweden. **Please note that the application processing time at Swedish Board of Health and Welfare is about 3 months from the date that your application is complete.**

When the Swedish Board of Health and Welfare has approved your application and issued a license to practice in Sweden, it is mandatory that you submit a copy of their decision to Karolinska Institutet by email ([susanna.sjunneryd@ki.se](mailto:susanna.sjunneryd@ki.se)). We need the decision from the Swedish Board of Health and Welfare no later than 23:59 CET 13<sup>th</sup> of September 2019.

## Important dates

Activity	Date
Deadline for application	1 <sup>st</sup> of April 2019
Invitations to the audition/interview	25 <sup>th</sup> of April 2019
Deadline for accepting invitation for the audition/interview	29 <sup>th</sup> of April 2019
Audition/interview in Stockholm	20 <sup>th</sup> and 21 <sup>st</sup> of May 2019
Invitation and Contract	24 <sup>th</sup> of May 2019*
Deadline for payment of acceptance fee/contract	3 <sup>rd</sup> of June 2019
Deadline for sending bank’s receipt of payment	7 <sup>th</sup> of June 2019
Invitation and Contract (Reserve list)	1 <sup>st</sup> of August 2019*
Deadline for payment of acceptance fee (Reserve list)	19 <sup>th</sup> of August 2019
Deadline for sending bank’s receipt of payment (Reserve list)	23 <sup>rd</sup> of August 2019
Deadline for residents from EU, Norway, Iceland, Liechtenstein or Switzerland to submit approved decisions from Swedish Board of Health and Welfare regarding License to practice in Sweden.	13 <sup>th</sup> of September 2019.
Deadline for payment of 1 <sup>st</sup> year fee	2 <sup>nd</sup> of January 2020
Deadline for payment of 2 <sup>nd</sup> year fee	2 <sup>nd</sup> of January 2021
Deadline for payment of 3 <sup>rd</sup> year fee	2 <sup>nd</sup> of January 2022
Deadline for payment of Fee for the last semester	2 <sup>nd</sup> of January 2023
Specialist training starts	January 2020
Specialist training ends	June 2023

\* An official invitation for visa permit purposes will be sent to the selected candidates. Make sure to contact the embassy immediately in order to get the visa in time for the travel day.

## Place and time

The Clinical Specialist training will be conducted at the Department of Dental Medicine, Karolinska Institutet, Campus Flemingsberg (Southern Stockholm), Sweden.

## Education length and special regulations

The Master's courses & Clinical Specialisation in Orthodontics starts in January 2020, and comprises three and half years of full time studies. It is offered as Contract Education. The National Agency for Higher Education stipulates; The Ordinance on Contract Education at Universities and University Colleges Educational programme, Section 3; A higher education institution may provide contract education only if it is associated with undergraduate and graduate education in which the higher education institution has the right to award degrees.

## Migration and work permits

Since the education lasts for three and half years, a **residence permit** is required. For students outside the EU/EES countries, the permit must be entered in the passport before arrival in Sweden. Please contact the Swedish embassy or consulate in your country for more information and read more at The Swedish Migration Board's homepage <http://www.migrationsverket.se>.

An **official invitation for visa permit purposes will be sent to the selected candidates.**

A “**residence permit**” allows the student to work without having a special “**work permit**” during their stay in Sweden as a student or a postgraduate student. Work is not permitted to interfere with the full time studies (40 hours per week).

Foreign students are not permitted to practice dentistry outside the education clinic. Read more about working in the health care sector in Sweden at The National Board of Health and Welfare's homepage <http://www.socialstyrelsen.se>.

## Insurances

Once in Sweden you must arrange with insurance for housing. Insurance is also necessary if the resident is travelling outside Sweden for non-private purposes (e.g. to congresses or conferences). Note that the company/organisation paying for the education is responsible for reviewing your overall insurance situation, such as health insurance.

## Assistance

Karolinska Institutet will assist the resident in getting settled in the Stockholm area.

- Karolinska Institutet offers assistance, two hours weekly, (the first four weeks or as long as required) for general assistance in the process of getting settled in the Stockholm area (e.g. contact with authorities).
- Karolinska Institutet offers initial (first 6 months) simple furnished student housing. The rent for housing is not included in the course fee (approx. 9500 SEK/month).
- Karolinska Institutet cannot guarantee any permits, day-care or school placing for children.
- Course fee does not cover medical consultation, dental treatment or emergency care.

## Appendices

- Appendix 1) Ordinance of Contract Education at Universities and University Colleges SFS 2002:760
- Appendix 2) Course information

# REGISTER OF DOCUMENTS

Attach as “first page” to your Application

Last Name (in capitals): \_\_\_\_\_

First Name (in capitals): \_\_\_\_\_

Phone number: \_\_\_\_\_

Please check the boxes below and attach the following required documents to your application and number them 1-6 in the same order as below. Submit this registry as the “index” of your application.

Gender: Female  Male

	Yes	No	Quantity
1. A detailed EU Curriculum Vitae	<input type="checkbox"/>	<input type="checkbox"/>	
2. A personal Letter of Motivation	<input type="checkbox"/>	<input type="checkbox"/>	
3. A University Degree in Dental Surgery	<input type="checkbox"/>	<input type="checkbox"/>	
4. Work Certificates (no limit)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. English Certificate	<input type="checkbox"/>	<input type="checkbox"/>	
6. Recommendations (max 3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Contact information to sponsor	<input type="checkbox"/>	<input type="checkbox"/>	

Please remember:

- For applications to be valid, the copies must be certified copies.
- Applications written in any other language than English or Swedish **will be rejected**.
- Certificates/Degrees/Recommendations and Letters that are not translated **will be rejected**.