



Australian
Medical Council Limited

**International Medical Graduate (IMG):
AMC Candidate Account Guide**

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Acronyms and Glossary of Terms

Acronyms

Ahpra	The Australian Health Practitioner Regulation Agency
AoN	Area of Need
CAT	Computer adaptive test
ECFMG	Educational Commission for Foreign Medical Graduates
EICS	Educational International Credentials Services
EPIC	Electronic Portfolio of International Credentials
FAIMER	Foundation for Advancement of International Medical Education Research
GMC	General Medical Council (UK)
IMG	International Medical Graduate
LMCC	Licentiate of the Medical Council of Canada
MBA	Medical Board of Australia
MCQ	Multiple Choice Questionnaire
MCNZ	Medical Council of New Zealand
NZREX	New Zealand Registration Examination
PESCI	Pre-Employment Structured Clinical Interview
PGY1	Postgraduate Year 1
PGY2	Postgraduate Year 2
PLAB	Professional and Linguistic Assessments Board
PSV	Primary source verification
USMLE	United States Medical Licensing Examination
WDoMS	World Directory of Medical Schools
WBA	Workplace Based Assessment

Glossary of Terms

Ahpra	The Australian Health Practitioner Regulation Agency is the national organisation responsible for implementing the National Registration and Accreditation Scheme (the National Scheme) across Australia.
Area of need	Is a geographical location where the medical needs of its population are unmet. Individual Australian State and territory governments determine their own AoN locations.
AMC examination status	• eligible The status on the candidate's AMC candidate account to indicate eligibility to proceed with the AMC examinations process. • not eligible The status on the candidate's AMC candidate account to indicate inability to proceed with the AMC examinations process. This can be due to either outstanding requirements or no verification status (outsourced or verified) received for the medical degree (final medical diploma/primary qualification) in medicine and surgery.
AMC portfolio	This is an online application to the AMC for new and existing candidates. This platform allows candidates to add details of the medical degree (final medical diploma/primary qualification) in medicine and surgery and/or specialist/postgraduate qualifications to be verified for registration and/or college assessment purposes.
Authorised translation service	A registered or sworn translator; their details must appear on each translated page.
CAT	A form of computer-based test administration in which each candidate takes a unique, customised examination. The AMC Multiple Choice Examination is a CAT exam.
CAT MCQ examination authorisation	An AMC-issued document authorising an eligible applicant to schedule for one examination event covered in a 12-month period (authorisation period). Once the authorisation has been consumed and the candidate needs to resit the examination, another authorisation can be purchased to reschedule for another CAT examination.
CAT MCQ examination event	One of a number of events within a 12-month authorisation period—you can choose to sit the CAT MCQ examination at only one of the events.
Competent authority	An overseas assessment or accreditation body approved by the Medical Board of Australia, with advice from the AMC, as competent to assess for medical registration the applied medical knowledge and basic clinical skills of IMGs. List of competent authorities are available on the Medical Board of Australia's website.
Educational Commission for Foreign	ECFMG is a member of Intealth serves international organisations and authorities involved in medical registration, licensing and assessment by obtaining primary source verification of the medical education and registration credentials of

Medical Graduates	medical graduates who completed their medical education outside their jurisdictions.
EICS ECFMG International Credentials Services	This was the verification previously used (mid 2006 to 2015). Qualifications verified through EICS verification remains valid.
Final medical diploma	Medical degree (final medical diploma/primary qualification) in medicine and surgery.
Full English translation	A word-for-word translation from the original language to English.
Intealth	Provides services that enhance and support the education and training of health care professionals, verify their qualifications required to practice, and inform the development of health workforce policies around the world.
International Medical Graduate	- obtained a medical degree (final medical diploma/primary qualification) in medicine and surgery from a an eligible medical school including confirming the degree title and graduation years are eligible as on the AMC website - completed additional postgraduate specialty training and examinations and is awarded specialist and/or postgraduate medical education qualifications and recognised as a specialist in the country that provided the training
Medical Board of Australia	- registers medical practitioners and medical students - develops standards, codes and guidelines for the medical profession - investigates notifications and complaints about medical practitioners - where necessary, conducts panel hearings and refers serious matters to Tribunal hearings - assesses international medical graduates who wish to practise in Australia, and - approves accreditation standards and accredited courses of study
Medical degree	Final medical diploma/primary qualification in medicine and surgery
MyIntealth	Online environment for accessing services offered by Intealth and its members, ECFMG and FAIMER.
Pearson VUE	Provider who delivers the AMC CAT MCQ examination in Pearson VUE test centres in Australia and internationally and where an eligible candidate can schedule for a AMC CAT MCQ exam event.
Pilot items	Non-scored items in the AMC CAT MCQ examination used to test and calibrate new questions for possible use in future examinations.
PLAB	Professional and Linguistic Assessments Board test of the General Medical Council of the UK.
Pre Employment	A PESCI is an objective assessment of the clinical experience, knowledge, skills and attributes of an international medical graduate to determine whether they are

Structured Clinical Interview	suitable to practise in a specific position for which they are seeking registration. The Medical Board of Australia decides whether or not a PESCI is required, based on the nature of the position and the level of risk inherent in it. The AMC accredits PESCI providers.
Primary source verification	The process to check an international medical graduates' reported credentials and qualifications. Primary sources include medical school degree certificates, specialist qualifications, postgraduate medical education credentials (specialty training or residency credentials). The AMC uses the Education Commission for Foreign Medical Graduates' service to verify each international medical graduates' qualification and credentials.
Statutory declaration	A written statement declared to be true in the presence of an eligible witness.
Workplace Based Assessment	The WBA pathway it is an alternative to the AMC clinical exam component of the Standard assessment pathway for international medical graduates. A WBA program is a structured program (minimum six months) of on-the-job assessment. It tests if the candidate has adequate and appropriate set of clinical skills and the professional qualities to practise safely within the Australian healthcare environment and cultural setting. The AMC accredits the programs of WBA providers.

About

Welcome to the AMC Candidate Account Guide for International Medical Graduates (IMGs).

This guide can be used by new and returning/existing candidates to:

- check whether you are eligible for the AMC Portfolio
- assist you with your AMC applications process
- understand what documents you will need to provide
- continue with your pathway to achieve one or more types of registration as a medical practitioner.

Use the table of contents to find the relevant section.

The guide includes step-by-step instructions and detailed information. Follow these steps to ensure that you meet all requirements and avoid delays. With each set of step-by-step instructions there are screen shots to show what specific pages look like:

- WDoMS website (cyan colour border)
- AMC's website (cyan colour border)
- AMC candidate account (gold/yellow colour border); and
- AMC portfolio (green colour border)

You may find it useful to display bookmarks to directly access relevant sections.

We hope this guide will serve as a valuable resource, providing guidance and support as you navigate the path towards practising medicine in Australia.

Eligibility

Check to determine your pathway to registration

International medical graduates (IMGs) whose medical qualifications are from a medical school outside Australia or New Zealand and who are seeking registration to practise medicine in Australia must provide evidence of eligibility to undertake one of the following pathways:

- [Competent Authority pathway](#)
- [Standard pathway](#)
- [Specialist pathway](#)
- [Short term training in a medical speciality pathway](#).

Use the [check guide](#) to determine which pathway(s) you may be eligible for.

Also refer to the [Medical Board of Australia's](#) (MBA) website for further information on the requirements for different registration types.

Check eligible medical schools, medical degree titles (final medical diploma/primary qualification) and graduation years

The primary source verification of [medical qualifications](#) is mandated under the Health Practitioner Regulation National Law Act 2009 (National Law) for all IMGs seeking registration in any category in Australia.

The AMC uses the Education Commission of Foreign Medical Graduates (ECFMG), a member of Intealth, [Electronic Portfolio of International Credentials](#) (EPIC) rigorous primary source verification service for verifying medical credentials.

Before applying for your AMC Portfolio, you must check:

- your medical school
- your medical degree title (final medical diploma/primary qualification)
- graduation year

You can check these via the [check](#) on the AMC website. Please follow these steps.

Step 1 – Confirm your medical school is eligible to proceed with your AMC Portfolio

IMGs who have a medical degree (final medical diploma/primary qualification) in medicine and surgery awarded by a training institution as listed on the [AMC website](#) are eligible to establish an AMC Portfolio.

The World Directory of Medical Schools (WDoMS) is the AMC's primary source for a list of medical schools, their dates of operation, and degrees awarded. The AMC's eligibility requirements align with the eligibility requirements that the United States Education Commission for Foreign Medical Graduates lists through its sponsor note in the World Directory. The AMC uses the [ECFMG sponsor note eligibility criteria](#) to determine eligibility. It is only relevant for medical institutions that issued your medical degree (final medical diploma/primary qualification). It is not relevant for postgraduate/specialist qualifications.

Note that the information in the medical school eligibility tool is based on the most current information available and is subject to change.

Select the relevant **Country** - by using the dropdown arrow

A screenshot of a web form with a label "Country" above a dropdown menu. The dropdown menu currently displays "Fiji". A small downward-pointing arrow icon is located at the right end of the dropdown box, which is circled in orange.

Select your medical school

From the results page, select your **Medical School**

A screenshot of a web form showing a "Country" dropdown menu with "Fiji" selected. Below it is a section titled "Medical Schools" containing a list of two schools: "Fiji National University College of Medicine, Nursing & Health Sciences" and "Umanand Prasad School of Medicine, University of Fiji". The first school's name is circled in orange.

What if I'm unable to find my medical school, degree title and/or graduation year?

Contact your medical school. An official from your medical school will need to follow the steps in **Requesting an [ECFMG Sponsor Note](#)**. If the ECFMG determines that a medical school meets the requirements, it will include an ECFMG Sponsor Note in the school's [WDoMS](#) listing.

Step 2 – Confirm the degree title and graduation year of your medical degree (final medical diploma/primary qualification) are eligible.

Once you have selected your eligible medical school you will be directed to the World Directory of Medical School website.

Select the Program Details tab.

The screenshot shows the 'World Directory of Medical Schools' website. The header includes navigation links: Home, About, Sponsors, Subscription, and Search. Below the header, the breadcrumb trail is 'Home > Search > School Details'. The main heading is 'Fiji National University College of Medicine, Nursing & Health Sciences'. A sub-heading 'Fiji' is present. A tabbed interface shows four tabs: 'School Details', 'Contact Information', 'Program Details' (which is selected and circled in orange), and 'Sponsor Notes'. The 'Program Details' tab displays the following information:

- School Type: Public
- Year Instruction Started: 1885
- Operational Status: Currently operational
- Alternate Names: Suva Medical School (1885 - 1961)
- Academic Affiliation: University of the South Pacific (Former)
- School Website(s): [In English](#)
- Additional Information: In December 1981, Fiji School of Medicine and the University of the South Pacific signed a Memorandum of Understanding under which students of Fiji School of Medicine were awarded the Bachelor of Medicine, Bachelor of Surgery degree of the University of the South Pacific. The first degrees were awarded by University of the South Pacific in 1987. In February 2010, Fiji School of Medicine merged into the Fiji National University. The Fiji School of Medicine and the Fiji School of Nursing are now known as the College of Medicine, Nursing & Health Sciences.

In the **Program Details** tab confirm the **Qualification Title** is correct and that the graduation year of your medical degree (final medical diploma/primary qualification) is included in the **Year Instruction Began**.

This screenshot is a closer view of the 'Program Details' tab. It shows a 'Current Programs' section with the following details:

- Qualification Title:** Bachelor of Medicine, Bachelor of Surgery (M.B.B.S.)
- Year Instruction Began:** 1982
- Curriculum Duration: 6 years
- Language of Instruction: English
- Foreign Students: Foreign students are not admitted
- Genders Admitted: Both men and women are admitted
- Entrance Exam: An entrance exam is required

Current Programs

This school offers more than one program or track leading to a medical degree.

Program Name: Clinical Medicine (5-year program)

- ④ Qualification Title: Bachelor of Medicine
- Year Instruction Began: 1951
- Curriculum Duration: 5 years
- ④ Language of Instruction: Chinese
- Foreign Students: Foreign students are admitted
- Genders Admitted: Both men and women are admitted
- Entrance Exam: An entrance exam is required

Program Name: Clinical Medicine (MBBS)

- ④ Qualification Title: Bachelor of Medicine, Bachelor of Surgery (M.B.B.S.)
- Year Instruction Began: 1997
- Curriculum Duration: 6 years
- ④ Language of Instruction: English
- Foreign Students: Foreign students are admitted

Program Name: Clinical Medicine (7-year program)

- ④ Qualification Title: Bachelor of Medicine
- Curriculum Duration: 7 years
- ④ Language of Instruction: Chinese

Program Name: Clinical Medicine (8-year program)

- ④ Qualification Title: Bachelor of Medicine
- Curriculum Duration: 8 years
- ④ Language of Instruction: Chinese

Read the Sponsor Note

It is important that your graduating year is within the range that is shown in the ECFMG sponsor note.

Sample 1

Shows graduation years from start year to current year

School Details Contact Information Program Details **Sponsor Notes**

The information below has been provided by the World Directory's sponsoring organizations.

Canada

- Unless indicated otherwise, Medical degrees obtained from this medical school are acceptable to the provincial/territorial medical regulatory authorities in Canada, and therefore acceptable to all medical organizations in Canada. For more information about the acceptable medical schools as defined in the Model Standards for Medical Registration in Canada [click here](#).
- À moins d'avis contraire, les diplômes de médecine de cette faculté de médecine sont acceptables aux ordres des médecins dans les provinces et territoires du Canada, et par conséquent acceptables à toute autre organisation au Canada qui œuvre dans le domaine médical. Pour plus d'information au sujet des facultés de médecine acceptables, telles que définies dans les normes modèles pour l'inscription médicale au Canada, [cliquez ici](#).

Educational Commission for Foreign Medical Graduates (ECFMG), United States of America

- Students and graduates of this medical school are eligible to apply to ECFMG for ECFMG Certification and for examination, provided that:
 - For medical school students officially enrolled in this school, the graduation years are listed below as "current".
 - For graduates of this medical school, their graduation year is included in the graduation years listed below.

Graduation Years:
1953 - Current

Sample 2

Shows specific graduation year range:

Educational Commission for Foreign Medical Graduates (ECFMG), United States of America

- Students and graduates of this medical school are eligible to apply to ECFMG for ECFMG Certification and for examination, provided that:
 - For medical school students officially enrolled in this school, the graduation years are listed below as "current".
 - For graduates of this medical school, their graduation year is included in the graduation years listed below.

Graduation Years:
1996 - 2003

- The degree title of the final medical diploma the student will earn, or the graduate has earned (and must provide), is listed in the [Reference Guide for Medical Education Credentials](#).
- All other eligibility requirements are met. Refer to the [ECFMG Information Booklet](#) for detailed information.

What if my degree title or graduation years don't match the information in the ECFMG Sponsor Note?

Contact your medical school. An official from your medical school will need to refer to the **Requesting an ECFMG Sponsor Note**.

Steps to create an AMC candidate account and establish an AMC Portfolio

The AMC portfolio is an online application system to provide you with access to your personal and qualification information, including relevant verification status(es) as well as information to assist with your relevant pathway to registration.

To apply you must complete the following six steps in this order:

- [Step 1](#) – Confirm your medical school, medical degree title and graduation year eligibility
- [Step 2](#) – Create an EPIC account
- [Step 3](#) – Create an AMC candidate account
- [Step 4](#) – Establish an AMC portfolio
- [Step 5](#) – Proceed with your eligible pathway
- [Step 6](#) – Qualification(s) verified

Step 1 – Confirm your medical school, medical degree title (final medical diploma/primary qualification) and graduation year eligibility

Your medical degree, including your medical school, medical degree title (final medical diploma/primary qualification (final medical diploma/primary qualification) in clinical medicine and surgery, and graduation year must all be eligible.

Refer to the [Eligibility section - Check of eligible schools, medical degree titles \(final medical diploma/primary qualification\) and graduation years](#).

Step 2 – Create an EPIC account

The EPIC is the platform used by the AMC to confirm that your medical credentials are authentic and acceptable. It is a service offered by the ECFMG.

Create an [EPIC account](#). ECFMG should provide your EPIC ID to you within 2–3 business days.

Once you have your EPIC ID, as you upload each qualification to your EPIC account, ensure that you nominate the AMC to receive the EPIC statuses. The AMC will be notified when your qualification(s) have been sent for verification (outsource notification) and will receive an EPIC verification report once the verification is complete.

The credentials required for each pathway

You must submit the following for primary source verification (PSV):

Standard Pathway (PSV, AMC assessments - AMC certificate) for general registration	Competent Authority Pathway (PSV, no AMC assessment-no AMC certificate) for general registration	Specialist Pathway and/or Short-Term Training in a Medical Specialty Pathway (includes specialist recognition, specialist area of need and short-term specialist training – PSV, no AMC assessment)
Medical degree (final medical diploma/ primary qualification e.g. MBBS, etc.) This does not apply to Australian or New Zealand medical degrees.	Medical degree (final medical diploma/ primary qualification e.g. MBBS, etc.) This does not apply to Australian or New Zealand medical degrees.	Medical degree (final medical diploma/primary qualification e.g. MBBS, etc.) This does not apply to Australian or New Zealand medical degrees. Postgraduate and Specialist qualification(s). This does not apply to Australian or Australasian postgraduate/specialist credentials. Check with the relevant Australasian or Australian specialist medical college for advice on postgraduate/specialist qualification(s). These will require verification BEFORE you can add them to your AMC candidate account and submit them for ECFMG verification.

Refer to the ECFMG website for a list of definitions of [EPIC medical qualification categories](#).

For more information about the EPIC application process, refer to the [ECFMG website](#). Also refer to ECFMGs [Special Instructions for Physicians Applying to Practice in Australia](#) for important notes on credentials verified through EPIC. If you have any questions about the EPIC process, please [contact ECFMG](#) for assistance.

Step 3 – Create an AMC candidate account

- If you do not have an AMC candidate account, you must create one.
- If you created an AMC candidate account prior to 1 October 2015, you will need to create a new account (if you have not created it already).
- If you created an AMC candidate account after 1 October 2015, you can [sign in](#).

Refer to [FAQs - AMC candidate account/Portfolio/EPIC verifications](#) for information on what is an AMC candidate account and what options are available in your AMC candidate account.

You can create an AMC candidate account via the [Your AMC candidate account service](#).

Click on **Sign up for an AMC candidate account**

 Australian Medical Council Limited

AMC candidate account

Welcome to the AMC candidate account service

Do not have an account?

Sign up for an AMC candidate account

If you have already been issued an AMC candidate number, but have never accessed the AMC candidate account service then you will be required to 'sign up' with the option above.

Sign in

Email

Password

[Forgot password?](#)

Sign in

☐ Remember me

- Enter your email address – be sure that the spelling is correct to avoid delays.
- Do you already have an AMC candidate number? Tick that box and enter your AMC candidate number.
- Create a password and confirm password.
- Read the terms of use and privacy policy and then tick the box to indicate your acceptance.
- Click on **Sign up**.

AMC Australian Medical Council Limited AMC candidate account

Establish your AMC candidate account

* Email address

☐ Do you already have an AMC candidate number?

* Password

* Confirm

☐ Yes, I agree to the [terms of use](#) and [privacy policy](#)

[Sign up](#) or [return to sign in page](#)

[Didn't receive your confirmation instructions? Resend your account confirmation instructions.](#)

A message will be sent to your email address with instructions on how to activate your AMC candidate account.

AMC Australian Medical Council Limited AMC candidate account

A message with a confirmation link has been sent to your email address. Please follow the link to activate your account. [X](#)

Access your email account to find the AMC candidate account confirmation message.

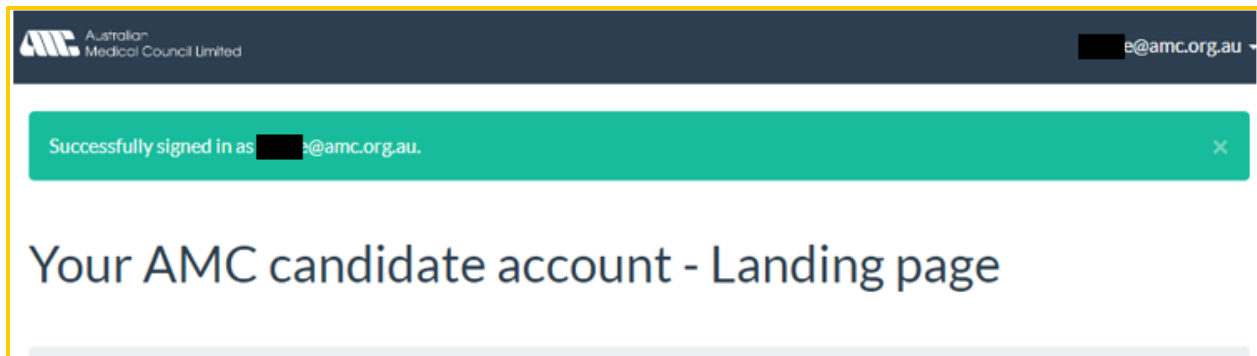


Click on **Confirm my account** button.

Once your AMC candidate account has been confirmed, you can continue to sign into your AMC candidate account by entering your email address and password and click **Sign in**.

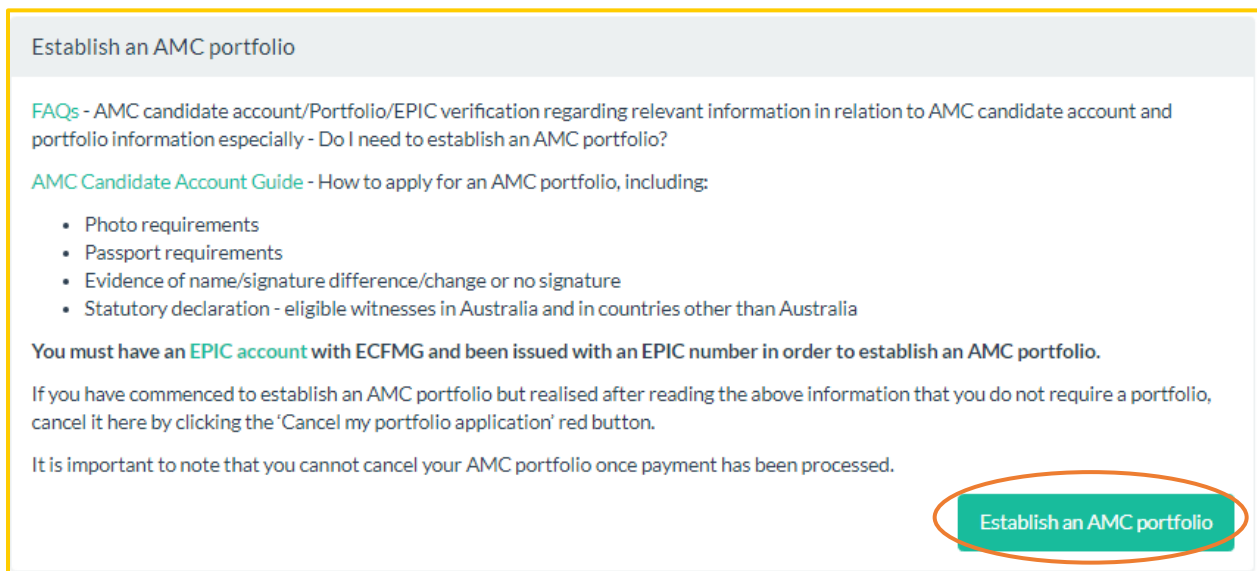
A screenshot of the AMC candidate account service sign-in page. The header includes the AMC logo and 'Australian Medical Council Limited' on the left, and 'AMC candidate account' on the right. The main heading is 'Welcome to the AMC candidate account service'. Below this, there's a link 'Do not have an account?' and a green button 'Sign up for an AMC candidate account'. A note states: 'If you have already been issued an AMC candidate number, but have never accessed the AMC candidate account service then you will be required to 'sign up' with the option above.' On the right, a green notification bar says 'Your email address has been successfully confirmed.' Below this is a 'Sign in' section with input fields for 'Email' (containing 'example@gmail.com') and 'Password' (masked with dots). A link 'Forgot password?' is below the password field. A dark blue 'Sign in' button is highlighted with an orange circle. At the bottom of the sign-in section is a checkbox labeled 'Remember me'.

This will open your AMC candidate account – Landing page



Step 4 – Establish an AMC Portfolio

Sign into your AMC candidate account and select the [Establish an AMC portfolio](#) option.



Identity

Enter your personal details

Be sure to complete ALL compulsory fields shown in red below.

Both your Family name(s) and Given name(s) fields are to be entered **as per your current official passport**. Should both your family and given names appear as one line on your official passport, tick **My legal name consists of one name only** box.

1. Identity 2. Qualifications 3. Specialist Colleges 4. Payment

1.1 Your details

Name

☐ My legal name consists of one name only

* Family name

* Given names

This name must match exactly to the name on your passport.

Complete all fields correctly by using the drop-down options. **All fields must be completed.**

Enter your **Date of birth** by following the prompts (this is crucial for live validation with ECFMG when entering your EPIC ID later in the application).

Personal details

* Gender

* Date of birth

* Country of birth

Non-Australian addresses

Complete your full postal address details. Be sure to complete ALL compulsory fields as shown in red below.

Select your **Country** by using the drop-down option.

You will need to provide your full address. You can add multiple information in each **Address line** by using commas but note that it is limited to 40 characters.

It is compulsory to provide a **Phone number**. Use the drop-down options to select your country code. For landline numbers, it is important to also add the area code.

Address

Country

Choose a country:

Address line 1

Address line 1

Address line 2

Address line 2

Address line 3

Address line 3

NOTE: Address line fields are limited to max 40 characters

Phone number

Choose a country:

Australian addresses

Be sure to complete ALL compulsory fields (shown in red below).

Address

Country Australia

Address line 1 Address line 1

Address line 2 Address line 2

Address line 3 Address line 3

NOTE: Address line fields are limited to max 40 characters

Suburb Suburb

State State

Postal code PostCode

Phone number Choose a country:

Click **Next** to proceed:

Cancel Next

Your ID photo

The AMC will use your photo for identity confirmation and assessment purposes.

Photo requirements

You will need to provide a passport-sized photo that meets the following requirements:

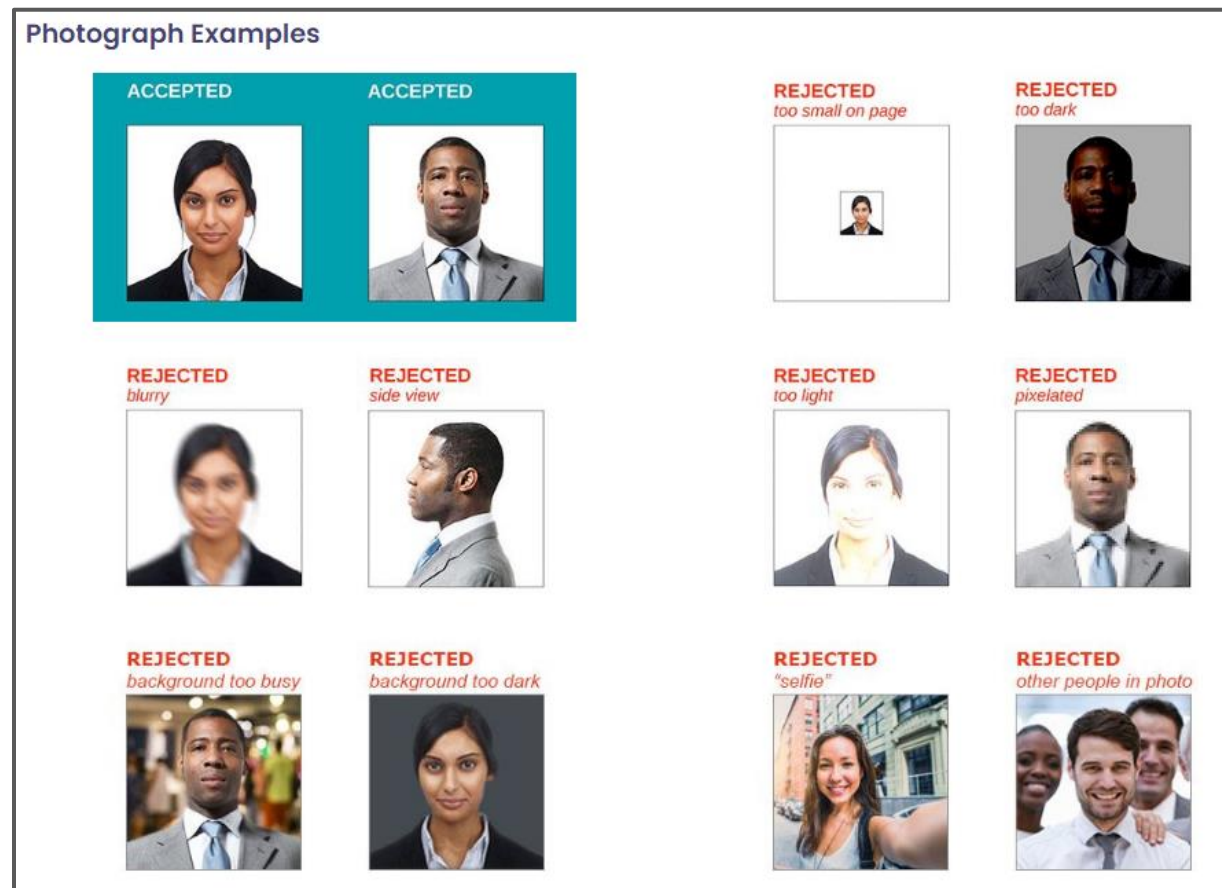
- full colour
- 35-40 mm wide and 45-50 mm long
- good quality – high resolution
- sharply focused (not blurred)
- not too dark and not too light
- not scanned or homemade
- current – no more than 6 months old (and updated every **2 years** once your photo has been accepted)
- unmarked (no ink or marks on the edge)
- in front of a plain light-coloured background

- full-front view of head and shoulders with eyes open and clearly visible
- provided in one of the following file formats, JPEG or PNG
- File size to be no more than 5 megabytes.

Note that photos will be rejected if requirements are not met.

Below are examples of acceptable and unacceptable photos.

For guidance, refer to <https://www.ecfmg.org/psv/physicians-confirming-identity.html>



Upload your photo

To upload a photo, you can either drag and drop the image in the **white block** area or click the white block to upload your image.

1. Identity

2. Qualifications

3. Specialist Colleges

4. Payment

1.2 Your ID photo

Part of the AMC process requires you to upload a current photo of your face and shoulders. The AMC will use this photo for identity confirmation and examination purposes. This photo will appear on your AMC candidate account.

All passport-sized photos must be:

- full colour
- 35-40 mm wide and 45-50 mm long
- good quality - high resolution
- sharply focused (not blurred)
- not too dark and not too light
- not scanned or homemade
- current - no more than 6 months old
- unmarked (no ink or marks on the edge)
- in front of a plain light coloured background
- full-front view of head and shoulders with eyes open and clearly visible
- one of the following file formats, JPEG or PNG
- less than the maximum file size of 5 megabytes

All photos submitted to the AMC must be updated every TWO years.

Holiday photos/selfies are **inappropriate** and will be rejected.

If you are required to undertake the AMC assessment process as required by the Medical Board of Australia, the AMC Certificate (once passed both AMC assessments) will include the photo you submit. Therefore, it should represent a true likeness and be of good quality.

If you have applied for EPIC verification, you can use the same photo as added to your EPIC account application provided it complies with the requirements listed above.

For further details please refer to ECFMG's requirements for [confirming your identity](#).



You can drag and drop your photo onto the target above or click to select.

Cancel

Previous

Next

Your passport

Passport requirements

You will need to provide a copy of the identification page(s) in your current and valid passport. The AMC will amend your names in your AMC candidate account if necessary, so it matches your passport details.

Your passport copy must include:

- name
- nationality
- date of birth (dd/mm/yyyy)
- gender
- place and country of birth
- photo

- passport number
- passport expiration date
- signature.

If your passport does not include your signature

You will need to submit one of the following current/valid documents as secondary identification with your passport:

- a copy of your driver's license (must be signed); or
- a [statutory declaration](#) to confirm your signature and any versions of your signature.

The copy should also:

- show your passport at actual size
- photo and all text must be clear and easy to read
- be in a JPEG or PNG file format
- not exceed a file size of 5 megabytes.

If any identification documentation is in a non-English language, you will need to supply a full word-for-word English translation completed by an authorised translation service. This can be uploaded together as one document or multiple pages as one upload.

Upload a scanned copy of your passport

To add your passport image, you can either drag and drop the image in the white block area or click the white block to upload your image.

1. Identity

2. Qualifications

3. Specialist Colleges

4. Payment

1.3 Your passport

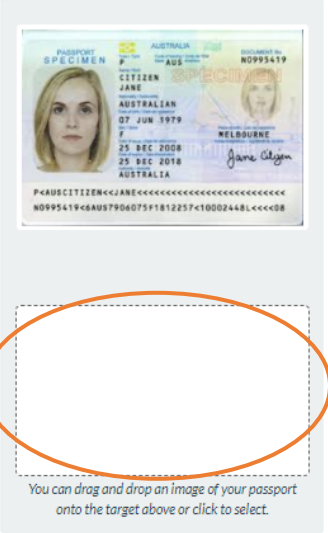
Part of your AMC portfolio application requires a scanned copy of your current/valid passport. The AMC will amend your names in your AMC candidate account according to the passport details

The scan of your passport must:

- Include the signature page
- Include name
- Include nationality
- Include date of birth (dd/mm/yyyy)
- Include gender
- Include place and country of birth
- Include photo
- Include passport number
- Include signature
- Include the passport (and drivers licence) expiration date
- Show your passport at actual size
- Be clear and legible
- You can scan both the personal details/demographic AND signature pages (if on separate pages) as 1 image (i.e. 2 pages in 1 image etc)
- If no signature available on your passport, scan a copy of your secondary ID (drivers licence and/or front and back of your bank card - must be signed) with the passport image and scan as 1 image (i.e. 2 pages in 1 image etc)

Please note that you need to use one of the following file formats: JPEG or PNG, the maximum file size is 5 megabytes.

For further details please refer to EPIC's advice on [confirming your identity](#).



If your signature page is separate to the personal details and photo page (biographical page), make sure you provide both pages as either a 1- or 2-page document (both images are to be uploaded as a single document).

Enter your passport details. All fields are compulsory.

Passport details

Name

Test Test

Number

The number identifying your passport

Gender

Please select

Expiry

Day

Month

Year

Country of issue

Please select

Below are samples of acceptable passport images and unacceptable passport images.

For guidance, refer to <https://www.ecfmg.org/psv/physicians-confirming-identity.html>

Passport Examples

ACCEPTED



REJECTED

too small on page



REJECTED
blurry



REJECTED
flash obscures text



REJECTED
too light



REJECTED
too dark



Click **Next** to proceed:

Cancel

Previous

Next

Your signature

You must add a signature image. You can either drag and drop the image into the **white block** area or click the white block to upload your image.

If your passport does not have your signature you will need to provide secondary identification.

1. Identity

2. Qualifications

3. Specialist Colleges

4. Payment

1.4 Your signature

If the signature you uploaded is different to the signature on your passport or other acceptable document, you will need to provide evidence of your signature difference.

You must provide a copy of the personal details, photo and signature pages of your passport on your AMC portfolio. If your passport does not have a signature, you will need to submit an acceptable current/valid documents as secondary identification.

To ensure your signature complies to the AMCs requirements, refer to [AMC Candidate Account Guide - Evidence of Name/Signature difference/change or no signature section](#).

Your signature

You can drag and drop an image of your signature onto the target above or click to select.

Cancel

Previous

Next

Click **Next** to proceed

Cancel

Previous

Next

Your EPIC ID

Enter the **EPIC ID exactly as issued to you by ECFMG** (this is crucial for live validation with ECFMG and will allow you to proceed with your portfolio application).

1. Identity

2. Qualifications

3. Specialist Colleges

4. Payment

2.1 Your EPIC ID

The AMC requires you to add your EPIC ID.

- If you do not have an EPIC account, you will need to [create one](#). You will not be able to establish an AMC portfolio without entering your EPIC ID below.
- If you have created an EPIC account but have not been issued with an EPIC ID, please note that it may take up to 3 business days for ECFMG to allocate an EPIC ID to you.
- If you already have an EPIC account, log in to your EPIC account and retrieve your EPIC ID, which should appear in the top right-hand corner in this format C-XX000000. Enter the EPIC ID in the field below.
- If you have not been required to submit further qualifications for verification, you are **NOT** required to establish an AMC portfolio. Please return to the [home](#) page for other options.

EPIC ID

C-XXXXXXXXXX

Click **Next** to proceed

Cancel

Previous

Next

Qualifications

Enter your medical degree (final medical diploma/primary qualification) details

Read the information provided in the top 3 sections of the primary qualifications tab before entering your details.

1. Identity

2. Qualifications

3. Specialist Colleges

4. Payment

2.2 Your medical degree (final medical diploma/primary qualification)

If you are required to add postgraduate/specialist qualifications only, you will need to click the [Skip](#) button here or at the bottom of this page to continue to the Postgraduate qualification/s page.

For medical degree (final medical diploma/primary qualification) requirements: only submit **either** your final medical diploma, **or** your transcript, **or** your alternate graduate certificate. Please do **not** submit all options for EPIC verification as the AMC can only record **one** – the final medical diploma is the preferred option. If the document has been accepted by ECFMG for EPIC verification purposes, be assured the AMC will accept it to upload to your AMC candidate account.

IMPORTANT: If you already added either a final medical school transcript or alternate graduation document / medical school letter for verification to your AMC candidate account, AHPRA might require you to submit your final medical diploma for verification when applying for registration as well. Although you do not have to add the details to this page again, you will need to have it verified through ECFMG via EPIC and ensure the AMC receives the EPIC notification and EPIC report statuses. This will incur additional costs by [ECFMG](#).

The following types are not eligible to be added to your AMC candidate account: *Medical registrations/license to practice, PhDs, research, internship/housemanship/foundation documents, partially completed training/qualifications, scientific (for e.g. Bachelor of Science), short courses or Australian/Australasian qualifications.*

⋮

Your name on document

Your name as it appears on your qualification

⋮

Country

Please select

⋮

Medical school

⋮

Degree

⋮

Year Completed

⋮

Date awarded

Day

Month

Year

Cancel

Previous

Skip

Add

Enter your name(s) as they appear on the degree document in the **Your name on document** section.

For new candidates

Complete all fields correctly so that they reflect the information on your medical degree.

Click **Add** to proceed.

A horizontal navigation bar with a light gray background. On the left is a gray button labeled "Cancel". On the right are three buttons: a teal button labeled "Previous", a gray button labeled "Skip", and a teal button labeled "Add". The "Add" button is circled in orange.

For returning candidates

ONLY complete this section if you have not previously obtained verification through the AMC (for example your medical degree has been EICS verified). This information is available on your AMC candidate account.

Click **Skip** or **Add** to proceed.

A horizontal navigation bar with a light gray background. On the left is a gray button labeled "Cancel". On the right are three buttons: a teal button labeled "Previous", a gray button labeled "Skip", and a teal button labeled "Add". The "Skip" and "Add" buttons are circled in orange.

Enter your postgraduate qualification/training and/or specialist qualification details

Read the information provided in the top section and blue section of the postgraduate and/or specialist qualification(s) tab before entering your details.

Do NOT enter your medical degree (final medical diploma/primary qualification) details in this section.

ONLY add eligible postgraduate and/or specialist qualification(s). Be sure to check with the relevant [Australian/Australasian specialist medical college](#) that the qualification(s) are acceptable for the specialist college's purposes BEFORE adding details of the qualification to the AMC and EPIC accounts.

Only the specialist college can determine and advise which postgraduate and/or specialist qualification(s) are required. The AMC is NOT responsible for specialist assessment and therefore cannot advise on any specialist assessment requirements.

Your qualification's examination and training must be **COMPLETED** for it to be added to your AMC candidate account.

Click the **Add a postgraduate qualification**

1. Identity 2. Qualifications 3. Specialist Colleges 4. Payment

2.3 Your postgraduate credential(s) and/or Specialist qualification(s)

Do NOT add a postgraduate qualification if already verified via the AMC EICS process (of which you were issued with an EICS certificate), or if already added to your AMC portfolio. Please contact the relevant [Australian specialist medical college](#) to confirm which postgraduate qualifications are required to be verified as part of their assessment processes.

The following types are not eligible to be added to your AMC candidate account: *Medical registrations/license to practice, PhDs, research, internship/housemanship/foundation documents, partially completed training/qualifications, scientific (for e.g. Bachelor of Science), short courses or Australian/Australasian qualifications.*

Add a postgraduate qualification

Cancel Previous Next

Enter your name(s) as they appear on the qualification document in the **Your name on document** section.

Follow the prompts and enter your details.

Below is an example. Make sure you enter **YOUR** details.

1. Identity 2. Qualifications 3. Specialist Colleges 4. Payment

2.3 Your postgraduate credential(s) and/or Specialist qualification(s)

Do NOT add a postgraduate qualification if already verified via the AMC EICS process (of which you were issued with an EICS certificate), or if already added to your AMC portfolio. Please contact the relevant [Australian specialist medical college](#) to confirm which postgraduate qualifications are required to be verified as part of their assessment processes.

The following types are not eligible to be added to your AMC candidate account: *Medical registrations/license to practice, PhDs, research, internship/housemanship/foundation documents, partially completed training/qualifications, scientific (for e.g. Bachelor of Science), short courses or Australian/Australasian qualifications.*

***Your name on document** John Doe
Your name as it appears on your qualification

*** Country** United Kingdom

***Awarding institution** The Royal College of General Practitioners

***Qualification title** MRCGP

***Date awarded** 01/08/2023

Cancel add qualification Submit

Cancel Previous Next

Click **Submit**. If you do not click submit it will not add the details to your portfolio.

If you have more than 1 postgraduate and/or specialist qualification(s) to add to your portfolio, click **add** postgraduate qualification button and repeat the above process.

Once you have finished entering your postgraduate medical education credential/specialist qualification details, you will see them in the list, as per the below sample:

1. Identity

2. Qualifications

3. Specialist Colleges

4. Payment

2.3 Your postgraduate credential(s) and/or Specialist qualification(s)

Do NOT add a postgraduate qualification if already verified via the AMC EICS process (of which you were issued with an EICS certificate), or if already added to your AMC portfolio. Please contact the relevant [Australian specialist medical college](#) to confirm which postgraduate qualifications are required to be verified as part of their assessment processes.

The following types are not eligible to be added to your AMC candidate account: *Medical registrations/license to practice, PhDs, research, internship/housemanship/foundation documents, partially completed training/qualifications, scientific (for e.g. Bachelor of Science), short courses or Australian/Australasian qualifications.*

Title	Country	Awarded on	
MRCGP	United Kingdom	1st Aug 2023	EditDelete

Add a postgraduate qualification

Cancel

PreviousNext

Once you have entered your eligible postgraduate and/or specialist qualification(s), click **Next** to proceed.

Cancel

PreviousNext

Evidence of Name/signature difference/change or no signature

If the names on your qualification(s) are different from the names on your passport you will need to provide evidence of your legal change of name or name difference. If your [passport does not include your signature](#) you will need to provide secondary identification:

1. Identity

2. Qualifications

3. Specialist Colleges

4. Payment

2.4 Evidence of Name/Signature difference

If the name(s) on your qualification(s) are different from the name(s) on your passport, you will need to provide evidence to support this name difference.

Evidence may include any of the following legal evidence:

- Marriage Certificate
- Change of Name legal document
- Deed Poll
- Birth Certificate

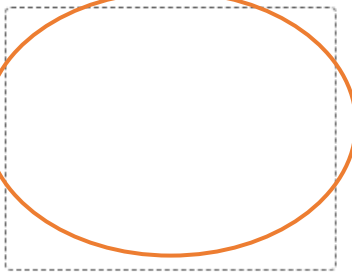
A Statutory Declaration (witnessed by an eligible witness). Must be used to explain all name/signature differences. If your name has legally changed, you must provide the required legal evidence.

To ensure your documentation complies to the AMC's requirements, refer to [AMC Candidate Account Guide - Evidence of Name/Signature difference/change or no signature](#) section

Names provided in this application

- Test Test
- John Doe

Upload name/signature difference evidence(up to 5 documents)



Evidence provided

Cancel

Previous

Next

Upload a scanned copy of your name difference document

To add document(s), you can either drag and drop them in the white block area or click the **white block** to upload your document.

Different name

If the name(s) on your qualification(s) are different from the name(s) on your passport, you will need to provide evidence to support this name difference.

Evidence may include any of the following legal evidence:

- Marriage Certificate
- Change of Name legal document
- Deed Poll
- Birth Certificate

A Statutory Declaration (witnessed by an [eligible witness](#)). Must be used to explain all name/signature differences only. **If your name has legally changed**, you must provide the required legal evidence.

Also refer to [statutory declaration and eligible witness information](#).

Submit the document evidence via the 'Document evidence' option on your [AMC candidate account](#) landing page.

If the name difference/change document is in a non-English language, you will need to supply a full word-for-word English translation completed by an authorised translation service. This can be uploaded together as one document or multiple pages as one upload.

Different signature

If the signature you uploaded is different to the signature on your passport or other acceptable document, you will need to provide evidence of your signature difference.

To do this you must submit **one** of the following valid documents as secondary identification with your passport:

- a copy of your driver's licence (must be signed), OR
- a [Statutory Declaration](#) to confirm your signature and any versions of your signature.

Submit the signature evidence via the 'View/update signature' option on your [AMC candidate account](#) landing page.

If the document showing a signature difference is in a non-English language, you will need to supply a full word-for-word English translation completed by an authorised translation service. This can be uploaded together as one document or multiple pages as one upload.

Statutory declaration

A statutory declaration is a written statement declared to be true in the presence of an authorised eligible witness.

You must submit a [Statutory Declaration](#) form if any of the following apply:

- your passport or driver's licence does not contain a signature
- the signature on your passport or driver's licence is not the same as the signature on your application form
- you have a name difference (*not a legal name change*).

A Statutory Declaration may only be used to explain the reason for a name difference. It CANNOT be used to legally change your name – this will require an official government issued name change document. You will need to include one of the types of evidence documents as listed in [Different Name](#).

You will need to upload your Statutory Declaration in one of the following file formats; JPEG or PNG. The maximum file size is 5 megabytes.

The statutory declaration must be witnessed by an eligible witness.

Eligible witnesses in Australia

The AMC accepts persons listed on the [Statutory Declaration](#) form as eligible witnesses in Australia.

Eligible witnesses in countries other than Australia

The AMC accepts the following persons as eligible witnesses in **countries other than Australia**:

- Foreign Notary Public
- Commissioner of Oaths (South Africa, Sudan and Canada only)
- An Australian Consular or Diplomatic Officer or authorised officer. You will need to contact the [Australian Embassy or Consular](#) to arrange for an appointment before travelling to ensure that the necessary staff are available.
- Foreign documents that bear an Apostille issued by a Foreign Government may be submitted without further certification. The AMC accepts an apostille as an eligible witness able to certify documents as part of the primary source verification requirements.
- An Australian Diplomatic Officer means a person appointed to hold or act in any of the following offices of the Commonwealth in a country or place outside of Australia:
 - Ambassador
 - High Commissioner
 - Minister
 - Head of a Mission
 - Commissioner
 - Chargé d'Affaires
 - Counsellor, Secretary or Attaché at an Embassy, High Commissioner's office, Legation or other post.
 - Locally engaged staff who have been authorised by the Secretary of the Department of Foreign Affairs and Trade to also perform the function.

Fees may be prescribed for consular acts. The regulations may provide for the imposition of fees, to be collected on behalf of the Commonwealth, for the performance, whether in Australia or elsewhere, of consular acts by:

- an Australian Diplomatic Officer or an Australian Consular Officer
- the person holding or acting in the office of Secretary of the Department or an officer of the Department acting with the authority of the Secretary
- an employee of the Commonwealth authorised, in writing, by the Secretary of the Department
an employee of the Australian Trade Commission authorised, in writing, by the Secretary of the Department.

Click **Next** to proceed.

Cancel

PreviousNext

Specialist Colleges

If you are applying for assessment of:

- comparability to the standard of a specialist trained in your specialty in Australia, you apply through the [specialist pathway](#);
- a specialist position in an area of need in Australia, through the [specialist pathway](#);
- Short term training in a medical specialty of specialist or advanced training in Australia, through the [short term training in a medical specialty pathway](#).

Nominate the relevant Australian or Australasian Specialist Medical College

This will allow the nominated college(s) to access your qualification information including verification status(es) and to upload their specialist assessment outcome documentation to the AMCs College Portal.

ONLY select the college(s) that you are applying to for specialist assessment. If you are **NOT** applying for specialist assessment, **DO NOT** select any/multiple colleges.

1. Identity

2. Qualifications

3. Specialist Colleges

4. Payment

3. Select the relevant Australian Specialist Medical Colleges

By nominating the college it provides access to your qualification verification/s statuses and to upload the college assessment outcome, it is therefore important to only nominate the college that you are actually applying for assessment through.

If you are unsure which college to nominate, refer to [Medical Board of Australia's list of medical specialties and specialty fields](#).

If you need to nominate another college, you can do so by selecting [Nominate College](#) option on your AMC candidate account.

☐ Australasian College of Dermatologists (ACD)
☐ Australasian College for Emergency Medicine (ACEM)
☐ Australian College of Rural and Remote Medicine (ACRRM)
☐ Australasian College of Sport and Exercise Physicians (ACSEP)
☐ Australian And New Zealand College of Anaesthetists (ANZCA)
☐ College of Intensive Care Medicine of Australia and New Zealand (CICM)
☐ Royal Australasian College of Dental Surgeons (RACDS)
☐ Royal Australian College of General Practitioners (RACGP)
☐ Royal Australasian College of Medical Administrators (RACMA)
☐ Royal Australasian College of Physicians (RACP)
☐ Royal Australasian College of Surgeons (RACS)
☐ Royal Australian and New Zealand College of Ophthalmologists (RANZCO)
☐ Royal Australian and New Zealand College of Obstetricians and Gynaecologists (RANZCOG)
☐ Royal Australian and New Zealand College of Psychiatrists (RANZCP)
☐ Royal Australian and New Zealand College of Radiologists (RANZCR)
☐ Royal College of Pathologists of Australasia (RCPA)

You do not need to nominate any specialist medical colleges if you are not intending to apply for specialist assessment or training. Please leave the checkboxes unticked and use the Next button if this is the case.

Cancel

Previous

Next

If you are unsure about which college to select during your application, you can return to your AMC candidate account later and click on **Nominate college** on the landing page.

Alternatively, you can nominate a college when adding an additional qualification to your AMC candidate account.

Nominate an Australian/Australasian Specialist Medical College

Only nominate the College that you will submit an application to for specialist assessment. This will allow the college to view all qualification(s) you have submitted for verification and to upload your specialist assessment outcome(s), used by the Medical Board of Australia to view for registration purposes.

Nominate college

Click **Next** to proceed.

Cancel

Previous

Next

Payment

Check that the details are correct.

Item	Price
1 x AMC Portfolio	\$8
1 x Additional Qualification	\$2
Card Surcharge	AUD
Total	AUD \$7

Read the [fees and charges](#) and tick the box to confirm that you understand the fee being charged as well as the refund structure. You will need to tick this box to proceed to payment.

☒ I confirm that I have read and understood the refund structure applicable should I decide to cancel my application, or should my qualification be deemed to be not required.

Cancel Previous **Pay now**

A pop-up box will appear

WARNING

You will be redirected to the Commonwealth Bank of Australia payment processing system. After entering the credit card details please wait till the processing is done and the system return to your AMC candidate account,

- do not use the go back button,
- do not refresh or close the browser.

Pay now Cancel

Click **Pay now** to enter your credit card details or cancel if you do not want to proceed with payment. Note that if you do not proceed with payment the portfolio application will not be processed.

After clicking on **Pay now**, a pop-up screen will appear.

Select either MasterCard or VISA depending on your credit card type.

Enter the correct card details.

Below are examples of the location of the Security Code

Click on **pay**

Commonwealth Bank 

Your details will be sent to and processed by The Commonwealth Bank of Australia and will not be disclosed to the merchant

Merchant name: **Australian Medical Council**

Card details

 **MasterCard:** You have chosen **MasterCard** as your method of payment. Please enter your card details into the form below and click "pay" to complete your purchase.

Card Number ::

Expiry Date :: / month/year

Security Code ::

The 3 digits after the card number on the signature panel of your card.

Purchase Amount :: AUD



I hereby authorise the debit to my MasterCard Account in favour of Australian Medical Council

TO AVOID BEING CHARGED INCORRECTLY
DO NOT CLOSE THE BROWSER WINDOW
OR USE THE BACK BUTTON UNTIL
YOU RETURN BACK TO MERCHANT'S WEBSITE.

[CommWeb Terms and Conditions of use](#)



The payment will be processed.

Commonwealth Bank



Your details will be sent to and processed by The Commonwealth Bank of Australia and will not be disclosed to the merchant

TEST MODE

Merchant name: Australian Medical Council

Please wait while your payment is processed

Please wait...

The server is processing your payment using VISA for the value of AUD \$[REDACTED].

TO AVOID BEING CHARGED INCORRECTLY
DO NOT CLOSE THE BROWSER WINDOW
OR USE THE BACK BUTTON UNTIL
YOU RETURN BACK TO MERCHANT'S WEBSITE.

[CommWeb Terms and Conditions of use](#)

DO NOT click the back, refresh, or escape buttons on your browser.

Application acknowledgement

Once the payment has been processed successfully, a confirmation screen will appear.

Your payment was successful

Thank you for establishing your AMC candidate account.

Your portfolio application will be reviewed within 3-5 AMC business days. Once your application has been reviewed your AMC candidate number will be issued and **available when viewing your AMC candidate account**.

If you are an existing/returning AMC candidate your AMC candidate number is already issued and available to you in your AMC candidate account.

Your AMC candidate account will include the following options:

- Viewing your AMC candidate number
- Proceeding with the AMC assessments after confirming your AMC assessments status
- View a summary of qualification(s) submitted for verification through ECFMG
- Add more eligible medical qualification(s)
- Nominating an Australian/Australasian Specialist Medical College
- Updating and/or viewing your contact details
- Adding a new photo image
- Adding a new signature sample image and/or signature difference/change evidence
- Adding new document evidence (statutory declaration, name change certificate, deed poll, marriage certificate, birth certificate and any other AMC related document to be reviewed)
- View AMC certificate – If applicable and was issued
- View Verification of Medical Qualification (otherwise known as EICS certificate) – if applicable and was issued

It is important to nominate the AMC on your EPIC account for each relevant qualification submitted for EPIC verification. This can be done through your [EPIC account](#).

Further information is available on the [AMC website](#).

Familiarise yourself with the requirements of the pathway(s) to medical registration with the [Medical Board of Australia](#).

☐ I acknowledge that I have read and understand the information provided above.

Return to your AMC candidate account landing page

For **additional qualification** applications:

Your payment was successful

Thank you for adding additional qualification(s) to your AMC candidate account.

Your additional qualification(s) application will be reviewed within 3-5 AMC business days. You can view your AMC candidate account for further information and options available to you.

It is important to nominate the AMC on your EPIC account for each relevant medical qualification(s) submitted for EPIC verifications. This can be done through your [EPIC account](#).

Familiarise yourself with the requirements of the pathway(s) to medical registration with the [Medical Board of Australia](#).

☐ I acknowledge that I have read and understand the information provided above.

Return to your AMC candidate account landing page

You must read and understand all the information provided to you on this page. Then, **tick** the box to acknowledge you have done this.

Once you have **ticked** the acknowledgement, the **‘Return to your AMC candidate account landing page’** button will become active to be selected:

☒ I acknowledge that I have read and understand the information provided above.	Return to your AMC candidate account landing page
---	---

Once you have acknowledged the application(s), an acknowledgement confirmation is available to you on your AMC candidate account landing page, together with your tax invoice/receipt link.

By **NOT** acknowledging this information and then exit the page, when you sign into your AMC candidate account the acknowledgement will return for you to read, understand, and acknowledge.

Step 5 - Proceed with your eligible pathway

[Check your eligible pathway](#)

Step 6 – Qualification(s) verified

You must add all eligible qualifications verified by EPIC to your AMC Portfolio. This will then allow the AMC to update your verification status once received from ECFMG. The AMC cannot update your verification status to “yes” without receiving the EPIC report.

The verification information is made available through the AMC portal to the:

- Medical Board of Australia for registration purposes.
- Relevant specialist college(s) for specialist assessment purposes.

AMC candidate account landing page options

An AMC candidate account holds your information and available options. The following options are available on your AMC candidate account – Landing page:

- Viewing your AMC candidate number and only where applicable adding your AMC candidate number
- Establishing an AMC Portfolio – only if required
- Proceeding with AMC assessments
- Verification status of your medical qualification(s) (it can be either through EPIC and/or EICS)
- Add more eligible medical qualification(s)
- Nominating an Australian/Australasian Specialist Medical College
- Updating your contact details
- Viewing/Adding photo image
- Viewing/Adding signature image and/or signature evidence
- Adding document evidence
- View AMC certificate – if applicable and was issued
- View EICS certificate (Verification of Medical Qualification) – if applicable and issued

Your AMC candidate account - Landing page

AMC candidate number

Your candidate number: 2

Dashboard

Cancellation fees

If you decide to cancel either an AMC portfolio or an additional qualification/s added, or if the AMC find it to be not required, a cancellation fee might be applicable. Please refer to [the refund structure](#) as listed on the AMC web site.

You have submitted an AMC portfolio

Your AMC portfolio application has been processed and an AMC candidate number has been assigned.
[Download your application receipt](#)

AMC assessments

Once you are assigned an AMC candidate number, and your assessment status is **Eligible** you may proceed with the [AMC assessment process](#) if applicable (depends on the pathway to medical registration you are eligible for with the [Medical Board of Australia](#)).

[AMC assessments](#)

Verification status of my medical qualification(s)(EPIC/EICS)

You can view a summary of your qualification(s) submitted to ECFMG for verification, with the current verification status(es). Refer to [AMC Candidate Account Guide - Verification status of qualification\(s\)](#) section for further information.

[See qualifications](#)

Add more eligible medical qualification(s)

To be able to add eligible medical qualification(s) to your AMC candidate account, you must have established an AMC (initial) portfolio and assigned with an AMC candidate number.

If you are required by either the Medical Board of Australia and/or an Australian/Australasian Specialist Medical College to submit further medical specialist/postgraduate qualification(s) for EPIC verification, a fee is payable for each qualification added to your AMC candidate account. Do NOT add qualification(s) already verified via the EICS process through the AMC, or already added to your AMC candidate account.

a. For medical degree (final medical diploma/primary qualification) purposes, note the following:

- If you have submitted the final medical diploma for verification through your EPIC account, you are not required to submit the alternate graduation document and/or the final medical transcript for verification as well (the AMC is only able to show 1 category on your AMC candidate account).
- **IMPORTANT:** - IMPORTANT: If you already added either a final medical school transcript or alternate graduation document / medical school letter for verification to your AMC candidate account and verified through EPIC, the Medical Board of Australia might require you to submit your final medical diploma for verification when applying for medical registration as well. Although you do not have to add the details again to the AMC candidate account in the medical degree (final medical diploma/primary qualification) tab you will need to have it verified through ECFMG via EPIC and ensure the AMC receives the EPIC notification and EPIC report statuses. This will incur additional costs by [ECFMG](#).
- IMGs with a New Zealand medical degree (primary qualification/final medical diploma) obtained from an eligible medical school as listed on the [AMC website](#), can choose to obtain EPIC verification of their medical degree via ECFMG, but is not mandated to do so for registration purposes. It is therefore an applicant's decision to submit an AMC portfolio application and state their medical degree details. The AMC encourages all IMG's to seek advice from the Board to determine the medical [registration requirements](#).

b. For specialist qualification/postgraduate training enquiries, please contact the relevant Australian/Australasian Specialist College to confirm which qualification(s) are required to be verified for their specialist assessment/registration purposes.

c. The following types are NOT eligible to be added to your AMC candidate account: Medical registrations/license to practice, PhDs, research, internship/housemanship/foundation documents, partially completed training/qualifications, scientific (for e.g. Bachelor of Science), short courses or Australian/Australasian qualifications.

Refer to the [ECFMG website](#) for a list of EPIC medical qualification categories.

It is important to note that all relevant verifications are listed on the AMC's portal, accessed by the Medical Board of Australia for registration purposes, and the relevant Australian/Australasian Specialist Medical Colleges for specialist assessment purposes.

[Download your additional qualification receipt](#)

[Add qualification](#)

Nominate an Australian/Australasian Specialist Medical College

Only nominate the College that you will submit an application to for specialist assessment. This will allow the college to view all qualification(s) you have submitted for verification and to upload your specialist assessment outcome(s), used by the Medical Board of Australia to view for registration purposes.

Nominate college

Update contact details

Update full address (postal address preferred), mobile phone number and email address.

Update contact details

View/update photo image

To update the photo on your AMC candidate account, select the View/Upload photo image button. To ensure your photo complies to the AMCs requirements refer to [AMC Candidate Account Guide - Photo requirements](#).

View/Upload photo

View/update signature image and/or signature evidence

To update your signature on your AMC candidate account, select the View/Upload signature image/evidence button. To ensure your signature complies to the AMCs requirements, refer to [AMC Candidate Account Guide - Evidence of Name/Signature difference/change or no signature section](#).

View/Upload signature

Document evidence

To submit document evidence regarding Name/signature difference/change or no signature, statutory declaration, eligible witnesses, select the Upload evidence option. To ensure your documentation complies to the AMC's requirements, refer to [AMC Candidate Account Guide - Evidence of Name/Signature difference/change or no signature section](#).

Upload evidence

Add your AMC candidate number

If you have previously applied to the AMC and have been issued an AMC candidate number and did not enter your AMC candidate number when creating/signing up for the AMC candidate account, it is important to add your AMC candidate number to your AMC candidate account for the system to link your existing candidature to the new account system.

If you forgot to add your AMC candidate number when creating the account, you can add it on your landing page by clicking on ***Enter AMC candidate number and date of birth***. You will need to add both your AMC candidate number and your date of birth.

I want to add my AMC candidate number

If you have applied to the AMC previously and an AMC candidate number was issued, it is important to add your AMC candidate number to your AMC candidate account in order for the system to determine your application/examination statuses. If you have not added your AMC candidate number when you created your new AMC candidate account, please add it now.

Enter AMC candidate number and date of birth

View your AMC candidate number

AMC candidate number

Your candidate number: [REDACTED]

Dashboard

Establish an AMC Portfolio

Only if required, all new eligible candidates must submit an AMC portfolio application.

Click on **Establish an AMC portfolio** – see [steps](#).

You can click **Continue my AMC portfolio application** to proceed. You can click **Cancel my portfolio application** if you change your mind and would like to cancel the application or if you are having technical difficulties and would like to restart the application.

Establish an AMC portfolio

FAQs - AMC candidate account/Portfolio/EPIC verification regarding relevant information in relation to AMC candidate account and portfolio information especially - Do I need to establish an AMC portfolio?

AMC Candidate Account Guide - How to apply for an AMC portfolio, including:

- Photo requirements
- Passport requirements
- Evidence of name/signature difference/change or no signature
- Statutory declaration - eligible witnesses in Australia and in countries other than Australia

You must have an EPIC account with ECFMG and been issued with an EPIC number in order to establish an AMC portfolio.

If you have commenced to establish an AMC portfolio but realised after reading the above information that you do not require a portfolio, cancel it here by clicking the 'Cancel my portfolio application' red button.

It is important to note that you cannot cancel your AMC portfolio once payment has been processed.

[Establish an AMC portfolio](#)

Establish an AMC portfolio

FAQs - AMC candidate account/Portfolio/EPIC verification regarding relevant information in relation to AMC candidate account and portfolio information especially - Do I need to establish an AMC portfolio?

AMC Candidate Account Guide - How to apply for an AMC portfolio, including:

- Photo requirements
- Passport requirements
- Evidence of name/signature difference/change or no signature
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It is important to note that you cannot cancel your AMC portfolio once payment has been processed.

If you have commenced to establish an AMC portfolio, but realised after reading the above options that you do not require a portfolio, cancel it here. It is important to note that you cannot cancel your AMC portfolio once payment has been processed.

[Cancel my portfolio application](#) [Continue my AMC portfolio application](#)

Once your portfolio has been completed, you can download your receipt.

You have submitted an AMC portfolio

Your AMC portfolio application has been processed and an AMC number has been assigned.

[Download your application receipt](#)

AMC assessments

Please contact the [Medical Board of Australia](#) to check if you need to complete the AMC assessments process (AMC certificate) for registration purposes. This will depend on which pathway to registration you are eligible for.

Once your assessment status states you are eligible in the AMC candidate account, you may proceed with the AMC assessments process.

AMC assessments

Once you are assigned an AMC candidate number, and your assessment status is **Eligible** you may proceed with the [AMC assessment process](#) if applicable (depends on the pathway to medical registration you are eligible for with the [Medical Board of Australia](#)).

AMC assessments

Select the **AMC assessments** option to proceed.

Assessment status

It is important to check your **Assessment Status** to see if you are eligible to proceed with the AMC examinations.

Your AMC Status

Assessment status (CAT MCQ/Clinical/WBA)	Eligible
--	----------

You are now eligible to complete your payment to obtain an MCQ authorisation.

What next?

- If eligible for the Standard Pathway, you are required to proceed with the AMC examinations process by selecting the "MCQ examinations" option on your AMC account. Once you have passed both AMC examinations, you will be issued with an AMC certificate to submit to the Medical Board of Australia for general registration purposes.
- If eligible for the Competent Authority pathway, you are required to submit a Competent Authority pathway application directly to the Medical Board of Australia.
- If eligible for the Specialist pathway, you are required to submit your Specialist application directly to the respective specialist medical college for assessment. All the colleges are listed on the Medical Board of Australia website.
- If eligible for short-term training with a specialist medical college, you are required to apply directly to the respective specialist medical college for a training position by using the form AAMC-30 Application for assessment by a medical college.

Your AMC Status

Assessment status (CAT MCQ/Clinical/WBA)	Not Eligible
--	--------------

If your medical degree is issued from a medical school outside of Australia or New Zealand, you will not be able to schedule for a CAT MCQ Examination event, due to one or both of the following reasons:

- You have received an email to outline outstanding documentation required, for e.g. bad quality photo, evidence of name variance not submitted or not submitted in English language, etc.

OR

- The AMC has not receive an outsource/pass notification on your EICS/EPIC verification request. If you have submitted an EPIC verification, please ensure you have nominated the AMC to receive updates on your request in order to update your portfolio and examination status.

If you have confirmed to the AMC that you completed you medical degree through an Australian or New Zealand medical school, you are not required to undertake the AMC examinations

What next?

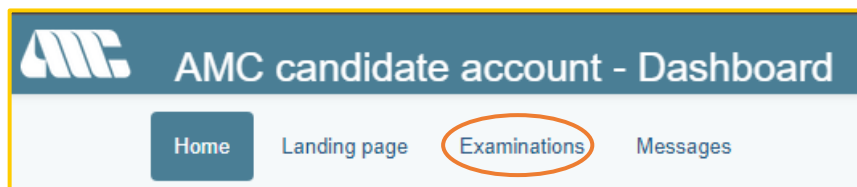
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- If eligible for short-term training with a specialist medical college, you are required to apply directly to the respective specialist medical college for a training position by using the form AAMC-30 Application for assessment by a medical college.

Different AMC statuses:

- Not eligible
- Eligible
- Eligible for MCQ examination
- Scheduled/awaiting results
- Eligible for Clinical Examination
- Scheduled for Clinical Examination
- Scheduled for WBA
- Passed the Clinical Examination
- Passed the WBA

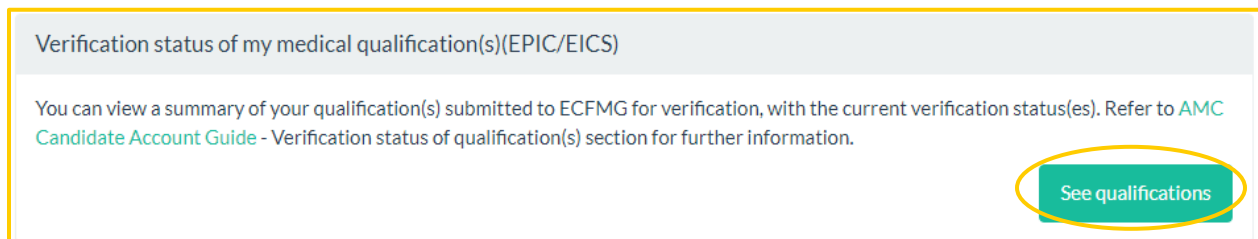
[Contact](#) the relevant AMC team for further information about the examinations process and status.

To proceed with AMC examinations, select the **Examinations** option at the top of the page:



Verification status of qualification(s)

View a summary of the qualification(s) submitted for verification through ECFMG (EPIC and/or EICS) by clicking on the **See qualifications** option



You can view a summary of your qualification(s) submitted to ECFMG for verification, with the current verification status(es)

Your medical qualification(s)

Medical degree (final medical diploma/primary qualification)

Final Medical Diploma - MB ChB

Country	EGYPT	Request Verified	Yes
School	Cairo University Faculty of Medicine		
Title	MB ChB		

Postgraduate training credential/specialist qualification(s)

Postgraduate Medical Education Credential - Doctorate Degree in Internal Medicine

Country	EGYPT	Request Verified	Yes
School	University of Cairo Faculty of Medicine		
Title	Doctorate Degree in Internal Medicine		

Specialist Qualification - ABHS in Gastroenterology and Hepatology

Country	SYRIA	Request Verified	Yes
School	Arab Board of Health Specializations		
Title	ABHS in Gastroenterology and Hepatology		

Request verified

Until the AMC receives an outsource notification and/or EPIC verification report this will remain No. Once it is received, reviewed and processed it will be updated to Yes.

Your medical qualification(s)

Medical degree (final medical diploma/primary qualification)

Final Medical Diploma - MB ChB

Country	EGYPT	Request Verified	Yes
School	Cairo University Faculty of Medicine		
Title	MB ChB		

Postgraduate training credential/specialist qualification(s)

Postgraduate Medical Education Credential - Doctorate Degree in Internal Medicine

Country	EGYPT	Request Verified	Yes
School	University of Cairo Faculty of Medicine		
Title	Doctorate Degree in Internal Medicine		

Specialist Qualification - ABHS in Gastroenterology and Hepatology

Country	SYRIA	Request Verified	Yes
School	Arab Board of Health Specializations		
Title	ABHS in Gastroenterology and Hepatology		

Request Outsourced

Your medical qualification(s)

Medical degree (final medical diploma/primary qualification)

Country	SRI LANKA	Request Outsourced	No
School	University of Peradeniya Faculty of Medicine		
Title	MBBS		

Until the AMC receives an outsource notification and/or EPIC verification report this will remain No. Once it's received, reviewed, and processed it will be updated to Yes.

The AMC cannot update your verification status to Yes without receiving the EPIC verification report.

If **Await EPIC status confirmation** appears on the qualification details in your AMC candidate account, this means we do not have the correct information for the institution related to the qualification. This information will be added by the AMC when the EPIC status update has been received from ECFMG.

The verification information is made available through the AMC secure portal to the:

- Medical Board of Australia for registration purposes
- Relevant specialist college(s) for specialist assessment purposes.

You must nominate the AMC to receive EPIC verification status updates.

Also refer to ECFMGs [Special Instructions for Physicians Applying to Practice in Australia](#) for important notes on credentials verified through EPIC.

Allow up to 3 business days for your AMC candidate account's verification status(s) to be updated, after receiving email confirmation from ECFMG.

If you require any further assistance with your EPIC account, and EPIC verification process [contact ECFMG](#).

EICS verifications process

If your qualification has been verified through the previous EICS verification process, you are able to view/download your Verification of Medical Qualification (otherwise known as EICS certificate).

Click on the **View Certificate** option in Request Verified.

Your medical qualification(s)			
Primary Qualification (Final Medical Diploma)			
Country	MALAYSIA	Request Verified	Yes View Certificate
School	Manipal University College Malaysia		
Title	MBBS		

An electronic version of your EICS certificate will be displayed

**Australian
Medical Council Limited**

VERIFICATION OF MEDICAL QUALIFICATION

Your medical qualification was forwarded to the Educational Commission for Foreign Medical Graduates (ECFMG) for EICS verification.

The following qualification was EICS verified by the relevant institution:

Dr. [REDACTED]
Date of Birth: [REDACTED]

Type	Qualification	Verification Date	Status
Primary Qualification	MB BCh	2012-08-15	pass

Awarding Institution : [REDACTED]
Name on Qualification : [REDACTED]

AMC Reference Number: [REDACTED] 2 EICS Number: E[REDACTED]


PHILIP PIGOU
CHIEF EXECUTIVE OFFICER



It is recommended to contact the Australian Medical Council to confirm the validity of the certificate

Add more medical qualification(s)

Add more eligible medical qualification(s)

To be able to add eligible medical qualification(s) to your AMC candidate account, you must have established an AMC (initial) portfolio and assigned with an AMC candidate number.

If you are required by either the Medical Board of Australia and/or an Australian/Australasian Specialist Medical College to submit further medical specialist/postgraduate qualification(s) for EPIC verification, a fee is payable for each qualification added to your AMC candidate account. Do NOT add qualification(s) already verified via the EICS process through the AMC, or already added to your AMC candidate account.

a. For medical degree (final medical diploma/primary qualification) purposes, note the following:

- If you have submitted the final medical diploma for verification through your EPIC account, you are not required to submit the alternate graduation document and/or the final medical transcript for verification as well (the AMC is only able to show 1 category on your AMC candidate account).
- **IMPORTANT:** - IMPORTANT: If you already added either a final medical school transcript or alternate graduation document / medical school letter for verification to your AMC candidate account and verified through EPIC, the Medical Board of Australia might require you to submit your final medical diploma for verification when applying for medical registration as well. Although you do not have to add the details again to the AMC candidate account in the medical degree (final medical diploma/primary qualification) tab you will need to have it verified through ECFMG via EPIC and ensure the AMC receives the EPIC notification and EPIC report statuses. This will incur additional costs by [ECFMG](#).
- IMGs with a New Zealand medical degree (primary qualification/final medical diploma) obtained from an eligible medical school as listed on the [AMC website](#), can choose to obtain EPIC verification of their medical degree via ECFMG, but is not mandated to do so for registration purposes. It is therefore an applicant's decision to submit an AMC portfolio application and state their medical degree details. The AMC encourages all IMG's to seek advice from the Board to determine the medical [registration requirements](#).

b. For specialist qualification/postgraduate training enquiries, please contact the relevant Australian/Australasian Specialist College to confirm which qualification(s) are required to be verified for their specialist assessment/registration purposes.

c. The following types are NOT eligible to be added to your AMC candidate account: Medical registrations/license to practice, PhDs, research, internship/housemanship/foundation documents, partially completed training/qualifications, scientific (for e.g. Bachelor of Science), short courses or Australian/Australasian qualifications.

Refer to the [ECFMG website](#) for a list of EPIC medical qualification categories.

It is important to note that all relevant verifications are listed on the AMC's portal, accessed by the Medical Board of Australia for registration purposes, and the relevant Australian/Australasian Specialist Medical Colleges for specialist assessment purposes.

 [Download your additional qualification receipt](#)

Add qualification

To proceed, click on the **Add qualification** option on the landing page.

Add more eligible medical qualification(s)

To be able to add eligible medical qualification(s) to your AMC candidate account, you must have established an AMC (initial) portfolio and assigned with an AMC candidate number.

If you are required by either the Medical Board of Australia and/or an Australian/Australasian Specialist Medical College to submit further medical specialist/postgraduate qualification(s) for EPIC verification, a fee is payable for each qualification added to your AMC candidate account. Do NOT add qualification(s) already verified via the EICS process through the AMC, or already added to your AMC candidate account.

a. For medical degree (final medical diploma/primary qualification) purposes, note the following:

- If you have submitted the final medical diploma for verification through your EPIC account, you are not required to submit the alternate graduation document and/or the final medical transcript for verification as well (the AMC is only able to show 1 category on your AMC candidate account).
- **IMPORTANT:** If you already added either a final medical school transcript or alternate graduation document / medical school letter for verification to your AMC candidate account and verified through EPIC, the Medical Board of Australia might require you to submit your final medical diploma for verification when applying for medical registration as well. Although you do not have to add the details again to the AMC candidate account in the medical degree (final medical diploma/primary qualification) tab you will need to have it verified through ECFMG via EPIC and ensure the AMC receives the EPIC notification and EPIC report statuses. This will incur additional costs by [ECFMG](#).
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Refer to the [ECFMG website](#) for a list of EPIC medical qualification categories.

It is important to note that all relevant verifications are listed on the AMC's portal, accessed by the Medical Board of Australia for registration purposes, and the relevant Australian/Australasian Specialist Medical Colleges for specialist assessment purposes.

 [Additional Qualification Application Tax Invoice/Receipt](#)

[Cancel additional qualifications](#)

[Continue additional qualifications](#)

You can click ***Continue additional qualifications*** to proceed. You can click ***Cancel additional qualifications*** if you change your mind and would like to cancel the application or if you are having technical difficulties and would like to restart the application.

Once you have submitted your additional qualification application, you are able to download the application receipt.

Nominate an Australian/Australasian Specialist Medical College

Only nominate the College that you are submitting an application to for specialist assessment. This will allow the college to view all qualification(s) you have submitted for verification and to upload your specialist assessment outcome(s), used by the Medical Board of Australia for registration purposes.

Select the **Nominate college** option on the landing page

Nominate an Australian/Australasian Specialist Medical College

Only nominate the College that you will submit an application to for specialist assessment. This will allow the college to view all qualification(s) you have submitted for verification and to upload your specialist assessment outcome(s), used by the Medical Board of Australia to view for registration purposes.

Nominate college

Update contact details

If your personal information (phone / address / email address) changes, click on the **Update contact details** option

Update contact details

Update full address (postal address preferred), mobile phone number and email address.

Update contact details

View/update photo image

To update the photo on your AMC candidate account, select the **View/Upload photo** option on the landing page. To ensure your photo complies to the AMCs requirements refer to [Photo requirements](#).

View/update photo image

To update the photo on your AMC candidate account, select the View/Upload photo image button. To ensure your photo complies to the AMCs requirements refer to [AMC Candidate Account Guide - Photo requirements](#).

View/Upload photo

View/update signature image and/or signature evidence

To update your signature on your AMC candidate account, select the **View/Upload signature** option on the landing page. To ensure your signature complies to the AMCs requirements, refer to [Name/Signature difference/change](#).

View/update signature image and/or signature evidence

To update your signature on your AMC candidate account, select the View/Upload signature image/evidence button. To ensure your signature complies to the AMCs requirements, refer to [AMC Candidate Account Guide - Evidence of Name/Signature difference/change or no signature](#) section.

[View/Upload signature](#)

Document evidence

To submit document evidence regarding Name/signature difference/change or no signature, select the **Upload new evidence** option. To ensure your documentation complies to the AMC's requirements, refer to [Name/signature difference/change or no signature](#).

Document evidence

To submit document evidence regarding Name/signature difference/change or no signature, statutory declaration, eligible witnesses, select the Upload new evidence option. To ensure your documentation complies to the AMC's requirements, refer to [AMC Candidate Account Guide - Evidence of Name/Signature difference/change or no signature](#) section.

[Upload new evidence](#)

View AMC certificate - if applicable and was issued

After successfully passing the AMC Clinical Examination or Workplace based assessment (WBA), you will be awarded the AMC certificate. This is awarded electronically and will be available in your AMC candidate account. Select the **View, download and/or print it** option on the landing page or dashboard.

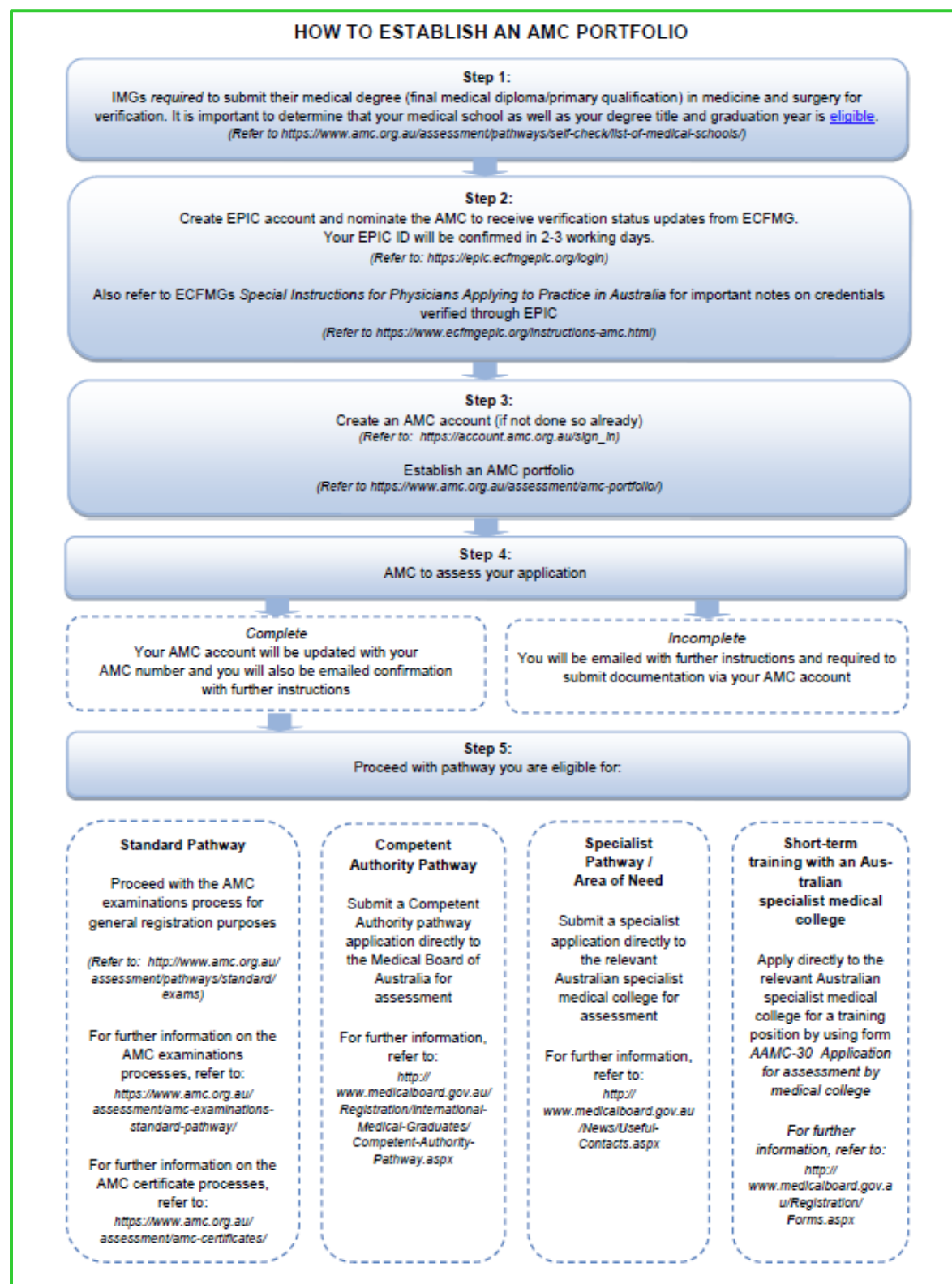
AMC Certificate

Your AMC Certificate has been issued electronically. All AMC Certificates are being made available electronically to Ahpra and to the nominated Specialist College/s if applicable.

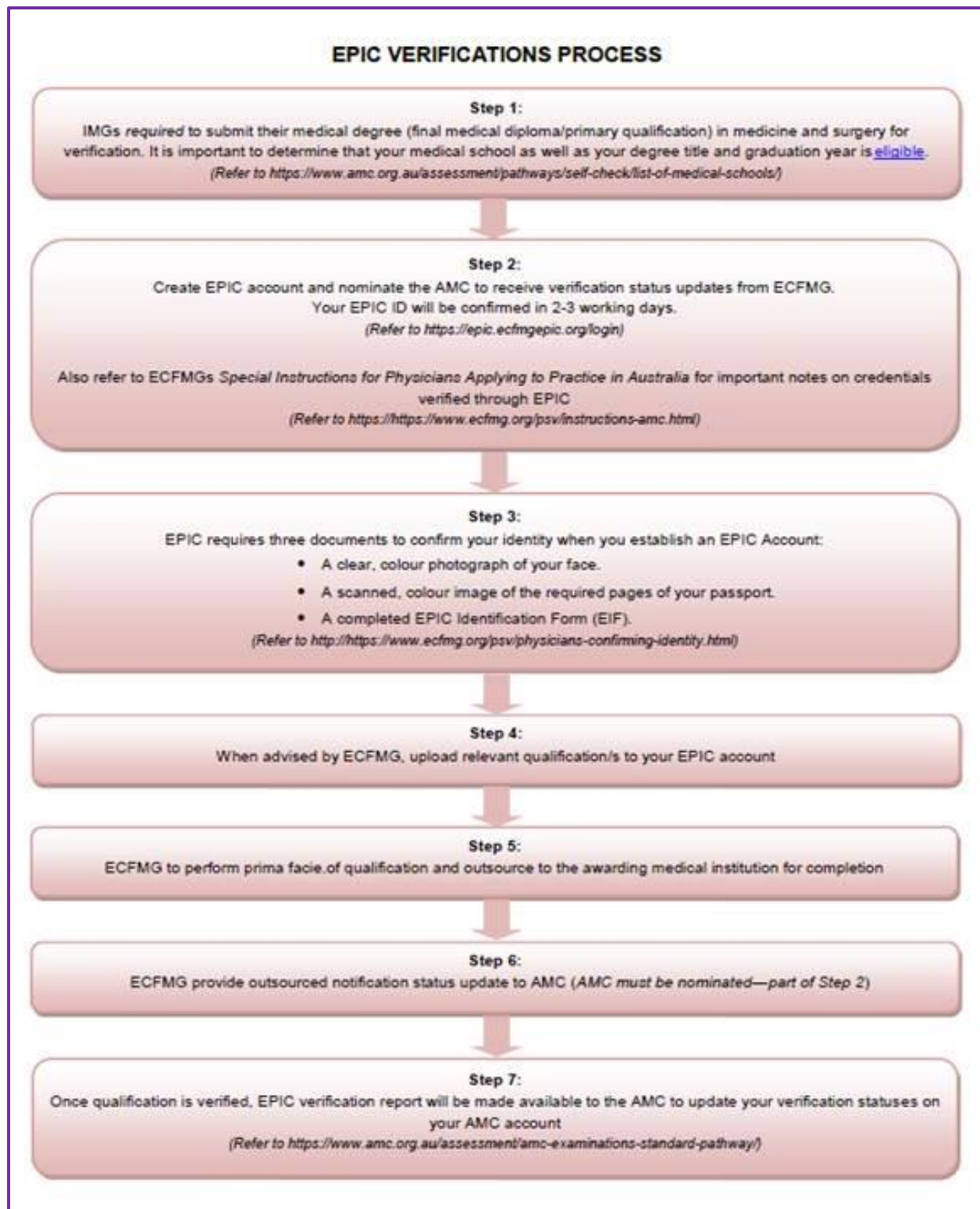
You can [View, download and/or print it](#)

Process flowcharts

How to establish an AMC portfolio



EPIC verifications process



VERSION 1.0: 28 AUGUST 2023

