

Checklist

To avoid delays, please ensure that you forward all of the following:

- Application Form completed in full, including your signed declaration and certified details of practice curriculum, certified copies of relevant documents. **Do not send original documents.**
- Administration fee of **€410.00** by:
Electronic Fund Transfer/Postal Order/ Bank Draft
(NOT cash) paid in EURO

Bank details for electronic transfer are as follows:

Bank of Ireland

Branch Address: College Green, Dublin 2, Ireland

NSC: 90-00-17

A/C No.: 91061801

IBAN No.: IE30 BOFI 9000 1791 0618 01

BIC No.:BOFIIIE2D

Please ensure your bank includes your name as a reference when sending electronic transfer so that we can track your fee payment

- Proof of identity-certified copy of Passport (Full length birth cert for Irish citizens)
- Certified copy of Certificate of professional social work qualification award
- Certified copy of Certificate of academic award (if different from professional award)
- Certified copy of Official Transcripts of Social Work qualification
- Certified copy of Evidence of recognition in your country of qualification (e.g., a statement from the Authority in your country of training that your qualification is recognised for employment as a Professional Social Worker)
- Certified copies of Certificate/s of other relevant qualification/s
- Certified copies of Official Transcripts of other relevant qualification/s
- Certified translation of all document into English
- Certified copies of Evidence of Change of name if applicable

Certified copies. A **solicitor** must certify that the documents you submit are true copies of the originals. This means that you will have to show the **original** documents to the solicitor. In the case of a qualification certificate and transcripts, the authorised signatory of the university or educational institute that granted the qualification must certify the document as a true original.

Translation of documents. You must submit **certified copies** of all documents in English or Irish. If the documents are in other languages, you must submit **certified copies** of an English language translation which has been issued and officially stamped by an **official** translator. You must include the name and address of the translator so that we can verify the translation. (Contact your Embassy or Consulate for names and contact details of official translators for your language).

Do not send original documents. CORU/SWRB will not be responsible for original documents.

Please note: If you do not respond to a request for further information within a **2 month period**, the SWRB will assume you do not wish to continue with the recognition of your qualification and your file will be closed. You may reapply by submitting a new application at a later stage.



The Social Workers Registration Board (SWRB) at CORU

The Social Workers Registration Board (SWRB) is the Irish recognition authority for social work qualifications and the designated authority for the profession of social work in accordance with EU Directive 2005/36.

