REVISED GUIDELINES FOR APPLICATION FOR REGISTRATION OF FOREIGN GRADUATES OF MEDICAL LABORATORY SCIENCE WITH THE COUNCIL.

Introduction: Foreign graduates in this context refer to candidates with Bachelor's degree or other recognized qualifications in medical laboratory or biomedical science obtained outside Nigeria. Medical laboratory Science programme is a five year Course in Nigerian Universities leading to the award of BMLS. The Course is a full time programme and students shall physically attend the lectures and practical, and satisfy at least 75% attendance before being eligible to sit for exam.

Therefore anyone who studies this Course on part time bases, or online or through distance learning or correspondence course is not eligible for registration with Council.

All Foreign graduates shall provide Immigration information showing visa/permits for entry and exit to and from the Country where the institution is located covering the duration of the programme and also show evidence of residing in that country and physically attended the study on full time.

This comprehensive guideline ensures that all foreign graduates seeking registration meet the stringent standards required for the practice of medical laboratory science in Nigeria. It also protects the integrity of the profession by ensuring that only those with verified and equivalent qualifications are admitted for registration with council. The applicant is advised to read this guideline and check under listed eligibility criteria before applying to council.

Application period: Council receives application for Foreign Graduates training once a year. The date application opens and closed is announced by Council via Council website and other medium of communication. No application will be received by Council after the closing date.

Method of application: Application form is completed on-line via Council Foreign Graduates application portal. Payment of application fee is also on-line via the portal. No hard copy of completed application form should be submitted to Council.

1. Eligibility Criteria

Degree Equivalence: The applicant's degree or qualification must be equivalent to the Bachelor of Medical Laboratory Science (BMLS) degree awarded by accredited Nigerian universities for medical laboratory science. The Council will assess equivalency based on curriculum content, course duration, institutional and course accreditation.

Full-Time Course Requirement: The medical laboratory science programme must be completed as a full-time course. Part-time, online, or correspondence-based programmes are not acceptable for registration with Council. The programme curriculum must also meet the minimum requirement for BMLS in Nigeria. The applicant shall provide evidences of physical presence in the Country of study as well as residence and physical attendance of full-time study and entry and exit travels to and from the institution covering the duration of the study.

2. Employment Status before and during Study

Applicants who were employed before or during the period of study shall provide evidence that they obtained an official release from their employers or resigned from their employment before starting the programme. This is to ensure that they were fully committed to the full-time study without distractions or work obligations from their employer.

3. Residency and Physical Attendance Requirements

i. **Proof of Physical Attendance**: The applicant must prove that they physically attended the course of study in the country where the educational institution is located. This may include attendance records, letters from the institution, or other official documentation.

ii. **Proof of Residency:** Applicants must provide evidence of continuous residency in the country where the institution is based throughout the duration of the programme. Acceptable documents include residency permits, rental agreements, utility bills, or other government-issued residency documents.

iii. Immigration Records: Comprehensive immigration records must be submitted, detailing all travel to and from the country of study. This should include copies of passports showing entry and exit stamps, Student visas, and any other relevant immigration documentation for the duration of the programme.

4. Other Documents to be submitted for verification

i. **Completed Application Form**: The On-line application form, duly filled and signed by the applicant.

ii. **Admission letter:** A notarized photocopy of Admission letter into the programme.

iii. **Degree Certificate**: A notarized copy of the degree certificate issued by the educational institution.

iv. **Official Transcript**: A notarized official academic transcript from the institution, detailing courses taken, grades obtained, and confirming successful completion of the programme.

v. **Training Curriculum**: A notarized detailed curriculum or course outline provided by the institution, showing the subjects studied, credit hours, and practical components.

vi. **Proof of Full-Time Study**: An official letter from the institution confirming that the applicant attended the programme as a full-time student..

vii. **Employer Release or Resignation Letter**: Where applicable, an applicant will submit a letter from the employer confirming that the applicant was officially released from employment duties or a resignation letter if the applicant left their job to undertake the study.

viii. Evidence of Language Proficiency: If the medium of instruction was not in English, evidence of proficiency in the language of instruction (e.g., TOEFL, IELTS scores) and English proficiency is required.

Method of application:

Applicant should enter Council website: mlscn.gov.ng and follow the link to apply and make payment.

1. **User Registration and Account Creation**

i. User Registration Page: Applicants will begin by creating an account on the Council's online foreign graduates application portal. They will be required to provide their email address, create a password, and verify their email through a confirmation link.

ii. Profile Setup: After verification, applicants will fill out their personal information, including full name, contact details, nationality, and preferred communication method (email, SMS, etc.).

iii. Dashboard Access: Upon completion, applicants will gain access to a personalized dashboard where they can start the application process.

2. **Online Application Form**

Step-by-Step completion of application Form: The application form will be divided into several sections: Applicants are to ensure that all areas in the form marked * is compulsory and must be completed before proceeding further. Follow the steps until finally completed the form.

3. **Payment Integration via Remita and e-tranzact platforms**

Payment Section: Once the application form is completed, applicants will be directed to the payment section. Here, they can generate a Remita Retrieval Reference (RRR) code or e-tranzact code for payment of the application fee.

Payment Methods: Applicants will have the option to pay online using various methods such as bank transfers, credit/debit cards, or through Remita or e-tranzact platforms.

Payment Confirmation: After payment, the system will automatically confirm the transaction and update the applicant's dashboard, allowing them to submit the completed application.

4. **Automated Notifications**

Application Submission Confirmation: Once the application is submitted, the applicant will receive an email and SMS confirmation with a summary of their application and a reference number.

Status Updates: The system will automatically send notifications at key stages of the review process, such as:

- Application Received

- Documents under Review

- Payment Confirmation

- Additional Information required (if applicable)

- Final Decision

Reminders: Applicants will receive automated reminders for incomplete applications, upcoming deadlines, or if additional documents are needed.

5. Application Tracking and Support

Dashboard Tracking: Applicants can track the status of their application in real-time through their dashboard. Status indicators will show progress such as "In Review," "Pending Payment," or "Completed.

6. Application Review and Verification Process

The Council will thoroughly review all submitted documents to ensure compliance with the stated guidelines.

Verification checks will be conducted on all documents, including contacting the issuing institutions and authorities to confirm authenticity.

Any discrepancies or failure to meet the required criteria will result in the rejection of the application.

7. Decision and Notification

The final decision on the admission and registration of the applicant will be made by the Council based on the comprehensive review and verification of all submitted documents.

Applicants will be notified of the Council's decision in writing. If additional information or clarification is required, the applicant will be contacted via email.

Successful applicants will be provided with further instructions on completing their registration with the Council.

8. Appeal Process

Applicants whose applications are rejected may appeal the decision within 30 days of receiving the notification. The appeal must be submitted in writing and include any additional supporting documents or clarifications.

The appeal will be reviewed by Council and the final decision will be communicated to the applicant.

9. Admission and posting of candidates to approved schools for re-training and lab posting.

All successful applicants after verification, evaluations and payment of training fees will be admitted and posted to any of the approved schools for their training and lab posting.

10. Compliance and Enforcement

The Council reserves the right to revoke the admission of any applicant found to have provided false or misleading information during the application process.

Admitted foreign graduates must adhere to all the rules and regulations set forth by the Council and the training institution where they will be posted for re-training and assessment.