

Applicant document checklist

The BDA Benevolent Fund (the Charity) has a responsibility to process applications effectively and fairly and in accordance with its Grantmaking Policy. We therefore require the following information as part of the application process.

Dentists

Document type	Reason
Bank statements and credit card statements for ALL your accounts covering the last THREE months. This applies to your partner if you are living with them.	This helps us to match up the information provided by you on the application form. This includes your general income, expenditure, savings, and debts.
GDC registration certificate	If you are currently registered with the GDC, your number is listed on the GDC website, and we can verify you this way. If you are no longer registered, we will require evidence that you were previously registered as a dentist.

Dental students

Document type	Reason
Student Finance letter	This helps us to verify your eligibility as a dental student and the amount awarded by the Student Finance. It should be dated, with your full name and address on and reflect your current academic year.
Or Matriculation letter	If you do not receive a loan from Student Finance, you can provide a letter of matriculation so we can verify your eligibility as a dental student.
Certificate of status letter	This helps us to verify your eligibility as a current dental student.
Bank statements and credit card statements for ALL your accounts covering the last THREE months. This applies to your partner if you are living with them.	This helps us to match up the information provided by you on the application form. This includes your general income, expenditure, savings, and debts. It needs to be a full statement, not a transaction summary and include your name and address.

Asylum seeker or refugee dentists

Document type	Reason
Qualification certificate i.e. degree or professional registration certificate detailing your degree/ professional status.	Evidence to verify that you are a dentist.
ARC or biometric card or letter from the Home Office or UK government department or share code detailing or approving your status.	Evidence to verify that you are an asylum seeker or refugee.

Bank statements and credit card statements for ALL your accounts covering the last THREE months. This applies to your partner if you are living with them.	This helps us to match up the information provided by you on the application form. This includes your general income, expenditure, savings, and debts. It needs to be a full statement, not a transaction summary and include your name and address.
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Dependents

Document type	Reason
Registration certificate	If the dentist that you are dependent upon is/ was recently registered with the GDC, please provide their number so we can check it on the GDC website. If they are no longer registered, we will require evidence that they were previously registered as a dentist. This could be with an old registration certificate.
Marriage or civil partnership certificate	This helps to verify that you are/ were connected to them and therefore dependent upon their income.
Or, the birth certificate of (one of) your children.	This helps to verify that you are/ were connected to them and therefore dependent upon their income.
Or, joint bank account statement with the same address	This helps to verify that you are/ were connected to them and therefore dependent upon their income.
Bank statements and credit card statements for ALL your accounts covering the last THREE months. This applies to your partner if you are living with them.	This helps us to match up the information provided by you on the application form. This includes your general income, expenditure, savings, and debts. It needs to be a full statement, not a transaction summary and include your name and address.

It may be necessary to request further information and/or supporting documentation. If so, the reasons will be given for this.