



INSTRUCTIONS AND STEPS FOR APPLYING TO THE EBEORL EXAM

1st STEP

- Fill in the general information and the academic details below and send them through this website.
- You will then receive an e-mail confirming that we have received your application for the exam and allocating you a *Registration number* (this number is essential for further consultations). Remember your username and password with which you can always consult the status of your application.

2nd STEP

- Send all the required documents:
 1. Copy of certificate or proof of accreditation as an ORL-HNS specialist. If you have not finished your training yet, then you should send a
 2. Certificate signed by trainer from Training Centre stating that you are at present going through your last year of ORL-HNS training
 3. Signed log-book. We recommend you fill in the UEMS ORL Section and Board log-book if you have not been using one during your training programme
 4. Full Curriculum vitae with a recent photograph
 5. Copy of a proof of identity (i.e. passport or ID card). You should bring this document to the exam
- The above documents can be sent at different times and your register will show which ones have been sent and which ones are still outstanding. You can consult your register at any time with your username and password.

3rd STEP

- Once we have received all documents, the Examination Board will study your eligibility to sit the exam.
- When your application has been approved by the Board you will receive a confirmation e-mail together with the details and instructions of how to proceed with the payment of the fee. This fee should be satisfied in a maximum of 7 days from the date you get your confirmation e-mail. Payments may be done by bank transfer or VISA card.

4th STEP

- Payment of the fee to sit the exam.
- You will get a second confirmation e-mail once the payment has been received. This e-mail will give you all further needed details.

All correspondence can be sent by e-mail mmota@ebeorl-hns.org or postal mail to:
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