

# STUDENT REGISTRATION Application

To join the GOC student register you need to do the following things:

1. Submit the electronic registration form:  
[https://www.optical.org/en/Registration/Applying\\_for\\_registration/Students.cfm](https://www.optical.org/en/Registration/Applying_for_registration/Students.cfm)
2. Submit by email or post to us the Student Registration Identification Form found on the webpage above.
3. Pay the invoice we issue for your registration and annual retention fee. If your educational establishment has collected your GOC registration fee you do not have to do anything further.

For dispensing opticians who are applying to join the register of student optometrists; you will remain on the dispensing optician register and keep your current GOC number. You will have to complete annual renewal for both your student and dispensing optician registrations (so long as you wish to maintain your dispensing optician registration).

### If you have any questions

Email	registration@optical.org
Write to	General Optical Council, Registration Department, 10 Old Bailey London EC4M 7NG
Telephone	+44 (0)20 7580 3898, option 1 Mon to Thu 09.00-17.00, Fri 09.00-16.45
Website	www.optical.org

### Section 1 – Individual contact details

Your full name, home town and practice address (if provided) will appear on the public register and may be available to third parties.

We need you to provide an email address as this is how you will receive confirmation of your registration and other important communications from us. This is also how you will log into the MyGOC area of the website.

On occasion we must send out communication by post. You must select whether your home or practice address will be our registered address for correspondence with you. It should be a reliable address so that important communications can reach you without delay.

You must notify us of any changes to your address or email by using the MyGOC area on our website or in writing to [registration@optical.org](mailto:registration@optical.org). You should also notify us of any change of name as soon as possible. You can do this by enclosing a certified photocopy of the change of name deed or marriage certificate.

The name you provide should be the name you are intending to use during training.

If it is different from the identification document you provide we may ask for further documentation.

If you need more space to complete this section, please email further addresses to the registration team at [registration@optical.org](mailto:registration@optical.org) All practice addresses must be listed.

## **Section 2 – Educational establishment where you are undertaking optical training**

Please select the relevant education establishment by selecting from the drop down list.

If your educational establishment is not listed, please state in the box provided the one you are enrolled in. We will contact you for further information.

## **Section 3 – Fitness to train declarations**

In this section you must declare any criminal matters, disciplinary matters and/or physical and mental health conditions.

False declarations or failure to make relevant declarations may constitute a criminal offence and result in refusal of your application to join the register.

Please ensure that you tick either the YES or NO box to indicate whether you wish to make any declarations about criminal and disciplinary matters and/or physical and mental health. If you tick YES you must go [here](#) to provide details of your declaration. The GOC website provides further guidance in the section headed 'making declarations':

[www.optical.org/en/Registration/Making\\_declarations/index.cfm](http://www.optical.org/en/Registration/Making_declarations/index.cfm)

If you are unable to access this document, please contact the Registration team directly.

Relevant bodies for the purposes of section A2 are the following:

- General Optical Council
- Health and Care Professions Council
- General Chiropractic Council
- Nursing and Midwifery Council
- General Dental Council
- Pharmaceutical Society of Northern Ireland
- General Medical Council
- General Pharmaceutical Council
- General Osteopathic Council
- Primary care organisations or health boards

The Registration team may contact you to request further details on your declaration. Failure to respond to an information request will delay your registration application. This information may be passed to our Fitness to Practise team for

investigation.

All data provided in this section of the registration form will be kept securely and for no longer than necessary. It will not be published on the register.

## **Section 4 – Declaration of information**

Please read the declaration and sign and date the form in the space provided.

### **Data Protection Statement**

The information you provide to us, the GOC (as data controller), will be processed and used in line with our statutory purpose under the Opticians Act in order to maintain our Register and ensure our registrants are fit to practise. For more information regarding how we process your data please see our [privacy statement](#).

### **What do we do with the information you provide?**

Once received, the information is stored securely by our Registration team and your registration application is processed. The information will be transferred to our electronic systems and kept for no longer than necessary for our purpose.

### **What information is published?**

We have a duty to publish our Register in an accessible format. On request, we may provide our public register to other bodies.

The following information is published on our Register:

#### **For Individuals:**

Full name, GOC Number, Registration status, Gender, Registered as, Date of most recent registration, Registered specialties, Town (this is the town of the Contact Address, provided in Section 1), Qualifications, Fitness to practise decisions, Practice Addresses.

No other personal information will be published in a format where individuals may be identified. All information will be handled in line with the Data Protection Act 1998 and other relevant legislation.