



MTI online portal step-by-step guide

Register for an RCP account, if you do not have one already. If you have taken any part of the MRCP (UK) then you will probably have an RCP code or hold RCP membership, and you may already have a code if you have been in touch with us before. If you know this number then enter it during the registration process.

If you have forgotten **your password** you can reset it by clicking on the link on the login page.

Eligibility

- > **Nationality** – if you have dual citizenship please choose the nationality you will be using to enter the UK.
- > **Medical practice** – you need to have been in clinical practice for three out of the last five years including the 12 months preceding GMC registration approval. You will need to continue to be in employment until this period.
- > **IELTS / OET score** – please enter either your IELTS or OET score. IELTS (Academic or UKVI) score has to be a minimum of 7.0 in all categories and minimum 7.5 overall. OET score must be a B (minimum) in all categories.

The GMC will only grant you exemption if you are from a country where English is the first and native language and you were awarded your primary medical degree from a country where English is the first and native language. Please consult the GMC for the list of applicable countries.

- > **PLAB taken** – please tick this box if you have taken any parts of the PLAB.

Stage one

- > **Entry visa** – please select the visa type you will be using to enter the UK.
- > **GMC registration** – please tick this box if you require support from the RCP for GMC registration.
- > **Current post** – this should be the post you will be undertaking in the UK. Please consult the hospital if you are unsure of specific details (eg grade, medical staffing contact etc).
- > **Supervisor** – we need as much information you can provide regarding the doctor who will be supervising you.
- > **Medical staffing** – this is the HR contact at the hospital.
- > **Grade** – please choose the relevant grade you will be working. If you are not sure of the exact level please choose CMT (core medical training) or ST3+ (which covers all specialty training levels).
- > **Funding** – this is the amount you will be paid by the NHS hospital, or the funding you will be receiving. This amount must be in pounds sterling.
- > **Funding source** – choose the relevant body providing your funding. We cannot accept candidates who are self-funding their placement.
- > **CV and PPE** (professional postgraduate experience) form should be downloaded from our website.



Stage two

- > **Application form.**
- > **Sponsor form** – this needs to be completed by your head of department or your current supervisor in your current employment outside of the UK.
- > **Two referee forms** – one of the forms needs to be completed by your previous employer, if you have changed jobs within the last three years.
- > **PMQ** – this is your primary medical qualification, eg MBBS, MBChB, MD etc.
- > **PMQ GMC verified** – please leave this field blank, however please note you need to submit your PMQ verification to EPIC as soon as possible.
- > **Internship** – this is the document that details you completed your internship or practical training or housemanship.
- > **PGQ** – this is your postgraduate qualification; this could be any parts of the MRCP, MD, MMed, membership or fellowship of a medical college.
- > **IELTS or OET.**
- > **Acceptance of funding.**
- > **Passport** – please upload a copy of the passport that you will use to enter the UK.
- > **CGS** – this refers to the certificate of good standing, usually issued by the regulatory body in your country.
- > **CGS date** – this is the date on which the CGS was issued.
- > You will need to make an **initial payment of £300.**

Stage three

This stage involves assessing documents from the hospitals. We will send reminders to hospitals who have not submitted the required forms. You do not have to do anything other than remind your hospitals to submit the required documents.

Stage four

This stage involves your application being submitted to our panel for approval. You don't need to do anything. This stage will keep you updated on what is happening with your documents.

Stage five

- > Please make sure you have read your acceptance letter, as it provides details regarding the next steps.
- > The welcome pack provides you with details about working in the UK.
- > You will also need to start your GMC online application (if applicable).
- > You will also need to pay the **RCP application fee of £720.**

Stage six

- > Forward GMC reference number and GMC email requesting documents to mti@rcp.ac.uk
- > The RCP will send the documents to the GMC.
- > Forward GMC ID check invite email.

Stage seven

Tier 5 certificate of sponsorship will be requested; once processed we will issue it to you so that you can apply for your tier 5 visa.

Stage eight

You will need to enter your confirmed start and end dates. Once you've attended your GMC ID check in the UK, you will need to send your ePortfolio application form so your account can be created.