



# 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 practice until GMC registration is granted.

- > **IELTS / OET score** – please enter either your IELTS or OET score which was achieved within the past 2 years. IELTS (Academic or UKVI academic) score has to be a minimum of 7.0 in all categories and minimum 7.5 overall. OET Medicine 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 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. See [UKVI website](#) for visa information.
- > **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).
- > **Specialty** – please ensure it is a physician specialty. Further details on eligible specialties can be found [here](#).
- > **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 IMT (internal 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) templates should be downloaded from our [website](#).

## Stage two

- > **Application form** – this can be downloaded from the MTI portal at Stage 2.
- > **Sponsor form** – needs to be completed by your head of department or your current supervisor in your current employment **outside** of the UK.
- > **Referee 1 form** – this needs to be completed by your previous supervisor from your current employment, or from your previous employment if you have changed jobs within the last 24 months.
- > **Cover letter** – Referee and sponsor forms must be submitted with a cover letter on headed paper, addressed to the RCP MTI team, signed, dated and stamped with the official stamp of Hospital/University.
- > **PMQ** – this is your primary medical qualification, eg MBBS, MBChB, MD etc.
- > **EPIC number** – you need to submit your PMQ verification to EPIC as soon as possible and add your EPIC reference number to this field.
- > **Internship** – this is the document that details you completed your internship or practical training or housemanship.
- > **PGQ** – this is your postgraduate medical qualification; this could be any parts of the MRCP, MD, MMed, membership or fellowship of a medical college by exam.
- > **Letter of funding** – it must be a letter headed document including: your full name, final total funding amount in GBP (this must cover all the funding from the sponsor **in one figure**), duration the funding will cover (in **months**), date of issue and the details of the funding organisation.
- > **Passport** – please ensure your passport will be valid for the whole training period in the UK.
- > **CGS** – certificate of good standing, valid for 3 months from date of issue. Upload your CGS at Stage 2 if there have been disciplinary proceedings either in your registration records or in process. At Stage 5 you will be asked to start your GMC application and submit CGS directly to the GMC. See [GMC website](#) for further details.
- > **CGS date** – leave blank
- > You will need to make a non-refundable payment of **the initial fee**.

## 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 do not need to do anything. This stage will keep you updated on what is happening with your documents. We may contact you if the panel requires further information regarding your application. Once your application has been approved, you will receive an acceptance letter (via email).

## 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).
- > Please pay the **RCP application fee** via the MTI portal.

## Stage six

- > Forward GMC reference number and GMC email requesting the sponsorship registration certificate (SRC) to the MTI team ([mti@rcp.ac.uk](mailto:mti@rcp.ac.uk)).
- > The RCP will send the SRC to GMC.
- > Once your GMC application is approved, please forward the GMC ID check invite email to us.

## Stage seven

If GAE (Government Authorised Exchange, previously Tier 5) visa sponsorship is required, a GAE certificate of sponsorship (CoS) will be requested; once processed we will issue the CoS to you so that you can apply for your GAE visa.

## Stage eight

You will need to enter your confirmed start date and upload a copy of your visa. For Tier 5 visa holders: once you have commenced work, your hospital will need to complete and submit an online starter report alongside your signed data protection consent form (with your **current UK address** included) and a right-to-work check profile page **signed and dated by the hospital**.