

The GMC manual for registering UK medical graduates

Guidance for medical school
administration staff

Introduction

This guidance takes you through all the processes the UK applications team are responsible for starting with students entering final year and ending at graduation and registration.

If you are a new starter, this manual should give you an idea of the tasks you will need to do and when you will need to do them.

We recommend that you read our [Memorandum of Understanding](#) as this outlines the principles, responsibilities and the service levels we have agreed with your medical school.

You should save the links below. They contain all the information that you need, in case you need to refer to them in the future:

- [Timeline for the GMC provisional registration process](#)
- [Web page for UK registration](#)
- [Log in to GMC Connect](#) | www.gmc-uk.org/GMCConnect
- [Memorandum of Understanding between UK medical schools and GMC](#)
- [Latest version of this manual](#)

We aim to get in touch with all new delegates within their first month to introduce them to the UK applications team and give them an induction to GMC responsibilities that they may be responsible for. We normally do this over the phone, but we are happy to host delegates in our Manchester office if you request this.

The UK applications team

Your main points of contact for medical school staff are the UK Applications Manager and the UK Events and the UK Events and Registration Officer.

Rebecca Morris	UK Applications Manager	Tel: 0161 923 6376	rmorris1@gmc-uk.org
Nicola Seagrave	UK Events and Registration Officer	Tel: 0161 923 6540	nseagrave@gmc-uk.org
Richard Amison	Head of Registration Applications	Tel: 0161 923 6609	ramison@gmc-uk.org

If your students need to get in touch with someone at the GMC, you should advise them to call or email our contact centre on 0161 923 6602 or gmc@gmc-uk.org. Please don't distribute the contact details above.

Our purpose

To make sure that UK doctors are correctly registered with a licence to practise in time to start their Foundation Year (F1) and Foundation Year (F2) training. We do this by:

- Completing their ID checks.
- Introducing them to our published guidance.
- Assessing their applications for registration.
- Granting provisional registration (after having processed your graduation lists).
- Granting full registration (after having processed your certificates of experience).
- Refusing provisional and/or full registration in a small number of cases where an applicant's fitness to practise is impaired.

We work closely with medical schools and students to make sure this happens safely and effectively.

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Section 1: Getting a GMC Connect account

An introduction to GMC Connect, what we use it for and who needs access.

1.1 What is GMC Connect?

GMC Connect is the secure file transfer system that we use to exchange sensitive information with medical schools and other key partners. Each user has their own username and password.

You will use GMC Connect to:

- Upload information to share with us, and download information from us.
- View and update personal information about your students. You'll make name changes, inform us about delays to study and those who won't apply as well as withdrawing students who have left the course from your lists.
- Submit your graduation list.
- Submit certificates of experience for your graduates completing F1 (in most cases medical schools [delegate this responsibility to the local foundation school](#)).

All the information you upload is stored in a central folder so all users at your medical school have access to it. Every time you upload a file to your shared folder we receive an automatic notification, you don't need to contact us to let us know.

1.2 Who needs a GMC Connect user account?

You may designate as many GMC Connect users as you wish at your medical school. Though, to keep it simple, we recommend that you have no more than three as this should allow you to cater for most tasks and have cover in case of absence and leave.

Anyone who is responsible for sending us student information, making changes to student data and submitting graduation lists should have an account.

1.3 Requesting a GMC Connect user account

To request a new user, you should complete a [UK10 - Medical school delegates and GMC Connect access](#) and send it by email to our [UK Manager](#).

There are a number of important roles and responsibilities listed on the UK10 form:

- Your non-medical head of school is responsible for your GMC Connect users
- The person nominated as your primary contact will be our main point of contact. They should have a good understanding of the responsibilities detailed above, provide support to other delegates, and pass on information we send.
- If you tick 'Student data' it shows that this person is responsible for exchanging student information with us and can make changes to it through GMC Connect.
- If you tick 'ID check events' it shows that this person is responsible for arranging ID check events.
- If you tick 'Graduation list' it shows that this person is responsible for submitting your graduation list.
- If you tick 'FTP scheme' it shows this person is responsible for submitting information about student fitness to practise to our Registration Investigation Team as part of their Provisional Registration Scheme. You should check to see if your medical school have agreed to take part in this scheme.

Your non-medical head of school is the person who is responsible for all of the people who use GMC Connect at your school. When we receive a UK10 form from you, we'll send them a copy of the form so they know we have approved a new user.

Once we've received your completed UK10 form, we'll invite you to sign up. Once we've receive your request to sign up, we'll approve it and let you know.

Once you have an account set up you'll receive notifications every time a document is uploaded to your schools folder. For further details on how to change your notification settings see section 6 of our [GMC Connect User Guide](#).

Section 2: Submitting your final year student data

Why we need your student data, when we'll ask for it, how you should format it and how to get your students' GMC reference number.

2.1 Why do we need your student data?

Your student data allows us to generate GMC reference numbers – and GMC records – for your students. You have to provide a student's GMC reference number to the UK Foundation programme as it is used as part of their application system, FPAS. This is why we need all your student data by the end of August.

It also allows us to prepare your students' records ahead of your ID check event and give them instructions on how to sign up for GMC Online (primarily, [GMC Online is our registration application system](#), but we are adding more and more functionality to allow doctors to easily administer their GMC accounts).

For example, once your students have activated their GMC Online accounts they can let us know if they have changed their address, email address or mobile number at any time. This is particularly important if they are moving house around graduation time, as we'll need to keep in touch with them about their application and send them their registration certificates.

2.2 You need to provide your student data between April and August of their penultimate year

We'll be in touch in March to ask you when you plan to provide your data. We are happy to work around you but there are a few things to consider before you choose your submission date:

- You must provide your data at least three months before your ID check event.
- You must provide your data before the submission window closes.
- Once you've submitted your data you'll need to tell us if a student changes their name, takes time out, or they re-sit a year (or for any reason they don't enter into final year).
- Your own workload.

We usually open the window early in April and close it towards in the last week in August of the year your students are entering their final year. Depending on the length of your degree this is usually fourth or fifth year.

2.3 Making sure you have the correct student name

It's vitally important that you get your student's names correct in your system before you submit your data. This will make it easier for you as you'll need to tell us of any changes throughout their final year.

Many of the student records at medical schools are created from information from UCAS or early university records. Students sometimes decide to practise under a different name as a doctor, so their record is not correct. Often they will only tell you around graduation time that they'd like to change their name, which can cause delays in processing their application.

We'd encourage you to talk to students before their data submission date. Ask them to think about getting their own name and documentation in order well before graduation and degree certificates enter their minds.

2.4 What data we need

You must include all students expected to enter final year at the point you submit your data. We know that at the end of penultimate year students may intercalate, re-sit exams, or take time out, but until a delay in study has been confirmed you should include them in your data. You can tell us about delays after you have submitted your data, and we will amend their record, see [3.2 Changing a student's expected graduation date](#).

We will ask you for the following information about your students in our [UK7 form](#):

- Student ID number*
- Title
- First name*
- Other names* (if applicable)
- Last name*
- Date of birth*
- Gender*
- Mobile number
- Email address*
- A passport style photo in jpg format (the name of each file must match the student ID given in your UK7 form)

**Mandatory fields*

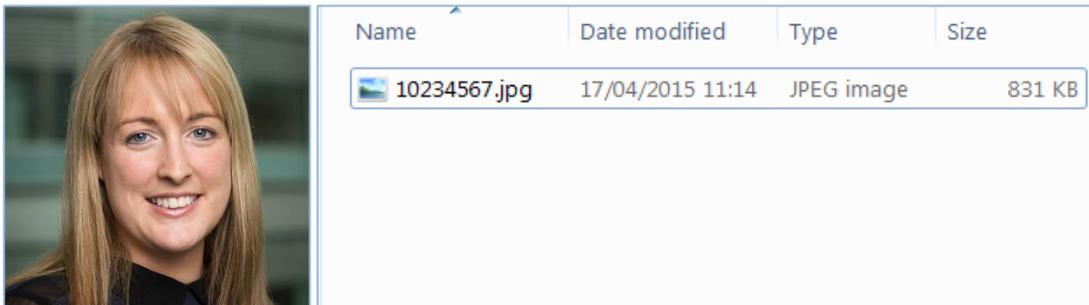
We'll ask your student to provide more information directly later in the process when we ask them to activate their GMC Online accounts. You can more read more about our agreement on sharing this information in the [Memorandum of Understanding](#).

2.5 Formatting your photos as JPGs

Your photos must be in the right format so that we can assign them to your students' records. You should save your photo files with the following attributes:

- An individual file for each student
- Saved as their student ID number with the extension .jpg

Here is an example of how your photos should look and appear in your local folders.



Once you have all your photos in the right format, you should compress them into a single zip file. In most Windows systems, to do this:

- Locate the file or folder that you want to compress.
- Right-click the file or folder, point to Send to, and then click Compressed (zipped) folder.

If you use a system other than Windows, or your version of Windows doesn't work the same way, you should get in touch with us before you upload your photo files.

There is a 20MB limit on uploading files to GMC Connect. So if you have high quality photos you should group them smaller zip files up to the limit.

2.6 Uploading your data and photos and the UK7 form

Once you're ready to submit your data you should download the latest version of our [UK7 GMC student data upload spreadsheet](#) (always available on this link). Before you add your data, familiarise yourself with the information on the 'Guidance page' tab.

Extract your student data from your system into table format. Align the fields in the correct order. Copy and paste your data into the corresponding fields on the UK7.

When you have added your data the spreadsheet it will highlight any potential errors with your data. Correct any problems you can. If there are any you can't resolve you must speak to us, before you submit your form.

Log in to GMC Connect and upload your data and photos to your shared folder. You should upload the photos and the data at the same time. We can't process one without the other.

2.7 Viewing your final year student's GMC reference numbers

After we've received your data and photos we'll create your student's GMC records and reference numbers within five working days. Once this is complete you'll be able to log in and view this information on GMC Connect. You can export a list of your current students with their GMC numbers from GMC Connect any time. See our GMC Connect user guide for how to export information.

All GMC Connect users for your medical school will be able to see the list of students and export the data. You can then use this as part of the UKFPO annual return process.

We'll email your students by the end of September to tell them their GMC reference number.

It's important that your students know that simply having a GMC number does not mean that they hold registration. It will allow them to apply through to the Foundation Programme and communicate with us about their record.

Section 3: Keeping your student information up-to-date

Why keeping your data up to date is important, what you need to tell us about, and how.

3.1 Why keeping your data up to date is important

During the course of a students' final year their path may change. Reasons can include intercalation, re-sitting exams, taking time out, or leaving medicine altogether.

It's important that you tell us about any changes after you've submitted your data. This means we can give your students accurate information about activating their GMC Online accounts and applying for provisional registration. It also means students with sensitive circumstances don't get unnecessary emails from us. For example, if a student has failed exams or someone that has taken time out for health reasons.

You should tell us about any changes as soon as you are aware so we can deal with them quickly and make the necessary changes on our systems.

3.2 Changing a student's expected graduation date

You should logon to GMC Connect and update your list to tell us about a change to a student's expected graduation date. See our [GMC Connect User Guide](#) for further details. We'll need to know:

- Reason for change.
- Expected graduation date.
- Comments (as necessary).

If you don't know a student's expected graduation year, then add the next possible year they could graduate.

3.3 Withdrawing a student from studies

You should logon to GMC Connect and tell us if a student's studies have been terminated (either by themselves or by the medical school). See our [GMC Connect User Guide](#) for further details. You'll be able to view students that have been withdrawn from your 'withdrawn students' view.

3.4 Changing a student's name

During the course of a students' final year they may wish to change their name. Some reasons include marriage, name change by deed poll or changing a middle name.

Once you are satisfied that the student has officially changed their name and have updated your medical school's records, you should let us know through GMC Connect. See our [GMC Connect User Guide](#) for further details on how to do this.

We will register students in the name that you send us on your graduation list. If, after they graduate, a doctor changes their name and wants this to appear on the register, they must apply to change their name. See our [Updating your details on the register guidance](#) on our website for how a registered doctor can do this.

3.5 Correcting data after submission

You may need to correct information after submission. If a student's name needs to be changed, see [section 3.3 Changing a student's name](#) for how to do this.

We don't have a form to change titles, gender or dates of birth. To change these, send an email to our [UK Manager](#). In the email you should give us the following information:

- GMC number
- Full name
- Information to be changed

3.6 Telling us when a student won't apply for registration

If a student is not going to apply for registration you can tell us via GMC Connect and we will stop sending them reminders to apply. See our [GMC Connect User Guide](#) for further details on how to do this. You'll need to choose a reason for this from a list of values:

- Approved overseas training
- Non-approved overseas training
- Career change
- Maternity
- Other education
- Taking time out
- Other

Section 4: Organising a GMC identity check event

Why we hold events, how to organise them, and how we check your students' identity.

4.1 Why do we need to hold ID check events?

We must check the identity of every doctor we enter on to the medical register to protect its integrity.

Each year we visit every UK medical school to do an ID check event for final year medical students. At these events, we:

- Talk about the work we do and how we can support students, through our guidance.
- Provide an overview of the provisional registration process.
- Emphasise the importance of being open and honest, and showing insight.
- Advise students to apply early if they have a fitness to practise issue to disclose.
- Complete an ID check for each student.

We organise these events to give students a better understanding of our role and processes, and so students don't have to come to our offices to complete their ID check.

4.2 How we organise the event

We'll be in touch in March or April to invite you to book your ID check event. You should read the guidance document we will send you before you download and complete the [ID check event booking form](#). We'll ask you to give us three preferred dates for your event.

There are a couple of things to consider before you choose your preferred dates:

- We hold most events between September and March.
- You should make sure that the start and finish times are compatible with the estimated event timings.

Once the booking deadline has passed, we will try to schedule your event for your first preference. If this date is not possible or available, we will speak to you about holding the event on one of your alternative date preferences. When we have scheduled your ID check event, we need the following information from you:

- The date
- The venue
- The presentation room
- The room for ID checks
- The proposed timetable

We'll email you to ask for this. If any of the details you provide are incorrect or if you need to change them, you must tell us as soon as you can.

4.3 Before the event

We'll email your students two months before the event to ask them to activate their GMC Online account. All students must activate their accounts before the event. We'll send two reminders to your students. Two weeks before the event we'll upload the names of those who still haven't activated their accounts to GMC Connect so that you can chase them up.

Two months before the event, we'll contact you to confirm the date, timings and venue information for your event. We'll also ask you to complete the [internet questionnaire](#) with details of how to access your network. It's really important that you book a room for the ID checks that has a strong and stable Wi-Fi connection, as we will complete the ID checks using an internet connection that links directly to our database.

If one of your students is unable to attend your ID check event, you should tell them to contact us directly. We will arrange for them to attend one of the other upcoming events, as schools are usually happy to accommodate students from other schools. Or, we will advise them to log into their GMC Online account and make an ID check appointment at either our London or Manchester offices.

4.4 On the day of the event

We'll aim to arrive at the ID check event venue one hour before the presentation start time to allow us enough time to set up and access your network. You should make sure that the venue is free to use from this time and that IS support is available in case of any internet connection issues.

You may find it helpful to attend the ID check event to learn about the process and to help manage the students. This is particularly important for larger events where health & safety might be an issue.

4.5 How we check your students' identity

We'll ask your students to sign our attendance form and give us the required ID. Acceptable forms of ID are:

- UK or international passport
- UK photocard driving licence (including provisional driving licence)

We'll check the student's ID documents against their photo and the final year student data you gave us.

We will advise your students to get in touch with you if there is a name difference. See [section 3.4 Changing a student's name](#).

4.6 After the event

10 days after the ID check event you'll be able to check GMC Connect and see the students who missed your event. Navigate to the 'current students view' and export the list to excel. You'll then be able to filter for those who do not have an 'ID check completed' flag.

You should check this is so that:

- You can tell those students who missed the event what they need to organise an ID check with us
- You can tell us if a student will not be undertaking F1 in the UK after graduation and therefore don't need an ID check
- You can let us know if a student intends to intercalate, take a break from their studies or resit exams, and now expects to graduate in a future year (see [section 3.3 Changing a student's graduation date](#))

If a student misses their ID check event we strongly recommend that they complete their ID check before they apply for provisional registration at the end of April before graduation.

Section 5: The provisional registration application process

Why it's important, when your students need to apply, and what they need to know.

5.1 Why the application process is important

Doctors can only start work on the first year of the foundation programme (F1) after we have granted them provisional registration with a licence to practise.

Every year, three months before they are due to start their F1 posts, we invite your final year medical students to make an online application for provisional registration. As part of the application process we make sure that students have successfully graduated, and check that their fitness to practise is not impaired.

We have a legal obligation to make sure that we only register doctors whose fitness to practise isn't impaired.

5.2 When we invite your students to apply

We'll contact your final year students by email three months before they start their F1 posts (usually in late April/early May) with an invitation to apply for provisional registration.

After the initial invitation, we'll send two additional reminder emails to students who haven't applied – the first in early June, and the second in late June. We'll let you know in early June if any of your final year students haven't applied for registration, and ask you to get in touch with them.

If a student has a fitness to practise issue to declare they must apply as early as possible after they have received their invitation to apply.

5.3 What we tell them

Our invitation email provides students with some important [guidance on provisional registration](#), and instructions on how to make their application. As part of the application, we ask them to:

- Check and confirm their personal details on GMC Online – our secure areas for doctors.

- Tell us the date on which they want their provisional registration to start. Students will need to check this date with their F1 employer, as they may require registration in order to participate in an induction period before the F1 programme starts. The latest date that students can request their provisional registration to start is five days before F1 starts.
- Tell us about any fitness to practise issues. This includes any aspects of their health that might impact on their ability to work safely with patients or to continue their training. We ask students to read our [fitness to practise guidance](#), before they tell us about any issues, and tell them to apply as soon as possible if they do need to declare something.

5.4 Dealing with your students' fitness to practise issues

Our [fitness to practise guidance](#) explains what types of issues students need to declare as part of their application for provisional registration. We also publish separate [Guidance on declaring health issues](#).

We realise that some students may worry about declaring a fitness to practise issue, and may be concerned about the eventual outcome of their application. It's important to understand that we must make an impartial assessment of a doctor's fitness to practise before we register them.

In our guidance, we highlight that only a small proportion of the most serious cases result in refusal each year. We also talk about the importance of being open and honest, and that demonstrating insight after a significant event is very important.

Every year in autumn we publish a report about the fitness to practise issues declared by medical students who applied for provisional registration during the summer, and the outcomes of these applications. You may find it helpful to refer to the report if students with fitness to practise issues discuss their anxieties with you, or your colleagues. Please get in touch and we will send a copy to you.

5.5 What are application timeframes

Once we've received a student's application for provisional registration, we'll check to see if they've declared a fitness to practise issue. Each year around eight per cent of the students declare issues, and normally we'll receive around 7,500 applications.

If a student tells us about a fitness to practise issue, we'll assess this and contact them within five working days to let them know what the next steps are. There are three possible outcomes:

- We don't need any further information in relation to the issue – if this is the case we'll approve the application. We'll normally complete these applications and let the student know within five working days.
- We need some further information in relation to this issue – this could be a written statement from the student, or a document relating to the issue (for example, a copy of a fine or penalty notice). Usually these applications are completed within two to four weeks.
- We need some more time to gather additional information and consider the application. If this is the case, we'll let the student know. The time it takes to issue a decision on such applications depends on how long it takes the student, or any third party, to provide information. However, most are resolved within a month. We will keep in touch with the student to let them know when we are having difficulty getting the information that we need.

5.6 Students who aren't doing F1 (or are going overseas)

In April 2015, we introduced a limit to the length of time that a doctor can hold provisional registration. That limit is three years and 30 days. Final year students who are not intending to start F1 straight after graduation should delay applying for provisional registration until three months before they are due to start work.

We've also published [guidance for students](#) on completing F1 overseas. Students planning to go overseas to complete their F1 year **must** have the following in place before they accept a post:

- Confirmation that their medical school supports their overseas training programme.
- Confirmation from a local education and training board (LETB), postgraduate dean or their medical school that they will have oversight of the quality of their training (some postgraduate deans don't accept posts outside of the UK).
- Provisional registration whilst they are undertaking your approved overseas training.
- Approval from the GMC before they start training. This approval will be sought from the medical school directly with us, for queries on this process please contact quality@gmc-uk.org.

If a student completes F1 outside the UK in a post that did not meet the conditions above, they won't be automatically eligible to apply for full registration if they return to the UK in the future.

Section 6: Submitting your graduation list

Why your graduation list is important, what it is, as well as how and when to submit it.

6.1 Why your graduation list is important

By submitting your graduation list you are telling us the names of your students who have successfully completed their degree. We can't grant registration to your students until you've submitted your graduation list.

When we receive your graduation list, we'll grant provisional registration to those students whose applications are complete and have successfully passed their medical degree, within five working days of the graduation date.

6.2 When should you submit your list?

We'll be in touch in April before the provisional registration application process opens to ask you to tell us the date you'll submit your graduation list. We'll follow up with you around that time to check everything is on track.

After you have confirmation of your successful and unsuccessful students (usually in June or July) we'll need you to go and update GMC Connect and submit your graduation list. This should be at least two weeks before F1 starts.

6.3 Who should send the list?

Your medical school must decide who the most appropriate person is to submit your graduation list.

You should tell us who will submit your graduation list by ticking the 'graduation list' box on your [UK10 Medical school delegates and GMC Connect access form](#). We'll then ensure that person has the correct permissions to submit the list through GMC Connect.

It is the head of school's responsibility, listed on your UK10 form, to ensure that only delegates with the correct experience and authority submit a graduation list on GMC Connect.

6.4 Tell us the graduation date

As part of the submission process, you'll have to confirm the students' graduation date. This is the date that your students are awarded their qualification and are legally entitled to their degree, and therefore can start work as a doctor. This isn't always the same day as your graduation ceremony.

From this date, your graduates will be eligible to work as an F1 doctor provided their application for provisional registration has been granted. Students whose graduation has been delayed for any reason (for example an outstanding fee) shouldn't be included on your graduation list.

6.5 How to submit your graduation list on GMC Connect

When you submit your graduation list it's important you follow the instructions set out in our GMC Connect user guide.

Once you are ready to submit your list you should first check the list properly to ensure that:

- All students on the list who have left your medical school have been withdrawn.
- There are no students on the list who should have been deferred or moved to another graduation year.
- All student names have been checked and any changes needed to match the name on the degree have been made.

If you notice any of the above changes that need to be made you must update the list before submission.

If you have any queries about the list or concerns about anyone on the list you should call us as soon as you can before submission.

You must follow your internal processes to ensure the data is accurate before you submit your list. Follow the steps in the [GMC Connect user guide](#) for submitting your list.

6.6 Deferring graduation

Before submitting your list, you can tell us when a student's year of graduation has moved or if they have withdrawn from the course.

You can also 'defer' graduation for anyone who you are unsure of graduating in the current year. If a student will not graduate at the same time as the other students, perhaps they need to re-sit a module of the course or need to pay fees, then the medical school can put them on hold (defer them). When they are ready to graduate they will sign off the graduation of this student. In these cases you should follow the [GMC Connect user guide](#) for deferring students.