

**STEP 1**

Hospital sends RCOG signed Placement MOU and pays the fee.

Following rigorous assessment by the selection panel, RCOG matches trainee with a post and forwards the trainee's application to the hospital.

**MTI process**

Key:

□ Hospital action

□ AoMRC action

□ RCOG action

□ GMC action

□ MTI trainee action

**STEP 2**

Hospital interviews the trainee via Skype and if successful accepts MTI trainee and informs RCOG of its decision.

RCOG informs the MTI trainee of hospital's decision.

**STEP 3**

In parallel to the MTI process, the hospital sends over any paperwork that a new-starter should complete to the trainee and informs trainee of any checks required.

MTI trainee, on RCOG's instruction starts their online GMC registration. Trainee also liaises directly with hospital to complete any hospital documentation

**STEP 4**

RCOG posts documents to the GMC on trainee's behalf and a copy of their Certificate of Sponsorship for GMC registration. This exempts the trainee from the PLAB test.

MTI trainee sends requested documents via email to the RCOG.

The GMC asks the trainee for specific documentation (Certificate of Good Standing, passport, IELTS etc.)

**STEP 5**

The GMC processes the application for registration. This usually takes about 6 weeks.

The GMC grants provisional registration to trainee (via email and cc in RCOG). To complete registration, the trainee must do an ID check at GMC on arrival to UK.

Trainee granted provisional GMC registration

**STEP 6**

The AoMRC processes the application for a COS (Certificate of sponsorship - different from the RCOG's certificate) for the trainee's Tier 5 visa. This usually takes 10 working days.

The hospital completes the 'MTI Application Form' of the AoMRC. The hospital must arrange for it to be signed off by the LETB/Deanery. Once it is complete, the hospital sends it back to the MTI department: [mti@rcog.org.uk](mailto:mti@rcog.org.uk)

On confirmation of provisional registration, RCOG sends the 'MTI Application Form' from the AoMRC' to the hospital.

The RCOG MTI Lead applies for the Certificate of Sponsorship at the AoMRC (attaching supporting documentation).

**STEP 7**

When the COS is sent by the AoMRC to RCOG/hospital and trainee, RCOG makes sure trainee has received it and tells the trainee to now go to apply for their Tier 5 visa at their visa office.

MTI trainee applies for their Tier 5 visa and confirms to hospital and RCOG when they will arrive in UK. First thing they must do on arrival is undergo an ID check at GMC to complete registration.

Hospital will communicate with MTI trainee about first-day information etc., accommodation any other information that they give to new-starters from overseas.