

## Timeline for the GMC provisional registration process

This will help you plan your time, let you know when we'll be in touch, and highlight key points in our processes for your students

This timeline flows from March until February. We've chosen this as the start point as it is the first month we'll be in touch to make plans for the next cohort of students.

Dates	What's happening?	Which students?	What will we do?	What do I need to do?
Early March	<b>Window for arranging ID check events opens</b>	Students in penultimate year <sup>1</sup>	Email you at the end of March to ask you to complete a booking form and tell us your preferred dates and times	Return the form to us by the <i>end of April</i>
Early March	<b>Data upload window for students entering final year in September opens</b>	Students in penultimate year	Email you at the end of March to let you know when the window is opening and closing and to give you instructions on what to do	Let us know when you plan to send us your data and photos by the <i>end of April</i> . The data submission window usually closes at <i>end of August</i>
March to end of August	<b>Allocation of GMC reference numbers</b>	Students in penultimate year	Allocate GMC reference numbers within five working days of receiving your student data and photos.	Enter your data in the <a href="#">UK7</a> form and zip your jpg photos into a single file (20mb max) before you upload them to <a href="#">GMC Connect</a> . If you need to make changes after you've submitted your dates use <a href="#">UK8</a> and <a href="#">UK9</a> .
Late March	<b>Confirming medical school delegates</b>	All	Email you to ask you to check the list of those responsible at your medical school is up to date	Check the delegate list and send us amendments on a <a href="#">UK10 form</a> . Ensure all the delegates have <a href="#">GMC Connect accounts</a>
Late March	<b>Communications about the application process opening</b>	Final year students <sup>2</sup>	Email you to give you information about application process opening and ask you when you plan to submit your graduation list	Send us back the information on when you expect to send us your graduation lists and when the students will get their awards by <i>end of April</i>
End of April	<b>GMC provisional registration application process opens</b>	Final year students	Email your students inviting them to apply on GMC Online. We'll remind those that still haven't applied in: <ul style="list-style-type: none"> <li>▪ <b>Early Jun</b> Application reminder</li> <li>▪ <b>Late Jun</b> Final reminder</li> </ul> We will publish our invite and reminder emails on GMC Connect news so that you can view	Send a reminder to your students to look out for communications from us and to apply ASAP. Post a link to our leaflet on how to apply where possible (student news or local intranet) by <i>end of April</i>

<sup>1</sup> Students in penultimate year – these are the students you expect to enter into final year. We be in touch with you about these students between April and August whilst they are in their penultimate year.

<sup>2</sup> Final year students – these are the students who are doing their final year. We will be in touch with you about these students between September and May whilst they are in their final year.

<sup>3</sup> Graduating students preparing for F1 – these students are in the process of graduation (or have graduated). We will be in touch with you about these students between June and August

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End of May	<b>ID check event timetable published on GMC website</b>	Students in penultimate year	Confirm your event date and <a href="#">publish the timetable</a>	Book a suitable venue at your school
Mid July	<b>Deadline for sending us graduation lists</b> <i>If we receive applications or graduation lists after this, we can't guarantee we'll register your students in time for F1</i>	Graduating students preparing for F1 <sup>3</sup>	Remind you one week before if we haven't received your list. When we've received your list we'll aim to process it within two days and we'll get back to you within five to confirm we've processed it	Submit your graduation list on the date you told us. Let us know if you think you're not going to be able to submit your list on that day
Last Wednesday in July	<b>Latest date Foundation Programme (F1) induction period to start</b> <i>Most employers require F1s to have registration for their induction period</i>	Graduating students preparing for F1	Email you in July with lists of names of student who haven't applied for provisional registration	Check the lists we send carefully. Chase students who are starting F1 and tell them to complete their application. Update us on your progress by returning the list with details of the remaining students
End of August	<b>Student data upload window closes</b> <i>After the window has closed we can't guarantee we'll be able to return your students' GMC numbers in time for you to include them on your FPAS nominee form</i>	Students in penultimate year	We'll get in touch with you if you haven't submitted your data one week before the window closes	Download your <i>GMC reference number return</i> from <a href="#">GMC Connect</a> , if you haven't already. Use this in your FPAS nominee form
August to February	<b>Students activate their GMC Online accounts</b> <i>Your students must activate their accounts before they attend the ID check.</i>	Final year students	Email your students asking them to activate their GMC Online account. We'll give you a heads up before we do this. And we'll remind those that still haven't activated: <ul style="list-style-type: none"> <li>▪ <b>One month</b> before your event</li> <li>▪ <b>Two weeks</b> before your event</li> </ul>	Email them to let them know the date, time, and venue for the event. Two weeks before your event we'll let you know the names of students who haven't activated their GMC Online account so you may chase them
September to February	<b>ID check events are run</b>	Final year students	Email you instructions two months before your event and ask you to complete a <a href="#">questionnaire</a> about your internet connection	Read the instructions email and letter carefully. Complete and return the internet questionnaire at least one month before your event
By end of September	<b>All final students are informed about their GMC reference number</b>	Students entering final year	Email all final year medical students confirming their GMC reference number. Your students will see their GMC reference number when they apply for FPAS	Call us immediately if you find a student who doesn't have a GMC reference number after this date

If you have any questions about this document, you can email us at [UKManager@gmc-uk.org](mailto:UKManager@gmc-uk.org) or call on 0161 923 6925.