General Medical Council

Guidance on submitting evidence and other important information

We'll do all we can to process and make a decision on your application as quickly as possible. However, we need your help to be able to do this.

The guidance in this document will give you all the information you need to assist us.

Guide to submitting your evidence

Please take note of the following:

- If we have asked you to provide a statement, you should type directly into an email or put into a Word document.
- We need you to send your evidence to us as a **single bundle of documents in Adobe PDF format**. Please **do not** send each piece or page of evidence as a separate attachment to an email unless the file size is too big. If you do, we will ask you to send it again.
- It is important that all evidence you send to us is clear and legible. If it is not, we will ask you to send it again.
- For every document that is not in English, we need you to send us a copy in the original language and a complete and accurate English translation. The English translation must be placed directly after the original language document in your bundle of evidence. Please refer to our website here for guidance on translating documents.
- The maximum total file size we can accept per single email is 20MB. If your bundle of evidence is over this size, you will need to create smaller bundles as close to 20MB as possible and send these to us in separate emails.
- We can access evidence from ZIP folders if needed, but we **can't** access evidence in accounts such as Cloud or Dropbox. If you ask us to view your evidence from these, we will need you to send it again.
- If your evidence is contained in a ZIP folder, please make sure it is all in Word or Adobe PDF format. Please **do not** provide evidence in image formats. If you do, we will ask you to send it again.
- In your emails or statements, please **do not** ask us to access evidence or information via a link as we will not be able to open this. You will need to provide your evidence to us as described above and you'll need to send screenshots of any webpages you wish us to see.

The GMC is a charity registered in England and Wales (1089278) and Scotland (SC037750).

- You **must not** send any documents to us by post **unless we ask you to do so.**

Certificates of good standing

Please be aware that certificates of good standing are generally only valid for the purposes of an application for GMC registration for three months after the date they were issued. If your application is not completed whilst your CGS is valid, you will have to send a new one.

Verifying your evidence

As part of our standard procedure, we will verify some of your evidence. These verification checks **must** be completed before a decision can be made on your application. We may ask you for your help in chasing contacts to complete verification requests.

Verification of your primary medical qualification/postgraduate qualification

We **must** have received ECFMG, a division of Intealth, verification of your primary medical qualification (which includes relevant European qualifications and accompanying certificates, if applicable) and of your postgraduate qualification (if you have applied via the acceptable PGQ route) before a decision can be made on your application. If we do not have this within 90 days of you applying for registration, your application will be closed.

Deadlines we set

Where possible, please provide us with the evidence we ask for by the deadline set. Whilst deadlines can in some circumstances be extended, we can't keep applications open indefinitely and we will close them if we don't have all the evidence and information we need to make a decision. If you think that you may be unable to submit all or some of the evidence we ask for by the stated deadline, please do let us know as soon as possible.

What happens once we've received all your evidence

Once you have submitted everything we have requested and we've completed our verification checks, your application will be referred to an Assistant Registrar for a decision.

If any information is provided to the Assistant Registrar that we've received from third parties, we'll send a copy of this to you first so that you have the opportunity to comment on it.

The Assistant Registrar will do their best to make a decision within five working days of your application being sent to them, but this can take longer when we are particularly busy. You will be informed on possible timescales for a decision once your application has been referred to an Assistant Registrar.

Application decisions

Based on the evidence and information submitted, a decision will be made to either approve or refuse your application.

To help reach a final decision, the Assistant Registrar may ask you to provide further information, or they may seek advice from a Registration Panel. Advice in relation to this process will be provided to you at the time should the Assistant Registrar consider it is needed.

Attending an identity check

If your application is approved, you will need to attend a face to face identity check with us at our office in London. **Please do not attend an identity check before we invite you to do so.** We will send you further details about booking an appointment for an identity check upon approval of your application.

When can I start working?

You **must not** work in a medical capacity in the UK until you hold registration and a licence to practise with us.