

1. Identifying individuals and posts

[Specific route will vary with individual Colleges and depend on what overseas relationships are in place]

2. MTI Tier 5 Visa Application Process

[Specific activities for Colleges and Trusts will vary with individual College MTI processes and whether applicant already registered with GMC or not]

3. During MTI Placement

4. At end of MTI Placement

	1. Identifying individuals and posts	2. MTI Tier 5 Visa Application Process	3. During MTI Placement	4. At end of MTI Placement			
GMC		Review application and send approval subject to attending ID check (or refuse approval).	Check Doctors ID and issue professional registration (if required).				
RC (or other)	Assess potential MTI Individuals. May also encourage identification of MTI posts.	Provide professional sponsorship for individuals registration with GMC, if needed, and provide evidence of professional support to Trust or the Academy as appropriate. Some Colleges collate and submit completed Academy MTI visa application and supporting documents to the Academy.	Provide CoS to Doctor (if appropriate).	Maintain contact with MTI Participant, providing professional support and development as appropriate.	Provide any formal acknowledgement of completion of training / MTI placement.		
Doctor	Approach a Trust, Deanery, Royal College or the Academy if interested in MTI placement. Will be forwarded to relevant body depending on individual circumstances.	Meet individual College and employing Trust requirements for acceptance on MTI scheme and registration with GMC (e.g. complete College MTI application form, provide certificate of good standing, CV etc). Provide any further documents required for MTI visa application (e.g. passport).	Apply for Tier 5 Government Exchange Scheme MTI visa using CoS.	Enter UK and attend GMC ID check (if required).	Arrive at work.	Meet GMC requirements of registration, any requirements of GMC sponsor and local employer expectations.	Meet any requirements of GMC sponsor and local employer expectations. Leave UK.
Deanery	Establish MTI capacity each year in conjunction with Directors of Specialty Training and Trusts. May also identify potential MTI individuals if have overseas relationships.	Approve identified role as appropriate for filling by MTI applicant (i.e. role has sufficient training/educational content and does not disadvantage UK trainees). As well as being needed for the MTI visa application, Deanery approval may also be required earlier in the process by Colleges to complete their MTI applicant assessment.					
Trust	Identify potential MTI posts. May also identify potential MTI Individuals if have overseas relationships.	Interview selected candidate. If candidate accepted, complete the Academy MTI visa application form (including Deanery approval sign-off of part 2). Submit the Academy MTI visa application form and supporting documents to College or the Academy as appropriate.	Provide CoS to Doctor (if appropriate).	Complete Starters Form and send to the Academy, along with copy of entry visa.	Ensure MTI Participant receives appropriate training and pastoral care. Report any Exceptions (see separate list) to the Academy.	Complete Exception Report for End of Placement and submit to the Academy.	
Academy	Forward any expressions of interest from individuals or Trusts to relevant Royal College.	Issue Certificate of Sponsorship via access to UKVI on-line points based visa system. Send CoS, Starter Form and Exception Report to Trust, copying College (and Doctor if appropriate). Update the Academy national MTI database.	Monitor receipt of Starter Form. If not received, cancel CoS on UKVI system. Update the Academy database either way.	Update the Academy database and UKVI system with any changes as per Exception Reports. Provide regular summary statistics reports.	Update the Academy database and UKVI system.		