Oxford Foundation School
Application for GMC Full Registration
August 2009

It is the responsibility of the F1 trainee to ensure that the correct documentation is submitted on time

<table>
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<th>Step 1</th>
<th>Login to MyGMC (<a href="http://www.gmc-uk.org">www.gmc-uk.org</a>), complete the application process for Full registration. Further information will be supplied to you by the GMC. The application fee will need to be paid online.</th>
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| Step 2 | Download your Certificate of Experience (CoE) from MyGMC (only downloadable once payment has been made).  
**Please DO NOT write anything on your Certificate of Experience**  
Your name, medical school and GMC number will be entered automatically onto the certificate.  
*Please leave all other boxes blank - It must only be signed by one of the Deanery registered authorised GMC signatories.*  
Please submit your original certificate to the Oxford Foundation School from Wednesday 8th July and no later than **Friday 10th July.**  
**Completed certificates should be sent to the following:**  
Zoe O’Neill, Oxford Deanery, Roosevelt Drive, Headington, Oxford, OX3 7XP |
| Step 3 | Submit the following completed forms to your Trust-based Foundation Programme Director/Coordinator *(please check your local Trust processes).*  
- End of placement Final Review forms **(2.7 form)** for each placement  
- Attainment of F1 Competence form **(5.1 form)** |
| Step 4 | Please submit your completed 5.1 form and Certificate of Experience (CoE) to the Oxford Foundation School from the 8th July and no later than **Friday 10th July.**  
**Note:** The Foundation School does not require 2.7 forms to also be sent – these should remain on the trainee’s portfolio. |
| Step 5 | Oxford Foundation School submits the Certificate of Experience (CoE) and the 5.1 form to the medical school for signature and are then sent to the GMC. |
| Step 6 | Once full registration is granted, GMC sends applicant a confirmatory email, and applicant receives a Certificate through the post. |

**Non-Oxford Graduates** – If you are a UK graduate who did not study at the University of Oxford, you will need to submit your documentation and Certificate of Experience to your home deanery (i.e. the one linked to the Medical School from which you graduated). We recommend that you contact your home deanery as early as possible to confirm the process/deadlines you will need to meet).