Wessex 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 in 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 on-line.</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. (Normally Dr Malvena Stuart-Taylor).*  
Please submit your original certificate to the Wessex Foundation School in the week beginning 6\(^{th}\) July and no later than **Friday 10\(^{th}\) July.**  
Completed certificates should be sent to the following:  
Amelia Howden, Wessex Deanery - Foundation, Southern House, Otterbourne, SO21 2RU |
| 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 | Trust Foundation Programme Co-ordinator forwards all completed 5.1 forms to Wessex Foundation School week beginning 6\(^{th}\) July and no later than **Friday 10\(^{th}\) 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 | Wessex Foundation School Director checks submitted 5.1 form and signs off CoE. Wessex Foundation School submits CoE to the GMC Registrations team for them to complete the registration process. |
| Step 6 | Once full registration is granted, GMC sends applicant a confirmatory email, and applicant receives a Certificate through the post. |

**Non-Southampton Graduates**- If you are a UK graduate who did not study at the University of Southampton, 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.

**Non-UK Graduates** - If you have graduated from a medical school outside the UK, you are required to submit additional information to the GMC to complete the full registration process. We are therefore asking all non-UK Graduates within Wessex Foundation School to include a stamped addressed envelope when passing their CoE to their Foundation Programme Director/Coordinator so that the Foundation School can send this documentation back to you. The Foundation School will not pass your CoE document on to the GMC on your behalf.