

January 2023



# Medical Training Initiative

## Explanatory notes for applications and placements



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# 1. General guidance and best practice

From 16 January 2023 all Medical Training Initiative (MTI) [applications and reports](#) should be completed on the online system.

When submitting MTI applications forms and reports to the Academy, please refer to this document to ensure that all your supporting evidence complies with the Academy's Temporary Work – Government Authorised Exchange visa sponsorship requirements.

We only accept applications from a doctor's GMC sponsor organisation unless the doctor was already registered with the GMC when they applied for the post and there has been no involvement from a royal college in their application.

A checklist of all information and documentation required by the Academy is available on the first page of each application form or report. We encourage all parties to check these lists to ensure that all the necessary information has been provided. Any omissions may cause delays.

The first page of each form has additional guidance to help you complete it.

For new applications and extension requests, we aim to issue a Certificate of Sponsorship (CoS) within five working days of the application being submitted. We also process transfer requests within this timeframe by informing UK Visas & Immigration (UKVI) of the change.

*Note: An application is only considered "submitted" once all the required information has been provided.*

The CoS is then used by the doctor when applying in their home country for their Temporary Work – Government Authorised Exchange visa to work in the United Kingdom for a maximum of 24 months.

*Note: Doctors can only apply to the MTI programme from outside the UK.*

UKVI's standard turnaround for Temporary Work – Government Authorised Exchange visas is three weeks, although this can vary depending on the country from which the doctor is applying. We suggest consulting the [UKVI website](#) when preparing an application for the most up-to-date advice on visa processing timelines.

With the above in mind, we strongly recommend that applications for new MTI placements are submitted no sooner than four weeks in advance of the placement's planned start date.

NHS employing organisations and royal colleges must also inform the Academy if they expect a doctor's arrival to be delayed by 28 days or more, as these delays must be reported to UKVI.

See the GOV.UK website for more information on [NHS employing organisations' reporting obligations](#) for MTI doctors.

## 2. Details of the MTI applicant

Doctors applying to work in the UK under the MTI scheme are required to provide the information below, which will be logged in the UK Visa and Immigration Sponsorship Management System (UKVI SMS). Please ensure all the information is true and correct.

- Name — this must be entered exactly as it appears in the doctor's passport.
- Home address — this is the residential address of the doctor at the time of the application, which must be outside the UK. Please provide the postcode or equivalent where possible.
- The Academy prioritises applications based on the doctor's country of residence, not their country of birth or passport. Countries classified as low and lower-middle income by the [World Bank](#) are given high priority status.
- Email address — please include the doctor's email address where possible.
- A clear copy of the doctor's passport must be submitted with all applications for new MTI placements.

*Note: We strongly recommend the doctor's current passport is valid for the duration of their entire placement.*

The doctor must also sign the Academy's [data protection consent form](#). The doctor's details will only be used for the purpose of progressing their MTI application. For more information see the [Academy's data protection policy](#).

## 3. Evidence of GMC registration and licence to practise in the UK

Doctors wishing to practise in the UK must be registered with the GMC. We require documentary evidence of GMC registration with each MTI application, which may be one of the following:

- GMC certificate
- GMC registration letter
- A copy of the email from the GMC inviting the doctor for an ID check, which must state that the doctor's registration and licence to practise is subject to the ID check.

## 4. MTI posts and training

**Employing organisation** — this is the NHS organisation hiring the doctor.

**Main place of work** — the specific hospital or medical facility where the doctor's placement will be.

**Level of post** — the level of the doctor's training post.

**Title of post** — the doctor's job title. The standard title for MTI placements is 'International Training Fellow.'

**Specialty** — the clinical field in which the doctor will be training. A sub-specialty can also be listed on the application form.

**Start date of the placement** — this is the first day of the doctor's employment. As mentioned previously, we suggest that the doctor's start date is no sooner than four weeks after the date their application is submitted to the Academy.

**End date of placement** — this can be any time up to 24 months after the doctor's start date. This is the maximum length of time a Temporary Worker visa holder can remain and work in the UK. Doctors on placements shorter than 24 months can have their visa and work dates extended. More information on that process is available in part 7 of this document.

**Hours of work per week** — UK law restricts workers from working more than an average of 48 hours of work per week unless by agreement. UK.Gov has [guidance on the UK's Working Time Regulations](#).

MTI doctors are also permitted to do supplementary or locum work in the same NHS organisation if it is:

- A job on the [shortage occupation list](#) of the Home Office's Immigration Rules, or in the same sector and at the same level as the work for which the CoS was assigned
- The additional contracted locum work must not exceed 20 hours a week. The locum hours are counted within the 48-hour limit (see Working Time Regulations guidance above)
- The work is outside the working hours for which the certificate of sponsorship was issued.

*Note: Details of any supplementary or locum work must be submitted to the Academy via an exception report before the changes occur so that we can report them to UKVI. If the changes are not reported to us in a timely manner, the doctor may be in breach of their visa conditions. In such cases, we reserve the right to withdraw our visa sponsorship.*



## 5. Funding of MTI placements

Each MTI application must clearly state how the placement will be funded in part four of the form. Please make sure both boxes in this section of the form are ticked to confirm sufficiency of funding and awareness that the doctor will have no recourse to public funds during their placement.

**Source of funding** — the Academy must be informed of the funding source for the doctor's training, whether that is the NHS employing organisation or an overseas institution.

- If the post is NHS-funded, no further documentary evidence of funding is required
- If the post is either fully or partially funded by an overseas government or institution, documentary evidence from the funding organisation must be provided. This documentation should include the doctor's name and salary. It should also refer to the length of the placement and confirm that the funding will cover the entire period.

**Gross salary in GBP** — please enter the specific amount the doctor is funded and not a salary range. This must be provided in GBP regardless of whether the post is funded by the NHS or not.

**Additional allowances in GBP** — this includes on-call banding, overtime, or weighting, for example London banding. Please enter this as a specific amount rather than a banding percentage.

It is recommended that an MTI doctor's total remuneration — including income from sources outside the NHS, e.g. payment/sponsorship from an overseas government/health ministry, substantive employer, etc. — should be no less than the minimum point of the pay scale of the grade which most closely matches the level of responsibility carried by the post. Please consult the [NHS Employers website](#) for current pay scales.

The employer is also expected to certify that maintenance will be provided for the doctor for the first month after their arrival, up to £1,270, if there is an issue with their salary. Employers have the option to decline to certify maintenance for doctors' dependents; please confirm with the Academy when submitting an application if you would like to take this option.

## 6. Deanery approval of MTI placements

The details of all new MTI posts must be approved by the postgraduate deanery for the region using the [MTI Deanery approval form](#). It should confirm that the following criteria are met:

- The post does not disadvantage UK trainees nor adversely affect the training of existing trainees in the training location and provides sufficient educational and training content
- The post is funded to an appropriate level.

All transfers and extensions of any length must also be approved by the deanery.

Approval must only be given by the [authorised signatories](#) listed on the Academy's website.

The Dean's approval is valid for six months, meaning the placement must commence within that timeframe. If the placement is not scheduled to commence before these six months have elapsed, the post will need to be re-approved by the Dean.

Once the details of a post have been submitted to the deanery for review, they will aim to respond within 10 working days.

## 7. MTI extensions

If an MTI doctor's initial visa was issued for less than 24 months and their employer wishes to extend their placement, a completed [Extension and transfer application form](#) must be submitted to the Academy. The form must be submitted with the approval of the doctor's GMC sponsor and local deanery no sooner than four weeks before the expiration date of their BRP. Extensions of any length must be authorised by the local deanery.

A Temporary Work – Government Authorised Exchange visa cannot be extended beyond 24 months from the start date of the doctor's initial BRP. If a doctor has already been issued a 24-month visa, an extension is not possible.

The following additional documents must be submitted to the Academy with all extension requests:

- A clear copy of both sides of the doctor's Biometric Residence Permit (BRP)
- A new [Data protection consent form](#) signed by the doctor
- For overseas-funded posts, we will require documentary evidence from the funding organisation confirming that the funding will cover the period of the extension.

*Note: The doctor's NHS employer will need to conduct a new [right to work check](#) after an extension has been issued. Employers can perform the [right to work check](#) after the doctor has applied for their [share code](#).*

Once the Academy has issued a CoS for an extension, the doctor must submit their extension application to UKVI before the expiration of their current BRP, otherwise they will be in breach of their visa conditions and their sponsorship may be withdrawn.

In the event of a doctor submitting their extension application in time but not receiving a response from UKVI before their BRP expires, they can continue working beyond their BRP's expiration date per the Home Office's [3C leave provision](#).

## 8. MTI transfers

If an MTI doctor would like to transfer to another NHS organisation during their placement, a completed [Extension and transfer application form](#) must be submitted to the Academy. All transfers must be authorised by the doctor's current and future employer, GMC sponsor organisation, and the deanery for the region to which they are transferring.

The Academy must be notified of all transfers at least two weeks in advance so that we can report them to UKVI. If a transfer occurs without the Academy being properly notified, the doctor may be in breach of their visa conditions and risks having their sponsorship withdrawn.

The following additional documents must be submitted to the Academy with all transfer requests:

- A clear copy of both sides of the doctor's BRP
- A new [Data protection consent form](#) signed by the doctor
- For overseas-funded posts, we will require documentary evidence of funding from the funding organisation.

## 9. Starters reports

When a doctor commences their MTI placement, an [MTI Starter report](#) must be submitted to the Academy within ten working days of their first day of work.

All starter reports must be submitted with the following additional documents:

- A PDF copy of the doctor's right to work profile signed and verified as a true likeness by their NHS employer. Employers can perform the [right to work check](#) after the doctor has applied for their [share code](#).
- A copy of both sides of the doctor's BRP.
- A [Data protection consent form](#) signed by the doctor. A new copy must be provided. Do not re-submit the form that was sent with the doctor's initial MTI application.

## 10. Exception reports

As the national visa sponsor for MTI doctors, the Academy is responsible for informing UKVI of any substantive changes to their circumstances throughout their placements.

The NHS employer is responsible for submitting the details of any such changes to the Academy via an [MTI Exception report](#), including in the following circumstances:

- If a doctor fails to start work within 28 days of their agreed start date
- Extended absences from work of more than four weeks without pay (beyond the existing statutory exceptions, such as parental leave)
- A doctor moving to a different role within the same place of employment
- Changes to a doctor's salary and/or working hours
- If a doctor wishes to undertake any supplementary/locum work
- Statutory maternity or paternity leave
- Changes to a doctor's UK residential address
- Information which suggests that the MTI doctor is breaching the conditions of their leave
- Information suggesting criminal activity or other activities in contravention of the doctor's visa conditions.

## 11. End of placement reports

When a doctor finishes their MTI placement, their employer must notify the Academy within ten working days via an [End of placement report](#) so that we can end our visa sponsorship.

We are required to do this regardless of the circumstances under which a doctor finishes their placement.

An end of placement report should not be submitted if a doctor is only transferring to another NHS organisation and remaining on the MTI programme. In that scenario, a transfer application should be submitted to the Academy.

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