MTI process before you have a candidate

Go to https://mti.aomrc.org.uk/mtiforms/ and start the **Deanery approval form** Carefully consider the dates when completing the deanery approval form. The visa will not be issued past the date on the approval

Keep in mind that the Deanery approval is only valid for 6 months. You will need to resubmit the forms if there are delays.

once you've appointed a candidate:

Go to email confirmation of the post being approved and add doctor's name as it appears on their passport

Deanery approval without doctor's name on it will not be considered valid

Go to https://mti.aomrc.org.uk/mtiforms/ and start the MTI Application form

Please ensure the doctor's name is spelled exactly as in their passport: you cannot change their name afterwards

Add HR contact and supervisor details in Part 7

The doctors can submit some of their own documents, or send them to you to upload

Many trainees are apprehensive about adding their documents; please be prepared to help

Once all required documentation has been added, review and submit (Part 7)

Please pay attention to tick boxes in Part 1, and confirmation that all information had been provided in Part 7 After submission, the form will be sent for signatures to HR and ES, and finally to GMC sponsor or AoMRC for final approval.

Ensure everyone is expecting the forms in order to have them signed as soon as possible

Include a Job Description aimed at MTI doctors, containing following provisions:

- a named Educational Supervisor
- access to training opportunities on par with UK trainees
- salary (£) expected to be on par with UK trainees

Job descriptions with 'LAS' in the title will be returned to Trusts with requests for review.

Job descriptions without the 3 provisions will be returned to Trusts with requests for review.

You will receive and email with link for the doctor to complete a **Data Protection form**

Please forward the link to the trainee

Upload Deanery approval with trainee's name to Part 4 of the MTI Application form

The Certificate of Sponsorship will normally be issued within 10 working days of approval. par with UK trainees

After the DPC form is completed and verified, you will receive a link to the doctor's application



In parts 1 and 5, ensure you choose the correct Royal College if necessary

if the doctor already has GMC registration, please mark 'No' under questions re involvement of RC