

Notes for All Overseas Applicants (Completing Form A and Form B)

Please note: **New entrants** must complete **both Form A and Form B**
Re-entrants must **only complete Form B**

1 Overseas Centre	Applicants must indicate the overseas centre through which they have entered. Only limited numbers of examination places are available and the selection of the candidates is the responsibility of the overseas centres concerned.
2 Code Number	<u>New entrants</u> will be issued with a unique Code Number upon application. Please leave blank if applying for the first time. <u>Re-entrants</u> will already have been issued with a Code Number by either one of the Royal Colleges of Physicians of the United Kingdom or the Royal College of Paediatrics and Child Health. Please quote both numbers (where applicable). <u>All applicants</u> are advised to refer the Examinations Handbook. Applicants should quote their MRCPCH Code Number in all correspondence with the College.
3 Last Name and Forename(s)	<u>All applicants</u> are advised to refer to RCPCH Examination Regulation. <u>New entrants</u> must state their full name exactly as it appears on the diploma of their primary medical qualification, unless they have since changed their name by marriage or Deed Poll. Any initials, abbreviations, change in the order, number and spelling of names requires documentary explanation. <u>Re-entrants</u> must state their full name exactly as acknowledged in their last previous application. If they have since changed their name by marriage or Deed Poll and have not submitted original documentary evidence to the relevant Royal College of Physicians or the Royal College of Paediatrics and Child Health, they must submit original documentary evidence of the change now.
4 Full Postal Address	The address provided by applicants will be used for all correspondence including the address to which their Admission Document will be sent. If applicants wish to use a hospital address, please state the relevant Department also.
5 Reasonable adjustments to be made	Please state any reasonable adjustments that the college need to make in order for you to sit the exams. This would include dyslexic candidates, any candidates with a disability and any other requirements that the college need to consider on a case by case basis. A medical certificate or consultant's report is required in support of such claims.
6 Previous Applications	If applicants have previously taken or passed the MRCPCH and/or MRCPI Part 1 Examination post 2004, they must ensure that they fulfil RCPCH Examination Regulation (Please refer to the RCPCH Examinations Regulations)
7 Examination Entry Fee	Fees are published on the Fee Schedule and may be revised at any time. Cheques must be made payable to the Royal College of Paediatrics and Child Health or to the overseas centre (please contact the overseas organiser). Applicants from overseas, including Eire, should ensure that their cheques yield the correct fee in Sterling after deduction of bank charges. A bankers draft drawn on a UK bank for the appropriate amount is preferable.
9 First Medical Qualification	New Entrants are required to submit documentary evidence of their Primary Medical Qualification to the overseas centre when they enter the Examination for the first time
10 Declaration	Applicants must sign and date the examination entry application form to confirm that they agree to abide by the Examination Regulations.
11 Previous Appointments	All entrants are requested to start with their most recent post first and state their appointments in reverse chronological date order, specifying locum posts but without including clinical attachments.

Please ensure that you have correctly completed the Examination Entry Application Form and have enclosed all the required documentation and fees, as incomplete applications cannot be accepted under any circumstances.