

MRCP(UK) PACES Application

Form P Guidenotes – Please read
before completing Form P

Data Protection Statement

All personal information held by the Examinations Departments of the Royal Colleges of Physicians of the UK and the MRCP(UK) Central Office will be held in accordance with the Data Protection Act of 1998 and the Freedom of Information Act 1998. Any data collected may be exchanged between the Departments of the Royal Colleges of Physicians of the UK and the MRCP(UK) Central Office but will not be released elsewhere without your permission. Data will be used in data comparisons to verify qualifications and to prevent fraudulent activity, and may be retained for this purpose.

General Information

- UK applicants are required to submit their application to their chosen College of entry. International applicants are required to submit their application to MRCP(UK) Central Office.
- The form should be completed electronically, saved and then sent as an attachment to the relevant office via the [contact us form](#) on the MRCP(UK) website.
- If applying to Hong Kong please refer to the [PACES UK and International Centres page](#) of the MRCP(UK) website for contact details and where to submit applications.
- Please read the [MRCP\(UK\) Regulations](#) on the MRCP(UK) website carefully before completing this application form.
- Your application must be received no later than 23:59 on the [closing date](#) shown on the MRCP(UK) website. LATE APPLICATIONS CANNOT BE ACCEPTED. Receipt of applications will be acknowledged in due course.
- Candidates are advised that all parts of the MRCP(UK) Diploma are conducted in English, no matter where the examination takes place. Candidates are advised that in order to be sufficiently prepared to sit the MRCP(UK) Diploma, their English language ability should be equivalent to IELTS (International English Language Testing System) Level 7.5 in each module. Further information is available on our website, via the [international page](#).
- **Candidates are reminded that all MRCP(UK) examinations operate a No ID, No Entry policy. For more information please refer to section 10.2 of the [MRCP\(UK\) Regulations](#).**

First Come, First Served Rule

- International centres – there is no first come, first served rule for any international centre. Applications will only be accepted within the advertised application period, however the date that the application is received will have no effect whatsoever on whether an application is successful or not.
- UK centres – candidates who are currently working/training in the UK (or on a break from work/training on legitimate grounds, e.g. government approved exchange programme or for medical reasons) are prioritised for PACES spaces in the UK and the first come, first served rule does not apply.
Any other candidates are considered as a non-UK trainee and the first come, first served rule does apply for those non-UK trainees applying to sit in a UK centre. This means that non-UK trainees should apply as early as possible within the application period as the date their application is received may have an effect on whether their application is successful or not.

Completing Form P

Section 1 – Important Information

It is important that all parts of section 1 are completed as accurately as possible. Failure to provide accurate information may result in the incorrect prioritisation of your application or your application not being accepted.

- RCP Code Number - Please use the five or six digit code number that has already been issued to you. This number is unique to you and will be your identification for as long as you remain a candidate for any MRCP(UK) and SCE examinations. Please quote this number in all correspondence with the Colleges.
- GMC Number – If you are currently registered with the GMC please provide your GMC number. If you are not registered with the GMC please leave this blank.
- Please indicate if you are working/training in the UK and/or planning to apply for an ST3 post in the next 12 months. It is extremely important that this is correct. If you have any doubt please contact the administration office to which you plan to submit your form.
- Please indicate where you are applying to sit the PACES examination. For international centres please select up to four countries – candidates may be allocated to any one of the centres they select and so should be prepared to travel accordingly. Details regarding international centres and eligibility are available through our website, via the [PACES UK and International Centres page](#) .
- If applying to Hong Kong, candidates must send the form directly to the local organisers. Please refer to the [PACES UK and International Centres page](#) of the MRCP(UK) website for contact details.
- College of entry - All candidates must choose to enter PACES through one of the three Royal Colleges of Physicians of the United Kingdom - Edinburgh, Glasgow or London. Candidates should be prepared to travel to a centre anywhere in the UK.
- Payment type - Please indicate how you intend to pay your examination fee.

Section 2 – Personal Details

This section needs to be fully completed. We will update our database with the information you provide. Candidates also need to be aware that any changes to contact details can be updated via the My MRCP(UK) account.

Section 3 – History

Please ensure that you list any occasion when you have seen patients in a professional situation in the last 12 months, and where you may see patients up to the end of the advertised examination period. This includes listing details of previous PACES examinations. Candidates are not permitted to sit PACES in a centre where they may have seen patients in the past year. Failure to disclose fully this information could result in rejection of your application, with no right to any refund of the fee.

Section 4 – Special Requirements

It is your responsibility to notify the Examinations Department of the College to which you apply of any special requirements you may have at the time of application. Applications for special arrangements on medical or compassionate grounds must be supported by medical certification.

You should not assume that previously agreed special arrangements will be carried forward to a future examination and the Colleges expect to be notified of any request at each examination attempt. Details of any agreed special arrangements will be recorded electronically against your record and used for monitoring and effectiveness of College processes.

Whilst every effort will be made to meet date/location requests, these cannot be guaranteed purely on the grounds of candidate convenience or due to a candidate's work schedules e.g. night shifts/on call rotas. A minimum of 6 weeks' notice will be given of allocation details to enable candidates to make necessary arrangements with employers, to enable them to sit their examination.

Section 5 – Candidate Training

Fill in details of training level and deanery at the time of examination. If you are in the process of changing to a new training level or role put the new details in this section. If you are considered a non-UK trainee this section does not need to be completed.

Section 6 - GMC

Candidates who are subject to any warning, interim orders, undertakings or conditions on their practice from the GMC (or equivalent body) may be permitted to enter an MRCP(UK) Examination at the discretion of the MRCP(UK) Medical Director. Such candidates are required to complete and submit an *MRCP(UK) and Specialty Certificate Examinations Candidate Declaration Form* with **each** application for an MRCP(UK) Examination. The [Declaration Form](#) should be completed via the MRCP(UK) website.

The declaration form does not need to be completed by candidates who are **not** currently subject to warnings, interim orders, undertakings or conditions on their practice from the GMC or equivalent body.

Section 7 – Proposer

Applications for the MRCP(UK) Part 2 Clinical Examination (PACES) must be supported by your current or most recent Educational Supervisor or Supervising Consultant (referred to as your Proposer). Your Proposer is not required to hold MRCP(UK) or FRCP(UK). By typing your name under the agreement on page 4 you confirm that your application has been discussed with and is endorsed by your Proposer and that they are satisfied of your readiness to sit the examination. You must ensure that your Proposer's details are accurately completed on the application form. Failure to provide full and correct Proposer information will render your application incomplete, in which case it may be rejected. Please note that verification of support may be sought through direct communication with your Proposer.

Section 8 – Payment Details

Fees are published on the MRCP(UK) website and are reviewed annually, after which they may increase for the following year. Cheques/drafts should be made payable to 'Royal College of Physicians'. Please write your name and RCP code number on the back of the cheque. International candidates should ensure their cheques yield the correct fee in Sterling AFTER deduction of bank charges. Banker's drafts should be valid for at least three months after the examination date.

Please note that in order to comply with UK law we cannot accept credit/debit card details sent in by post on a paper form or by email/via the contact form on our website, either in the body text or as attachments. If you do send card details in this manner it is entirely at your own risk. Card details received in emails or as attachments will be immediately deleted and payments will not be actioned. Card payment can only be made online via the application system or by telephone.

For the reasons above we strongly advise you to apply online if at all possible, as this is the quickest and most secure method.

Candidates who cannot apply online are advised to submit this application form, then once confirmation of success of their application is received, contact MRCP(UK) Central Office (or the local office in the case of Hong Kong applicants) to make payment by card over the phone.

It is also possible to pay by cheque/bank draft (payable to 'Royal College of Physicians') or cash. If paying by cheque or bank draft please tick the box on the front of this form and securely staple the cheque/draft to the front of this form. Please do not send cash through the post, we will only accept cash payment handed in person.

Credit/debit cards are the preferred method of payment. In the case of unsuccessful applicants who have attached cheques or drafts, personal cheques and drafts will be returned to the address on the application form. However, this may take some time.

Candidates should not send any cheque or draft until they have received confirmation of the success of their application, following the application period closing date. Card details should still be provided on the application form at the point of sending but no payment will be processed unless an application is successful.

Hong Kong applicants only should ensure that any cheques/payment drafts are sent to the local organiser, to the address provided on the [PACES UK and International Centres page](#) of the MRCP(UK) website.