<table>
<thead>
<tr>
<th>No.</th>
<th>Activity</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Health Education England (HEE) to issue each Foundation School with a list of applicants invited to apply for Tier 4 sponsorship. No action required; this is for school/employer information. <em>(For info only: the e-mail inviting Doctors to apply for a Tier 4 account will have been sent on the same day; they have from 13rd March – 5th April 2020 to register for an account and provide all required documents)</em></td>
<td>Friday 13th March 2020</td>
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<td>2.</td>
<td>HEE to issue each Foundation School with the list of applicants who meet the sponsorship requirements and can expect to receive a CAS on 8th -11th May 2020. <em>(This information is required to complete the action outlined below)</em></td>
<td>14th April 2020</td>
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</tbody>
</table>
|     | **ACTION:** Foundation Schools to verify the accuracy of information for each Tier 4 applicant due to receive a CAS i.e. check information including:  
  - incorrect details  
  - Doctors who fail finals; and/or  
  - Doctors who have withdrawn from the Foundation Programme  

**HEE MUST be notified immediately and by no later than *17th April 2020.***

*UK medical schools will not have released final exam results by 17th April 2020. Please report failed finals to HEE as soon as they are known.* | By 17th April* 2020 *(and on-going reporting for failed finals or withdrawals as they occur)* |
| 3.  | HEE to e-mail each Foundation School with the confirmed list of Doctors who were issued with a CAS and will require **Tier 4 monitoring with immediate effect.** *(For info only: the doctors will have received their CAS via e-mail on the 6th-11th May)* | 12th May 2020 |
| 4.  | **ACTION:** All Foundation Schools to monitor Tier 4-sponsored Doctors and submit any change of circumstance or incident via an activity report form to the HEE team. **Activity reports must be made within 7 working days of the event/change.**  
Examples of activities to be reported, include:  
  - Failed finals  
  - Withdrawal from Foundation Programme  
  - Refusal of Home Office Tier 4 application  
  - Rearranged/delayed start date  
  - Doctor not turning up for the first day of shadowing  

Please see the Tier 4 Activity Report for details of all circumstances/events to be reported throughout sponsorship. | 12th May 2020 until expiration of sponsorship |
| 5.  | HEE to e-mail Foundation Schools a status update of all Tier 4-sponsored Doctors. **ACTION:** Foundation Schools to verify the accuracy of information and inform HEE of any anomalies by return. | October  
January  
April  
July |