**UK Foundation Programme 2025**

**Evidencing your medical degree if you do not have a degree certificate**

As part of your eligibility application, you must be able to evidence that you have, or will gain, an acceptable medical degree (i.e. primary medical qualification). If you are still a medical student, or you have recently qualified from medical school and have not yet received your medical degree certificate, you must provide a letter to confirm your medical degree.

**Instructions for use**

|  |  |  |
| --- | --- | --- |
| You **must** use this letter template if: |  | **Do not** use this letter template if: |
| * You have qualified from medical school, but do not yet have a copy of your medical degree certificate (i.e. it has not yet been issued to you)

**OR*** You have not yet qualified from medical school (i.e. you are still a medical student)
 |  | * You have received your medical degree certificate.

You must upload a copy of your degree certificate if you already have it. Please refer to the [UKFPO website](https://foundationprogramme.nhs.uk/programmes/2-year-foundation-programme/eligibility-information/ukfp-2025-eligibility-applications-what-you-will-need/medical-degree/) for more information. |

If you need to provide a letter to confirm your medical degree, the letter **must**:

* Be issued on university headed paper
* Be signed and dated by the medical school Dean or an authorised official in the Registrar’s office
* include all the information outlined in the template letter below

**If the letter does not meet the specified requirements, it will not be accepted as sufficient evidence of your medical degree, and your eligibility application will be deemed ineligible.**

**General information**

* The completed letter **must** be uploaded to the eligibility application in Oriel
* Failure to provide the letter (where one is required) will result in the application being deemed ineligible
* Inked, electronic and typed signatures are acceptable
* The official medical school / university stamp **must** either be electronic or inked – **embossed letters will not be accepted** as these cannot be interpreted reliably after being scanned or photographed
* An applicant may only provide **either** a copy of their medical degree certificate **or** a letter to confirm their degree as evidence of their medical degree. No other forms of evidence will be accepted (for example, transcripts)
* A medical degree will only be accepted as evidence of English language proficiency if it was gained from a medical school / university in a country where English is the first and native language. The GMC maintains a [list of countries where English is a first and native language](https://www.gmc-uk.org/registration-and-licensing/join-the-register/before-you-apply/evidence-of-your-knowledge-of-english/using-other-types-of-evidence). The UKFPO will refer to this list when making decisions about applications. For more information, please refer to the **Eligibility Applicant Guide**, which can be found on the [UKFPO website](https://foundationprogramme.nhs.uk/programmes/2-year-foundation-programme/eligibility-information/ukfp-2024-key-changes/).

**Template letter to confirm medical degree**

**<<Date of letter>>**

Dear **<<full name of applicant>>**

This letter confirms that (choose one option),

**EITHER:**

[ ]  You have recently qualified from this medical school, but have not yet received your degree certificate

**OR:**

[ ]  You are expected to qualify from this medical school on **<<expected date of qualification>>**

Please find below the details of your medical degree as required for your eligibility application for 2025 entry to the UK Foundation Programme:

Name of student: **<< full name of applicant >>**

Course title and degree: **<< name of course and degree level >>**

Degree classification/pass level: **<< insert classification of degree if applicable/relevant >>**

Date of qualification: **<< meeting date of examination ratification board >>**

Name of medical school/university: **<<** **Name of medical school/university >>**

Address of medical school/university: **<< Address of medical school/university >>**

Country & postcode: **<<** **Country & postcode >>**

Yours sincerely

**<< Name of medical school Dean or authorised official in the Registrar’s office >>**

**<< Position/job title >>**

**<< Signature of medical school Dean or authorised official in the Registrar’s office >>**

**<< Official stamp of the medical school / university >>**