



UKFP 2025 Applicant Guide to the Pre-allocation application process



Pre-allocation
application forms
should be
downloaded from
the UKFP [website](#)



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Introduction

Applicants who need to be in a certain part of the UK for their Foundation Programme, due to their **current** personal circumstances which meet the nationally agreed criteria (for example, caring responsibilities or personal health), can apply for pre-allocation to a specific foundation school.

The guidance and application forms for each criterion are available on the UKFPO [website](#).

Applications for pre-allocation must be submitted **during the national application window** alongside the main FP application form and by the deadline which can be found within the [application timeline](#) on the UKFPO website.

National review panels meet to review and agree outcomes for all applications received.

This guidance document provides information about the application process and each of the national criteria. It also explains the rules that applicants and supporting signatories need to adhere to when completing and supporting an application for pre-allocation. This guidance will be referred to by the national panel when they review applications, to inform decision making around whether an application should be approved or rejected.

Key changes for UKFP 2025

- The following changes have been made to the titles of the Pre-allocation criteria for UKFP 2025:
 - Criterion 2a “Primary Carer” and Criterion 2b “Significant Carer” have been merged into a single carer criterion, which is now called Criterion 2 “Significant Caring Responsibilities”.
 - Criterion 3 “Medical Condition” has been renamed “Health Condition or Disability”.
 - Criterion 4 “Unique Circumstances” has been renamed “Extraordinary Circumstances”.
- Character limits have been introduced on the application forms for the applicant statement section and the applicant and supporting signatory answer boxes.
- **The requirement for applicants to sign and date a declaration on their pre-allocation application form has been removed.** The declaration that applicants accept when submitting their main Foundation Programme application on Oriel will apply also to the completion and submission of the pre-allocation application.
- Mandatory fields in the application form are now identified with an asterisk, “*”. If a mandatory field has been marked with “*” information is required from either the applicant or supporting signatory/medical school in that section/field of the form. If a field is marked as mandatory and has been left blank, the application is likely to be rejected by the national review panel.

- The Widening Participation application form no longer includes an applicant or medical school supporting statement box. This has been removed because it is not information that is required by the national review panels as part of the review/approval process.

Completing the application form

- It is only possible to submit **one application** and apply under **one criterion**. Applicants who believe they meet more than one of the criteria should discuss their circumstances with their medical school before applying. Applicants who apply via the Eligibility route can contact the UKFPO to discuss their application.
- All applications **must be submitted on the UKFP 2025 application form**. Application forms from previous years will not be accepted and the application will be rejected by the national review panel.
- The relevant 2025 pre-allocation application form must be completed by the applicant and their supporting signatory.
- All **applicant sections** of the relevant 2025 application form must be completed by the applicant. Alternative formats will not be accepted.
- Part 2 of the application form should be completed and signed by the supporting signatory. **If an applicant needs to submit a letter or other document from their supporting signatory instead of them completing part 2 of the application form, this is permitted.** However, the letter/document provided **MUST** include all the information that is requested in part 2 of the application form. If mandatory information is not provided in the letter/document the application may be rejected by the panel. The letter/document provided must be dated/issued **within the last 12 months prior to the close of the national application window** (refer to [application timeline](#) for the application closing date).
- Supplementary documentation/evidence **is not required**. However, if an applicant chooses to submit supplementary evidence which is not mandatory (in addition to the completed application form, completed part 2 and mandatory supporting evidence), the letter/report/document that is provided **MUST** be dated/issued **within the last 12 months prior to the close of the national application window** (refer to [application timeline](#) for the application closing date).
- The applicant's home address which they provide on their application form must be the address that they need to be pre-allocated to and must match the proof of address which is provided as supporting evidence. Proof of address must be in the applicant's full name (refer to appendix 1).
- Applicants whose circumstances do not meet one of the national criteria should not apply under criterion 4 Extraordinary Circumstances if they do not truly have extraordinary circumstances. There is not a criterion for all personal circumstances and in the absence of one that fits, applicants should not use criterion 4 unless their circumstances really are extraordinary.
- Applicants who select the wrong criterion for their Pre-allocation application may have their application rejected for this reason.

- Applications under Criteria 2 Significant Carer and Criteria 5(a) Educational Circumstances and 5(b) Widening Participation can only be submitted by applicants from the UK or Republic of Ireland medical schools.

Pre-allocation and FPP / SFP

- Pre-allocation **does not apply** to the Foundation Priority Programme, nor to the Specialised Foundation Programme selection process managed by UK medical schools. **It only applies to the main Foundation Programme.**
- Applicants are permitted to apply for pre-allocation for the main Foundation Programme **and** apply for the Foundation Priority Programme (FPP) **and/or** also apply to their UK medical school for a Specialised Foundation Programme if they wish to.
 - If their SFP or FPP application is successful, they will automatically be removed from the main Foundation Programme allocation process and their pre-allocation application will no longer be required.
 - If their SFP or FPP application is not successful, they will automatically be included in the main Foundation Programme allocation process and if their pre-allocation application was approved, this will still carry forward and they will be pre-allocated to the requested foundation school.

Pre-allocation and linking

If an applicant has chosen to link their application to another applicant and has their pre-allocation application approved, the link with the other applicant will be broken and will not be honoured on Oriel.

Geographic distribution of medical and foundation schools

Applicants and medical schools are encouraged to check the regions and towns that fall under each foundation school prior to completing the application form. If an applicant is unsure which foundation school they should request on their application they should contact the foundation school to check. This is particularly important if their home address is on the border between two foundation schools.

- A list of foundation schools and the towns and cities that fall under each of them is available on the [UKFPO website](#).

Character limits in application form

The maximum permitted number of characters that can be entered into different parts of the application forms are listed below. This includes spaces between words. Additional words and information cannot be provided in a separate document.

The national panel will only accept and review the limits listed below, and these must be provided within the national application form.

Application form section	Character limit including spaces
Criterion 1 Parent or Legal Guardian - applicant supporting statement	1500
Criterion 2 Significant Carer - applicant answers per box	500
Criterion 2 Significant Carer - medical school answers per box	700
Criterion 3 Health Condition or Disability – applicant answers per box	750
Criterion 3 Health Condition or Disability – supporting signatory answers per box	700
Criterion 4 Extraordinary Circumstances – applicant supporting statement	1500
Criterion 4 Extraordinary Circumstances - supporting signatory answers per box	750
Criterion 5a Educational Circumstances - applicant answers per box	750
Criterion 5a Educational Circumstances – medical school supporting statement	1500
Criterion 5b Widening Participation	N/A

Supporting signatories

- Supporting signatories cannot be a doctor in training of any grade (up to ST8). An application is likely to be rejected by the national review panel if a doctor in training has been used as the supporting signatory.
- Typed signatures will be accepted. There is no need for a supporting signatory to provide a hand-written or electronic signature, but these are acceptable too if they are preferred by the applicant or signatory.
- Supporting signatories should ideally have known the applicant for **1 month or more**. In circumstances where this is not the case, the applicant must provide an explanation as to why their supporting signatory has not known them longer, and why an alternative signatory could not be used to support the application.
- The UKFPO and the national review panel will **not** contact supporting signatories to follow up on or verify the information they have (or have not) provided in an application (including signatures and dates). This is not a part of the application or review process.

Submitting an application on Oriel

Applicants must download and complete the relevant application form from the [UKFPO website](#).

All pre-allocation applications must be completed and uploaded with the relevant supporting evidence onto Oriel **before** submitting the main FP application by the national application deadline which can be found in the application timeline on the [UKFPO website](#).

Applicants must ensure that all supporting evidence required for their pre-allocation application is provided at the time of application, as there will be no opportunity to provide this later or via an appeal process if their application is rejected.

- Applicants should refer to the [How to Apply on Oriel](#) guide for support with completing their FP application on Oriel. Within the “Supporting Information” section of the main application form, applicants are given the option to apply for pre-allocation.
- Applicants must **attach their pre-allocation application form and supporting evidence to their FP application in Oriel**. Failure to do so will result in a pre-allocation application being rejected.
- Incomplete and/or incorrect applications will be rejected from the process.
- Applicants must rank the foundation school they wish to be pre-allocated to as their first preference on Oriel.
- Applicants must ensure that they have selected the correct criterion for their circumstances when submitting their application on Oriel, as there will be no opportunity to correct this via an appeal process if their application is rejected.
- All applicants must adhere to the rules and [deadlines](#) of the [national application process](#).

Uploading the application form and supporting evidence to Oriel

- Applicants should check their application thoroughly before submitting it. All the information provided on the application form must be correct with all the relevant boxes ticked and supporting information and signatures in place.
- Applicants must upload their fully completed application form and all requested supporting evidence to their Oriel FP application within the “**Supporting information**” section.
- Documents emailed to the UKFPO will **not** be considered.
- The pre-allocation application form, supporting evidence, and proof of address must be uploaded to the Oriel system separately. Within each section, only one document can be uploaded, and this must be a maximum of 10MB in size. Applicants should therefore prepare their forms and supporting evidence into separate document files that can be uploaded into each of the sections.

- 1) Completed pre-allocation form – upload maximum of 1 document (10MB)
 - 2) Supporting evidence – upload maximum of 1 document (10MB)
 - 3) Proof of address – upload maximum of 1 document (10MB)
- Depending on which criterion an applicant is applying under, not all 3 of the separate document upload sections will be used. For example, an applicant applying under Criterion 5b Widening Participation is only required to upload 2 x documents: their completed pre-allocation application form and proof of address.
 - Applicants must only use the original Microsoft Word version of the 2025 pre-allocation application form when completing and submitting their application.
 - Applicants must not take photos or scans of the form and paste these into a different document which they then submit on Oriel. Only the original form should be submitted.

National review of applications

Review panels

All applications for pre-allocation to a foundation school will be considered by a panel that consists of representatives from the following stakeholder groups:

- Foundation School Directors (FSDs)
- Foundation School Managers (FSMs)
- Foundation doctors
- Medical Schools / Medical Schools Council
- UK Foundation Programme Office (UKFPO)

Once all pre-allocation applications have been considered, the UKFPO will notify applicants of the outcome of their application.

- Eligible applicants whose pre-allocation applications are approved will be pre-allocated to the foundation school requested in their application. A copy of the application form and supporting documentation will be forwarded to the foundation school requested for pre-allocation.
- Approval of a pre-allocation application does not guarantee allocation to a group or specific rotational programme, location or employer within the pre-allocated foundation school.

Outcomes and appeals

- Application outcomes will be released to applicants on the date specified in the [application timeline on the UKFPO website](#).
- If the panel does not approve an application, the applicant will be notified of the reason(s) why in their outcome email.
- If an applicant has their pre-allocation application rejected (and any subsequent appeal rejected) they are automatically included in the main Foundation Programme allocation process. There is no action required from the applicant on Oriel (or offline) for this to take place.
- Applicants will be advised of the national appeal process and the date by which an appeal must be submitted.
- Applicants can submit an appeal if they believe that processes or procedures have not been followed, or there is evidence of unfairness in how the process has been implemented, and the objectivity of decisions is called into question. It is not possible for applicants to submit additional or missing evidence or correct any errors they may have made in their original application.
- Information about the appeal process and the timeline will be available on the [UKFPO website](#).

The Criteria

To be considered for pre-allocation to a foundation school based on personal circumstances, applicants must meet one of the following criteria.

Criterion 1: Parent or legal guardian

You are a parent or legal guardian of a child or children under the age of 18, who reside primarily with you or for whom you have significant caring responsibilities.

It is expected that you and your child(ren) will remain at your current address and application for pre-allocation will be to the foundation school local to that address. If this is not the case, an **explanation must be provided** in the applicant supporting statement section.

If you and the child(ren) do not normally reside together, this should be referred to on the application form, and information supplied as to why the caring responsibilities remain equally significant.

If your sole criterion is that you (or your partner) are currently pregnant, you will not be regarded as eligible for pre-allocation based on personal circumstances under this criterion. Refer to the Inter-Foundation School Transfer (IFST) guidance for further information on the [UKFPO website](#).

Completing the application form

- Part 1 of the application form must be completed by you, in which you provide an applicant statement with information about your current parental or legal guardian responsibilities and list the details of your child(ren).
- Part 2 of the application form is a supporting statement which must be completed by a supporting signatory who can confirm that they **know both you AND the child(ren)**. This person must have a professional working relationship with the child(ren).

The signatory must:

- be over 18
- have a relevant professional working relationship with your child(ren) e.g. teacher, headteacher, pre-school/nursery manager, midwife, GP/doctor, social worker
- not be related to the applicant by birth or marriage
- not be in a personal relationship with the applicant
- not live at the same address as the applicant.
- have known the applicant for **1 month or more**. In circumstances where this is not the case, the applicant must provide an explanation as to why their supporting signatory has not known them longer, and why an alternative signatory could not be used to support the application

If it is not clear from the role/job title of your supporting signatory how they know your child(ren) in a professional capacity, please provide information in the applicant statement box to explain the context of their professional working relationship with your child(ren).

You are required to supply the following supporting evidence:

- 1) A copy of the birth certificate for each child listed in your application.
 - If a birth certificate has been issued by a country outside of the UK and is not fully written in English, a translated copy must be provided so that the national review panel are able to read it.
 - If a translated copy is not provided the pre-allocation application may be rejected by the review panel.
 - The applicant's name as the parent must be listed on the birth certificate for each of the children listed in the application (unless legal guardianship applies, see point 2 below).
- 2) For legal guardians, a copy of the legal document that confirms your status for the child named in the birth certificate (if applicable).
- 3) Proof of current address in your name, and which is in the region of the foundation school that you need to be allocated to (see appendix 1 for a list of acceptable documents).

Criterion 2: Significant caring responsibilities

You have significant caring responsibilities for a family member, partner, or friend.

Applicants who have a primary carer role should also apply under this criterion.

Definition of 'significant caring responsibilities':

Significant caring responsibilities equate to anyone who cares for a family member, partner or friend who requires help because of illness or issues with their mental or physical health or disability and cannot cope without their support.

If the person cared for has physical or mental health issues, a learning disability, a substance use disorder (or any other addiction) or is vulnerable or frail and the applicant provides care with their day-to-day living they are a carer.

- The responsibilities **must** extend beyond running basic errands, such as shopping and cleaning.
- For you to meet this criterion, **you must have significant caring OR primary caring responsibilities** for a family member, partner or friend
- You must explain clearly and present a strong case as to why and how you have significant/primary caring responsibilities for this person
- You are required to complete a self-assessment within the application form based on clearly defined criteria.
- If you provide care for a person as part of a group of carers, for example a family, you **are** eligible to apply under this criterion, provided **all** other requirements listed are met.

You must discuss your application with your medical school who must complete and sign the supporting signatory statement section of the application form. This statement must be signed by a medical school senior member of staff, who must confirm that they know you, and can confirm that you have a current significant/primary caring responsibility for a family member, partner or friend.

You must meet all the following requirements to be eligible for this criterion:

- Your significant/primary caring responsibilities are **already known** to your medical school, and you **already have these responsibilities** – i.e. you have been carrying out this role during your time at medical school.
- Your current significant/primary caring responsibilities for a family member, partner or friend are expected to continue into your foundation training programme.
- Significant medical school support/adjustments have been provided to allow you to continue with your course while also continuing with your caring responsibilities. **This support should already be in place** (that is, you have an ongoing requirement for this support).

- You provide care over the course of a typical week and not just at weekends (that is, your caring responsibilities require you to be in the requested region on a constant basis).
- You would not be able to provide this care whilst living in any other region than the foundation school region requested.
- You are a student/graduate of a UK or Republic of Ireland medical school.
- It is expected that you and the person who you care for in this category will remain at your current address(es), and the application for pre-allocation will be to the foundation school local to that address. If this is not the case, relevant evidence must be supplied as to why caring arrangements could not continue as present.
- You are not required to complete/provide an official care plan; however, you are required to explain the type and amount of care you provide and demonstrate how you will combine the responsibilities of a foundation doctor with your significant caring responsibilities, and that you have fully considered local support and resources.

Completing the application form

- Part 1 of the application form must be completed by you, in which you provide details about your current caring responsibilities and complete a self-assessment.
- Part 2 of the application form must be completed by your medical school in which they confirm that they are already aware of your significant caring responsibilities and have provided you with support which is already in place. The medical school must provide this written support. This is a mandatory requirement of the application form.

You are required to supply the following supporting evidence:

- 1) Proof of current address in your name, which is in the region of the foundation school that you need to be allocated to (see appendix 1 for a list of acceptable documents).

Criterion 3: Health condition or disability

You have a health condition (physical or mental health) or disability for which treatment and ongoing follow up for the condition in the specified location is an absolute requirement.

- As you already have this health condition or disability, it is expected that you will remain at your current address, and application for pre-allocation will be to the foundation school local to that address.
- If the request for pre-allocation is not for the foundation school local to your current address, relevant evidence must be supplied as to why follow up arrangements could not continue as present. The requirement is to provide information as to where

your treatment needs to take place. The supporting evidence needs to be clear and explicit.

- Please note that attending outpatient appointments infrequently e.g., every 3 or 6 months can be accommodated within Foundation training and does not require pre-allocation. Applicants who have requested pre-allocation to a foundation school for this reason are likely to have their application rejected.

Completing the application form

- Part 1 of the application form must be completed by you and includes the applicant's supporting statement.
- Part 2 of the application form must be completed by the current medical specialist treating your health condition or disability in which they are required to:
 - describe your current health condition (physical or mental health), or disability
 - describe the nature of the ongoing treatment
 - confirm the frequency of the ongoing treatment
 - explain why the follow up treatment must be delivered in a specific location rather than by other treatment centres in the UK, and why this is an absolute requirement.
- The information provided by the supporting signatory needs to be legible, clear and explicit, and it must state why you need to be pre-allocated to a particular foundation school.

You are required to supply the following supporting evidence.

- 1) Proof of current address in your name, which is in the region of the foundation school that you need to be allocated to (see appendix 1 for a list of acceptable documents).

Criterion 4: Extraordinary Circumstances

If you consider there are extraordinary circumstances that require you to be in a particular environment whilst you undertake your Foundation training, you can apply for pre-allocation under this criterion.

Applications under this criterion are for extraordinary circumstances only, and not just any other circumstance for which evidence is not available to meet the requirements for all other criteria.

Applicants should refer to the list below which gives examples of circumstances that would and would not be considered extraordinary.

Applications that are submitted for circumstances that are not extraordinary and evidenced to have an absolute requirement for pre-allocation will not be approved.

Caring responsibilities that do not meet the requirements of criterion 2 (primary carer/significant caring responsibilities) are not considered to be extraordinary circumstances, should not be submitted under this criterion, and are likely to be rejected.

Any application which relates to health grounds must be submitted under criterion 3. This includes mental health conditions. Applicants who request pre-allocation to a foundation school for any type of health-related reason under criterion 4 are likely to be rejected.

Completing the application form

- Part 1 of the application form must be completed by you and includes the applicant's supporting statement.
- Part 2 of the application form must be completed by the supporting signatory. This must be an individual who holds a professional role and is in a position of authority in relation to the request. They should describe the current extraordinary situation and explain why foundation training can only be carried out in a specific location rather than another location in the UK.

You are required to supply the following supporting evidence.

- 1) Proof of current address in your name, and which is in the region of the foundation school that you need to be allocated to (see appendix 1 for a list of acceptable documents).

Examples of extraordinary circumstances

The list below provides examples of circumstances that would be considered extraordinary by the national review panel. This list is not exhaustive, and there will other circumstances considered extraordinary.

Athlete

An applicant who is an athlete supported on a national or international sports training programme. The requirement would be to remain in a particular location to continue their training.

- The application would need to be signed by the national coach/manager with an explanation to why the applicant needs to be pre-allocated at the location requested and not elsewhere, as an athlete may be able to train at any athletics club.
- It would be acceptable if the application is part of a national training programme and the rest of the team are based in one location, for example.

Armed Forces Commitments

An applicant who is a member of the armed force reserves. The applicant intends to continue with this commitment whilst undertaking foundation training. The applicant therefore needs to access force training during the week and at weekends.

The application would need to be signed by their commanding officer and evidence of why the applicant needs to be at the location requested and not any other reservist training camp would need to be provided.

Adapted housing

An applicant who has a long-term disability which does not impact on their ability to work as a foundation doctor but requires pre-allocation on the basis of remaining in adapted housing.

- It is expected that the applicant would already be living in a home that has been adapted to support their needs, and the request for pre-allocation would be to the foundation school region within which that home address falls under.
- The application should be supported and signed by a professional from a housing department, social worker or medical practitioner.

Examples of circumstances NOT considered extraordinary

The list below provides examples of circumstances that would not be considered extraordinary by the national review panel, and the application would likely be rejected. This list is not exhaustive, and there will other circumstances which will not be considered extraordinary.

Relationships

- Long-term relationships
- Marriage
- Civil partnerships
- Common-law partnerships

- Family members

Housing

- Home ownership
- Wishing to live with a partner, family member or friend (including for financial reasons)
- Existing or future accommodation/ housing arrangements

Criterion 5(a): Educational circumstances

You have educational circumstances that require you to be pre-allocated to the specified location.

For you to meet this criterion, you must be identified by your medical school as a student whose pre-allocation application they wish to support for educational reasons.

The UKFPO expects to receive applications from no more than five students for educational circumstances from a single medical school. The medical school staff supporting your application are asked to ensure that this number is not exceeded.

You must discuss your application with your medical school. A member of your medical school must complete and sign the supporting signatory statement section of the application form.

- This statement must be completed and signed by an appropriate medical school member of staff who holds a senior role and is at manager level or above.

It is expected that you will request pre-allocation to the foundation school local to the medical school to allow for ongoing educational support from established networks.

- If this is not the case, you must provide further information about how your circumstances have changed since qualifying from medical school and why you require pre-allocation to a different region for educational circumstances.
- It is expected that most applicants who require pre-allocation for educational circumstances will remain in the area local to their medical school so that they are able to continue accessing the established network of educational support. Therefore, if this is not the case, further information which explains the circumstances is required from the medical school signatory.
- If the medical school signatory does not provide this information, the application will likely be rejected.

Eligibility criteria

- You have been required to repeat a clinical year of medical school for academic reasons
- You are a student/graduate of a UK or Republic of Ireland medical school

Completing the application form

- Part 1 of the application form must be completed by you and includes the applicant's supporting statement and the self-assessment against the eligibility criteria. You should explain why pre-allocation based on this criterion will support you in your transition into training.
- Part 2 of the application form must be completed by the medical school supporting signatory who must confirm that they know you and confirm that you meet the requirements listed above.

You are required to supply the following supporting evidence.

- 1) Proof of current address in your name, and which is in the region of the foundation school that you need to be allocated to (see appendix 1 for a list of acceptable documents).

Criterion 5(b): Widening Participation

You entered medical school through a Widening Participation initiative.

Applicants must discuss their application with their medical school, who must complete and sign the supporting signatory section of the application form. This must be completed/signed by a medical school senior member of staff, who must confirm they know you, and can confirm that you meet the eligibility requirements listed.

Eligibility criteria

- Has entered medical school through a Widening Participation/Widening Access initiative or scheme (for example, Gateway courses and contextual admissions)
- Has formally been granted financial support during medical school, for example through a means tested grant (not including the NHS Bursary) to support studies or a hardship loan
- Is a student/graduate of a UK or Republic of Ireland medical school

You can request pre-allocation to the foundation school in the vicinity of your family home base or your residence at the end of medical school. That is, the request should be to allow you to be around an established support network.

Completing the application form

- Part 1 of the application form must be completed by you and includes the applicant's self-assessment against the eligibility criteria.
- Part 2 of the application form must be completed by the medical school supporting signatory who must confirm that they know you and confirm that you meet the requirements listed above.

Note: There is no longer a section on the application form for the applicant or medical school to provide additional supporting information. This has been removed from the application form because it is not information that is required by the national review panels as part of the review/approval process.

You are required to supply the following supporting evidence.

- 1) Proof of current address in your name, and which is in the region of the foundation school that you need to be allocated to (see appendix 1 for a list of acceptable documents).

Withdrawing from the Pre-Allocation process

Once a pre-allocation application has been approved, the applicant's record is updated on Oriel by the UKFPO, and this informs the system which Foundation School to allocate them to. **The applicant will NOT be able to see that this action has been completed by the UKFPO in their Oriel record and this is normal.**

If an applicant's circumstances change after submitting their application and pre-allocation is no longer required, the applicant can request to withdraw their pre-allocation application and be allocated via the standard allocation process.

- **IMPORTANT:** If an applicant logs into Oriel and changes the order of their foundation school preferences on the system after their pre-allocation has been approved, this **will not** change their allocation. This is because pre-allocation takes precedence in Oriel.
- Applicants must therefore inform the UKFPO that they wish to withdraw their pre-allocation application **first**, before changing the order of their preferences in Oriel. This is done via an online form.
 - Applicants must complete and submit the online pre-allocation withdrawal form by the deadline stated in the [application timeline](#)
 - The withdrawal request form and guidance will be available on the [UKFPO website](#) towards the end of the application process in October 2024.
- Applicants who wish to withdraw their pre-allocation application (prior to allocation to a Foundation School) **must** follow the national process and timeline. Failure to do so will result in allocation to the Foundation School that was requested in the pre-allocation application at this late point in the process, cannot be changed.

Changes in circumstances

It is not possible to change an applicant's requested foundation school for pre-allocation after the application deadline. Nor is it possible to change the allocated foundation school once allocation has taken place.

If an applicant's circumstances change after the closing date for applications for pre-allocation, they must contact the Foundation School Director (FSD) of the Foundation

School they are allocated to so that they can discuss their circumstances and the options available to them.

Inter-foundation School Transfer Process

An application to change allocated Foundation School after national allocation has taken place will be treated as an Inter-foundation School Transfer (IFST) request, for which there is a separate process. Details are available on the [UKFPO website](#).

Appendix 1: Acceptable evidence for proof of current address

Documentation which does not meet the below requirements will not be accepted by the national review panel, and the pre-allocation application is likely to be rejected.

Statements that can be printed off at home from accounts online, such as bank statements or utility bills, are acceptable.

The UKFPO will accept the following documents as proof of address:

The document must:

- be in the **applicant's full name** (first name and surname) and not solely in somebody else's name.
 - If your name is shown as an initial for your first name, and then your surname in full, this is permitted.
 - If the document is addressed to both the applicant and to the other account holder (e.g. partner) and is therefore in both names, this is permitted (if it also meets all of the other criteria explained in this guide)

The following evidence **must** be dated/issued **within the last 3 months prior to the close of the national application window** (refer to [application timeline](#) for the application closing date).

- Utility bill (gas, electricity, water, satellite television, landline phone bill, internet provider)
- Current UK driving licence (full and provisional accepted)
- Bank, Building Society or Credit Union statement or passbook
- Solicitors letter confirming recent house purchase or land registry confirmation of address
- Council or housing association rent card or tenancy agreement
- Benefit book or original notification letter from the Benefits Agency/child benefit
- NHS Medical card
- Letter of confirmation from GP's practice of registration with the surgery

The following evidence **must** be dated/issued **within the last 12 months prior to the close of the national application window** (refer to [application timeline](#) for the application closing date).

- Annual local authority council tax bill
- Annual mortgage statement (original) from a recognised lender
- Annual HMRC self-assessment letters or tax demand
- Electoral Register entry
- Annual TV licence letter
- Student loan/finance letter

Documents we will not accept include, but are not limited to:

- Mobile phone bills
- Credit card statements