**UKFP 2026 Pre-allocation**Checklist - Criterion 1: Parent or legal guardian

This optional checklist is intended to help you ensure that you have included all the supporting documentation that is required as part of your application for pre-allocation.

You are not required to submit this checklist with your application, but you may include it if you wish.

Required supporting documentation

**All** applications under Criterion 1:

|  |  |  |
| --- | --- | --- |
| 🗹 | Document | Notes |
| [ ]  | **Proof of address** | This must: * **Match** the address which you have provided on your pre-allocation application form
* Be an address that **falls within the foundation school area** that you need to be pre-allocated to
* Be in your **full name** (first name and surname) and not solely in somebody else’s name
* Meet **all** the requirements for an acceptable proof of address as outlined on the [UKFPO webpage](https://foundationprogramme.nhs.uk/programmes/2-year-foundation-programme/ukfp/pre-allocation/proof-of-address/)
 |

If you are applying under Criterion 1 as a **parent:**

|  |  |  |
| --- | --- | --- |
| 🗹 | Document | Notes |
| [ ]  | **Birth certificate(s)** | A copy of the **long/full** birth certificate for at least one child listed in your application. Your name as the parent must be listed on the birth certificate for at least one of the children listed in the application |
| [ ]  | **Translation of birth certificate(s)** | For each birth certificate that is not fully written in English, you must provide:* the original language document, **and**
* a complete and accurate English translation
 |

If you are applying under Criterion 1 as a **legal guardian:**

|  |  |  |
| --- | --- | --- |
| 🗹 | Document | Notes |
| [ ]  | **Birth certificate(s)** | A copy of the **long/full** birth certificate for at least one child listed in your application |
| [ ]  | **Translation of birth certificate(s)** | For each birth certificate that is not fully written in English, you must provide:* the original language document, **and**
* a complete and accurate English translation
 |
| [ ]  | **Legal document that confirms your status as legal guardian** | You must provide a copy of the legal document that confirms your status as legal guardian for the child/ren you provided a birth certificate for - for example, a Parental Responsibility Order.  |
| [ ]  | **Translation of legal document** | If the legal document is not fully written in English, you must provide:* the original language document, **and**
* a complete and accurate English translation
 |

Before you submit your application form

Check that every part of the application form is filled in. Make sure all required fields marked with a red asterisk (**\***) are completed. If a mandatory field is left blank, the application is likely to be rejected by the national review panel.

* Do not email any documents related to your pre-allocation application to the UKFPO. These will not be considered.
* Do not include the **short version** of the birth certificate, because it does not include the names of the parents and therefore won’t provide the review panel with the name of the applicant/parent which is needed for this application process.

Submitting your application form

In the ‘Supporting information’ section of your Oriel application form, you must attach:

* the completed application form, **and**
* all required supporting documentation

**Incomplete and/or incorrect applications will be rejected from the process. This includes applications which do not include the required supporting documentation.**

For further information on submitting your application for Pre-allocation, see the [UKFPO website](https://foundationprogramme.nhs.uk/programmes/2-year-foundation-programme/ukfp/pre-allocation/submitting-an-application/).