



MTI Application Portal Upgrade – Frequently Asked Questions (FAQs)

General questions

Why is the MTI portal changing?

We are upgrading the MTI application system to a new portal. This will provide a more secure, reliable, and improved experience for applicants and hosting NHS organisations.

When will the current MTI portal be unavailable?

The current MTI portal will be unavailable from **Friday 10 April** while the upgrade takes place.

How long will the upgrade take?

The upgrade is expected to take **around 1-2 weeks**. We will share updates if this changes.

Will my existing application data be lost?

No. All existing MTI application data will be securely transferred to the new MTI portal.

Will processing times be affected?

Yes. During the upgrade period, response and processing times may be longer than usual. We appreciate your patience during this time.

For applicants

Can I submit a new application during the upgrade?

No. In preparation for the upcoming system upgrade, we will **not** accept new applications from **Thursday 26 March** until the new application portal becomes available.

What if my application is at Stages 1–5?

Please upload any required documents **by Tuesday 7 April**. From 7 April until the new portal is available, documents must be submitted by email to mti@rcp.ac.uk. Documents submitted by email may take longer to process.

What should I do if my application is at Stage 6-7 or if my application is for an extension?

Your application will continue to be processed as usual. However, progress updates will not be visible on the portal. We will contact you and the hospital by email with updates.

What if my application is at Stage 8?

Applicants at Stage 8 who need to submit an ePortfolio request form or a copy of their eVisa upon arrival, should upload these documents by **Tuesday 7 April**. After this date, documents should be emailed to mti@rcp.ac.uk.

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How do I send documents after 7 April?

Documents should be emailed to the MTI team. Please ensure your email clearly includes:

- Your full name and RCP code (if available)
- A brief description of the documents attached

Will I still receive updates on my application?

Yes. During the upgrade period, updates will be shared by email, rather than through the portal.

Will I need to re-apply once the new portal is live?

No. Existing applications will be transferred to the new portal. You will not need to re-apply.

Will I receive guidance on how to use the new MTI portal?

Yes. Once the upgrade is complete, we will share instructions on how to access and use the new portal.

For hosting NHS organisations

Why am I receiving this information?

You are receiving this information because you are listed as a **supervisor or medical staffing contact** for an MTI applicant. If this is incorrect, please kindly forward this information to the appropriate contact.

Can hospitals continue to submit paperwork during the upgrade?

Yes. Hospital paperwork should continue to be submitted by email to mti@rcp.ac.uk.

Will applications still be processed?

Yes. Applications at **Stages 6 (GMC application), 7 (visa sponsorship application) and extension applications** will continue to be processed as usual.

From 7 April until the new portal is available, applicants at **Stages 1-5** must submit required documents by email to mti@rcp.ac.uk.

During this period, updates will be shared **by email** rather than via the portal.

Will the process for submitting hospital paperwork change after the upgrade?

Yes. Once the new MTI portal is live, we will share updated guidance.

Will processing times be affected for hospitals?

Yes. During the upgrade period, processing and response times may be longer than usual.

Getting in touch

How can we contact the MTI team during the upgrade?

Please continue to contact us by email at mti@rcp.ac.uk.

We kindly ask that you allow additional time for responses during the upgrade period.

Thank you for your patience and understanding while we complete this important system upgrade.

MTI Team

Royal College of Physicians