

# Nursing and Midwifery Council (NMC) compliance checklist

Checklist

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Congratulations on securing a job offer with an NHS Trust. As you prepare to relocate to the UK, it's important to consider your compliance requirements and begin gathering the necessary documents. Take a moment to review the list of required documents and the accompanying guidance below. Once you have your documents ready, please contact your International Recruitment Adviser. They will assist you with uploading the documents to the portal.

<p><b>Passport</b></p> <p><b>Guidance:</b></p> <ul style="list-style-type: none"> <li>• Your passport must be valid and in-date for when you arrive in the UK</li> <li>• Please provide a clear copy of the biometrics page, ensuring all four corners are visible</li> <li>• All information in the passport must be clear, without a glare from camera flash or from obstruction</li> </ul>	<input type="checkbox"/>
<p><b>Photographic identification (ID)</b></p> <p><b>This can be one of the following:</b></p> <ul style="list-style-type: none"> <li>• Driving licence</li> <li>• ID Card, issued by a government body</li> <li>• Police clearance certificate (if it contains a photo)</li> </ul> <p><b>Guidance:</b></p> <ul style="list-style-type: none"> <li>• Your ID must be valid and in-date</li> <li>• Please provide a clear copy ensuring all four corners are visible</li> <li>• Please provide a copy of the front and back of the document</li> <li>• All information must be clear, without a glare from camera flash or from obstruction</li> </ul>	<input type="checkbox"/>
<p><b>Proof of address</b></p> <p><b>This can be one of the following:</b></p> <ul style="list-style-type: none"> <li>• Utility bill (mobile phone bill will not be accepted)</li> <li>• Bank statement</li> <li>• ID card issued by any government body, if it includes your current address</li> <li>• Police clearance certificate, if it includes your current address</li> </ul> <p><b>Guidance:</b></p> <ul style="list-style-type: none"> <li>• Proof of address must be issued within the last three months</li> <li>• Your document with proof of address must include your full name</li> <li>• All information must be clear, without a glare from camera flash or from obstruction</li> <li>• If you provide a bank statement, it must have recent transactions that are visible on the document</li> <li>• If you provide a government ID document, we require a copy of the front and back</li> </ul>	<input type="checkbox"/>



<p><b>CV</b></p> <p><b>Guidance:</b></p> <ul style="list-style-type: none"> <li>• Your CV must include details of previous jobs, including dates of employment for each organisation, the job title, and responsibilities/ duties</li> <li>• Please include your academic qualifications with the name of the educational institution and the dates your studied</li> <li>• Include all information relating to your NMC registration (e.g., IELTS/ OET and CBT information)</li> </ul>	<input type="checkbox"/>
<p><b>IELTS/OET certificate</b></p> <p><b>Guidance:</b></p> <ul style="list-style-type: none"> <li>• Please double check the NMC English language requirements here <a href="http://www.nmc.org.uk">www.nmc.org.uk</a> to ensure you have met them. If you are from a recognised majority English-speaking country, you may not need to provide an IELTS/OET certificate. If unsure, please speak to your International Recruitment Adviser</li> <li>• The results required for each test are as follows; IELTS - 7 in reading, speaking, listening with a 6.5 in writing, and OET - at least a B in reading, speaking, listening with a C+ in writing</li> <li>• Please ensure that your IELTS/OET certificate is valid. Your English language test is valid for 2 years and must be in-date for your NMC audit, which is completed after you've taken the OSCE exam. We advise your certificate being in-date for at least six months after your deployment date</li> <li>• If you are providing an OET certificate, please ensure that you have given consent to NHS Professionals International, via the online portal, to verify your results</li> </ul>	<input type="checkbox"/>
<p><b>Professional Qualification (diploma/degree certificate)</b></p> <p><b>Guidance:</b></p> <ul style="list-style-type: none"> <li>• Please ensure the whole certificate is visible and all information is clear</li> <li>• If you have changed your name since completing your qualification, please ensure you also provide your name change document (e.g., marriage certificate)</li> </ul>	<input type="checkbox"/>
<p><b>Employment/educational references</b></p> <p>Please note: NHS Professionals International will obtain your references directly from your employer/s</p> <p><b>Guidance:</b></p> <ul style="list-style-type: none"> <li>• You are required to provide reference details of all your employees for the last three years. Please send these to your International Recruitment Adviser</li> <li>• A referee must be a supervisor, manager, senior person or HR department in the employing organisation</li> <li>• All references will require an organisation stamp. If this can't be provided, please speak to your International Recruitment Adviser</li> </ul>	<input type="checkbox"/>



<p><b>Employment gap self-declaration (declaring any gaps of unemployment)</b></p> <p><b>Guidance:</b></p> <ul style="list-style-type: none"> <li>You must self-declare any gaps of unemployment that have occurred in the last three years which lasted over one month</li> <li>If you have a gap of unemployment, in the last three months that lasted over 12 months, you must provide a character reference. Your International Recruitment Advisor will supply a template for your character reference</li> </ul>	<input type="checkbox"/>
<p><b>National police clearance</b></p> <p><b>Guidance:</b></p> <ul style="list-style-type: none"> <li>This document must be a government issued police clearance certificate, covering the whole country (e.g., cannot be a local certificate for a city or state. It must be a national police clearance certificate)</li> <li>Clearance must be in-date and valid for the date you arrive in the UK</li> <li>National police clearance is not needed if you have lived outside of your home country for more than 10 years. You can provide overseas police clearance instead (details below)</li> </ul>	<input type="checkbox"/>
<p><b>Overseas police clearance</b></p> <p><b>Guidance:</b></p> <ul style="list-style-type: none"> <li>An overseas police clearance certificate must be provided for all countries you've worked in, for three months or more, in the last 10 years</li> <li>Certificate must be in-date and valid after the date you left the country</li> <li>This document must be a government issued police clearance certificate, covering the whole country (e.g., cannot be a local certificate for a city or state. It must be a national police clearance certificate)</li> </ul>	<input type="checkbox"/>
<p><b>Marriage certificate</b></p> <p>Please note: Proof of marriage certificate is only required if your name has changed due to marriage. You can provide other relevant legal documents if your name is different from birth name.</p> <p><b>Guidance:</b></p> <ul style="list-style-type: none"> <li>Please provide a full copy of the document with all information clear and visible</li> </ul>	<input type="checkbox"/>
<p><b>IOM certificate (tuberculosis test)</b></p> <p>Please note: This certificate is only applicable to certain countries. If you are unsure if this is relevant, please check visit <b>UK Government website</b></p> <p><b>Guidance:</b></p> <ul style="list-style-type: none"> <li>Please provide a full copy of the document with all information clear and visible</li> <li>The document must be valid for your arrival to the UK</li> </ul>	<input type="checkbox"/>



<p><b>NMC portal screenshot</b></p> <p><b>Guidance:</b></p> <ul style="list-style-type: none"> <li>• Please provide a screenshot of your NMC portal ensuring your full name, PRN and CBT pass is visible</li> <li>• Please take the screenshot on a desktop and not on a mobile device</li> </ul>	<input type="checkbox"/>
<p><b>CBT pass screenshot from Pearson Vue portal</b></p> <p><b>Guidance:</b></p> <ul style="list-style-type: none"> <li>• Please provide a screenshot of your Pearson Vue portal ensuring your full name, CBT test details, including pass date is visible</li> <li>• Please take the screenshot on a desktop and not on a mobile device</li> </ul>	<input type="checkbox"/>
<p><b>Signed Trust offer letter</b></p> <p><b>Guidance:</b></p> <ul style="list-style-type: none"> <li>• Please ensure you have read through your offer letter carefully. It will include information about your relocation package and job offer</li> <li>• Once you have read it through, please sign, and date the offer letter to confirm you have accepted it</li> </ul>	<input type="checkbox"/>
<p><b>Certificate of Sponsorship</b></p> <p><b>Guidance:</b></p> <ul style="list-style-type: none"> <li>• Please ensure all information matches your passport and proof of address</li> </ul>	<input type="checkbox"/>

If you have any further questions, please contact your International Recruitment Adviser, or email the international recruitment team [international@nhsprofessionals.nhs.uk](mailto:international@nhsprofessionals.nhs.uk)