

## Joining the Foundation Training Year in 2022/23

### Stage 1: applications to join the 'student register'

Following communication in December 2021 about a two-stage application process to join the Foundation Training Year in 2022/23, the purpose of this communication is to confirm that Stage 1 of the application process: applying to join the 'student register' of the Pharmaceutical Society NI opens on **Monday 17 January 2022**.

#### *How will Stage 1 of the application process work?*

Information about Stage 1 of the application process is available on our [website](#).

To begin the application, you will be initially asked to create an online account with the Pharmaceutical Society NI. You will then need to complete the online application to join the student register and submit payment of registration fees. A video tutorial will be available on the application portal to support you completing the application.

The online application, will require the following information:

- personal details (name, home address and contact details);
- details of where you are undertaking your MPharm degree course.

As advised previously, you will also be required to upload the following documents:

- confirmation of identity i.e. solicitor certified copy of birth certificate/marriage certificate, if applicable;
- certified passport style photo;
- solicitor certified copy of your passport identity page; and
- any relevant fitness to practise and/or health declarations.

Payment of the registration fee (£206) is completed via the online application.

Please note that, in addition to uploading digital versions of the documents described, students must also post hard copies to the Pharmaceutical Society NI before an application can be processed. Further information about solicitor certification of documents and details about posting are available on our website.

The Pharmaceutical Society NI will only accept solicitor certified copies of originals. Do not post original documents.

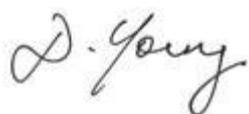
Confirmation of entry onto the student register and, therefore, confirmation of eligibility to undertake the Foundation Training Year, will be subject to the Pharmaceutical Society NI receiving confirmation that a student has successfully completed their MPharm degree course. Once students have completed the degree course, they are required to submit evidence that they have been awarded an MPharm degree. Further information about how to do this will be outlined on our [website](#).

### *Deadline for application*

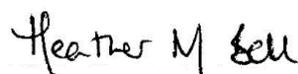
The deadline for completion of Stage 1 of the online application process to join the student register of the Pharmaceutical Society NI is Monday 14 February 2022. Hard copies of relevant documents must be received by the Pharmaceutical Society NI by this date.

When Stage 1 of the application process is completed successfully, eligible applicants will be contacted directly by NICPLD via email, with further information about Stage 2 of the application process to join the Foundation Training Year programme. Stage 2 of the application process will take place in March – April 2022. Please note, if students do not successfully complete Stage 1, they will not be contacted by NICPLD to complete Stage 2.

Yours sincerely



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