Postgraduate Diploma in General Pharmacy Practice
Application Guidance Notes for completion of the application form

These notes are intended to help with completion of the UCL PG DIP GPP Application Form. Please read them carefully before starting your application. Where relevant, they supersede the Application Form Guidance. We recommended that you keep a copy of this document along with the application form guidance document on the Admissions pages [https://www.ucl.ac.uk/prospective-students/graduate/applying-graduate-study/completing-your-application/application-form-guidance](https://www.ucl.ac.uk/prospective-students/graduate/applying-graduate-study/completing-your-application/application-form-guidance) open while completing your application.

**Personal Details (Section 1):** Use a non-NHS email address eg. Hotmail, gmail account that you check on a regular basis (NHS email servers often reject email sent from non-NHS sources and particularly from systems such as the registration system where emails are sent automatically from central UCL Registry). Check your junk box and ensure it is not full or add ucl.ac.uk to your safe senders list.

**Education History (section 3):** Only your MPharm or equivalent qualification needs to be entered. A copy of your academic transcript needs to be uploaded in order for you to progress to the next section.

**Employment (section 4):** The information of the Training Centre you will starting the programme with must be entered.

You do not need to go into details about your role’s responsibilities and can leave this section blank.

You will need to enter your GPhC number. If you have yet to receive this, enter your pre-reg number. Your full GPhC number will then need to be sent to sop.professionalcourses@ucl.ac.uk once you receive it.

**Other Details (section 5):** For funding, you will need to select either Personal/Family Resources if you are self-funding or Employer if your trust will be paying your fees.

Please leave the interview section blank.

**Supporting Statement (section 6):** You do not need to submit a supporting statement. Entering N/A into the text box will allow you to move on to the next screen.

**References (section 7):** Not required