

## **Next steps:** (not all the below steps will apply to all candidates)

### **Pay examinations fees**

Once you have been accepted to sit the PACES examination, your next step is to ensure that you pay the fees. You can do this in a number of ways;

1. Pay the fees through your MyMRCP(UK) account. On your account; a 'pay now' link will be visible to make an online payment for your examination.
2. Pay via bank draft or cheque; if you are unable to pay the fees via your MyMRCP(UK) account, we can accept a bank draft or cheque sent to our head office. When sending the bank draft/cheque, ensure to address it to:  
Exams Candidate Office  
House 8  
11 St Andrews Place  
Regents Park  
NW1 4LE
3. Pay via telephone. If you have attempted to make a payment online and there was an error, please contact the head office and we will attempt to take payment via phone through our virtual terminal.

### **Visas**

All candidates who have requested a visa support letter via the application form or via email will receive these support letters 6 weeks before the examination.

The visa support letters detail the candidate details, the date and location of the examination and the fees paid. We encourage you to ensure that the centre you have applied to and subsequently been accepted in are places to which it is feasible for you to travel.

The RCP is not responsible for any travel arrangements, and we would encourage you to organise your visa before booking any travel or accommodation.

### **Reasonable adjustments**

Many candidates who believe they have a reasonable adjustment will have included this in their initial application. However, if you were not able to do so, you can email the candidate team regarding your adjustment.

You must inform the candidate team as soon as possible so that there is enough time to inform the host centre. This is usually at least 6 weeks before the examination.

### **Name discrepancies**

If you believe the name we have on our records does not match the name on your ID; i.e. passports/driving license/national ID etc. you can request a name discrepancy letter.

A name discrepancy letter can be provided to candidates who have received their admission document and the name does not match the ID, or alternatively the name itself can be directly updated on our record.

If you believe the name on our records does not match the name on your ID email the candidate team with a scanned image of your ID and this can be then be updated.