

# A guide to your offer and its conditions

Entry in the academic year 2023/24





## Preface

We very much hope that you will accept your offer and join us as a Postgraduate Student at Cambridge.

This guide contains important information to help you understand your offer and its conditions as well as the process of moving to confirmation of your admission. We ask you to read through all the sections of this guide which apply to your course. If there is anything in your conditional offer certificate or on your Self-Service account that concerns you, please check this guide before contacting the Postgraduate Admissions Office (PAO).

All offers made for Postgraduate study at Cambridge are subject to the [Terms of Admission](#). These are provided with your offer and you should read them carefully alongside this guide and before you accept your offer. This guide is non-contractual and, in the event of any conflict between it and the Terms of Admission, the Terms of Admission take precedence.

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## 1 Your Self-Service account

You can view your offer and its conditions via your [Postgraduate Applicant Self-Service account](#). Your Self-Service account is also the way you will upload documents to meet your conditions.

Any communications with you about your offer will be made via your Self-Service account, so please check this regularly for new messages in 'The Conditions of your Offer' page, particularly after uploading documents to meet offer conditions. Please pay close attention to the 'Messages and Warnings' section of this page.

You can use your Self-Service account for many other things too (including updating contact details). For help on these functions and on how to use your account see the [Guide to using the postgraduate applicant Self-Service](#).

### 1.1 Username and password

You will need to use the Applicant ID (USN) and password sent to you via email. If you misplace your password, you can reset it by clicking the link 'I have forgotten my password' on the log-in page. If you still have difficulty or have misplaced your username please email [pg.admissions@admin.cam.ac.uk](mailto:pg.admissions@admin.cam.ac.uk) with 'Password Request' as the subject of the email.

### 1.2 The current student Self-Service account

If your admission is confirmed, you will move to a different Self-Service account, that for current students. You will receive an email in late August/early September giving instructions on how to complete the student registration process which will give you limited access to this account. Full access to the account will be opened on the first day of term.

Please contact [student.registration@admin.cam.ac.uk](mailto:student.registration@admin.cam.ac.uk) if you have any questions.

## 2 Understanding your 'Conditional offer of admission certificate'

You will be notified of a conditional offer by email. Your offer can also be seen via your Self-Service account, where you can print your 'Conditional offer of admission certificate' and view the conditions of your offer. The certificate is the only document that constitutes a conditional offer of admission. No other correspondence (e.g. from a College, department, supervisor or faculty) constitutes such an offer.

### 2.1 Title of course

Your conditional offer certificate will show the type of course you are being offered under the heading 'Title of Course'. Further information on our different programmes can be found [here](#).

#### 2.1.1 Master's level courses and Diplomas

With the exception of the Integrated Doctoral Programmes described in sections 2.1.2 and 2.1.3, Master's level courses and Diplomas are self-contained. If you want to progress to a PhD, you will need



to apply to continue and the application process will be the same as the one you are currently engaged in (see section 12 for applying as a continuing Cambridge student).

### 2.1.2 Integrated Doctoral Programmes (1+3)

Some MRes and MPhil courses form the first year of an Integrated Doctoral Programme (1+3). This will be explicit in the programme title. The total duration of these integrated programmes is four years. You will not need to apply to continue from the MRes/MPhil to the PhD. However, progression from one to the other will be conditional on achieving the required standard (as specified by your Department) in the initial degree.

If you decide to complete your integrated programme at a partner institution then the terms and conditions of the new institution will apply and you should read these now.

If you have been offered admission on an integrated programme (1+3) you should note that:

- College membership is offered for the programme duration, subject to satisfactory completion of the initial course (note it is not possible to change College between the component courses);
- you must complete within 5 years;
- you must have funding in place for a minimum of 4 years, see 5.3.1 (note that you are not able to re-apply for admission to the PhD in order to be considered in the University Funding Competition).

### 2.1.3 MRes + PhD in Cancer Biology (2+3)

The MRes + PhD in Cancer Biology is a 2 year part-time MRes followed by a 3 year full-time PhD as an Integrated Doctoral Programme with a total duration of five years. It follows the same format and requirements as a 1+3 programme, stated above. Note that you must have funding in place of a minimum of 5 years, see 5.3.1, and the maximum duration of the programme is again 5 years.

### 2.1.4 Doctoral Programmes: Doctor of Philosophy (PhD), Doctor of Engineering (EngD), Doctor of Education (EdD)

If you accept an offer to one of the above research programmes, you will start with a probationary year. Sometimes, the **Certificate of Postgraduate Study (CPGS)** is used as the form of this probation.

At the end of this period, you will undertake a registration exercise to decide whether or not you can continue as a registered research student and for which course. This process involves a rigorous assessment of your suitability for research and the viability of your project. Your Faculty or Department will provide details of its specific process. If you are successful, your registration is normally backdated to the date on which you began your research.

The maximum registration period for the full-time programme is 4 years, and you will be required to submit your thesis before this ends. See section 5.3 for the duration of your fee liability. See 11.1 for PhD duration and Student visas.

## 2.2 Title of proposed research

This is included for research degrees. You should inform your Department immediately of any proposed change, which must be agreed. Changes after admission are only permitted with the agreement of your supervisor.

## 2.3 Mode of study

This tells you whether the course offered is full-time or part-time. Further information on part-time study is on our [website](#) and in section 8 of this guide.

## 2.4 Admit type

If the Admit Type on your conditional offer is 'in the First Instance', you have been made a conditional offer for a course that forms the first year of a longer programme, for example a CPGS as the probationary year of a PhD, or an MPhil or MRes which forms the first year of an Integrated Doctoral Programme. A 'standard' Admit Type indicates a conditional offer for the stand alone course, to progress you would need to submit a new application.

## 2.5 Applicant type

Where a student has previously been admitted to a postgraduate degree at Cambridge, this will show as 'continuing student' (See section 12).

## 2.6 Term of admission and Start date

Admission happens at the beginning of an academic term. The official first days of term are:

- Michaelmas: 1st October;
- Lent: 5th January;
- Easter: 10th or 17th April.

Your course will usually start on the Monday or Tuesday following this date; dates of Full Term can be found [here](#). You should **not** attempt to start your course before this date and until your admission is confirmed (see section 3). Your College will tell you when you need to arrive in Cambridge so that you can attend registration and induction.

Courses at the Hamilton Kerr Institute may have different term dates.

### 2.6.1 Pre-Sessional courses

Note that some taught courses include a compulsory introductory (or 'pre-sessional') course, normally starting in early or mid-September. You will be notified of this via your Self-Service account. Please contact your Department for more information.

## 2.7 Supervisor

For many research programmes, your supervisor (or supervisors) will be agreed before you arrive and their name will be on your conditional offer. If not, do not worry – we will contact you via your Self-Service account as soon as your Principal supervisor is allocated.



## 2.8 CAH3 code and Study method

If your offer includes an Academic Technology Approval Scheme (ATAS) condition, you are required to apply for an ATAS certificate (see section 10.3 for details). This information is provided to support an ATAS application:

- a CAH3 code; the Common Aggregation Hierarchy (CAH) code identifies your subject area;
- your 'Study method' identifying whether you are undertaking a taught or research based course.

## 2.9 Fee status

We have assessed your fee status on the basis of the information you provided on your application and the UK Government Student Fees and Awards Regulations at the time of making your offer (for more information see [here](#)).

Independent information can be obtained from the [UK Council for International Student Affairs](#), by calling their Student Advice Line on +44 (0)20 7788 9214 or checking their [guidance](#) on eligibility for Home fees.

Having read the guidance available, if you believe we have not made the correct assessment, you may request a re-assessment as described [here](#). There is no guarantee that a reassessment request will result in a change to your fee status.

If the fee status on your conditional offer certificate is 'Home Provisional' you have been set a 'Fee status condition', see section 5.3.7.

## 3 Meeting your offer conditions

Your conditional offer certificate will state the outstanding conditions of your offer. You will need to upload supporting documentation under the relevant categories of your Self-Service account as evidence for meeting each condition.

The PAO will assess this evidence and if it is sufficient the condition will be marked as complete in your Self-Service account (this may take up to 10 working days – see section 3.2).

If the documents uploaded are not sufficient to meet a condition, we will alert you to this and what you need to do to meet the condition. Messages appear on the same page as your offer conditions under the 'Messages and warnings' heading. Please check here regularly, particularly after uploading documents.

As stated in the [Terms of Admission](#), you must not provide information that is false, misleading or materially incomplete. If this is found to be the case, your offer will be withdrawn or, if you have matriculated, your studies may be terminated.

When the PAO is satisfied that you have met **all** the conditions of your offer we will notify you via email. Your Self-Service account will show an updated status of 'Admission Confirmed'. You will also be able to print your 'Confirmation of admission certificate'. This certificate is the only document that constitutes confirmation of admission.

**Under no circumstances should you come to Cambridge to begin your course until we have notified you that all conditions are met and your admission has been confirmed.**

### 3.1 Deadlines for meeting your conditions

You must have satisfied all the conditions of your offer by the relevant deadline.

Term of admission:	Deadline:
Michaelmas (1 October)	31 July (two months before admission)
Lent (5 January)	5 December (one month before admission)
Easter (10 or 17 April)	10 March (one month before admission)

It is your responsibility to make sure that documents which are sufficient to meet your conditions are uploaded **before** these deadlines. If you need more time to meet the conditions of your offer, you should consider making an application to defer your admission (see 14.3).

If you are unable to meet the **academic** condition by these deadlines, you may apply for an extension but only if you have met all other outstanding conditions. Extensions can be requested via our [contact form](#).

Note that many Colleges will not offer accommodation until all conditions are met.

International students who require a student visa are advised to meet their offer conditions as early as possible so they can make their visa application in good time.

### 3.2 Processing your documents

The PAO aims to process all materials received **within ten working days**. However, during peak periods (in particular late July and August) this may take longer. The PAO processes a large number of documents around the 31 July deadline and we therefore encourage you to upload material as soon as you receive your conditional offer where possible.

If materials (e.g. transcripts) have to be considered by your Department this will require additional processing time.

We are unable to acknowledge receipt of documents but your Self-Service account will be updated as soon as we have processed material received.

### 3.3 Accepting your offer and offer acceptance deadlines

You can accept your offer via your Self-Service account. You can do this before you have met all of your other conditions.

A deadline for acceptance is stated on your offer certificate (note this is different to the deadline for meeting all conditions set out in section 3.1). If you do not accept your offer by this deadline, it will be withdrawn. You will need to accept before we can issue a confirmation certificate.

We encourage you to accept your offer and to do so as soon as you are ready, even if you are waiting for confirmation of funding. However, you should only accept if it is your firm intention to take-up your place at Cambridge.

If it later becomes necessary for you to cancel your acceptance, for example because you do not secure funding, you can do so by withdrawing your application at any time before your course begins. If you withdraw your application before registration you will not be liable for course fees (for the Masters degree in Corporate Law there is a non-refundable reservation fee, as described [here](#)). For how to withdraw see section 14.1.

By accepting your offer, you agree to the University of Cambridge Postgraduate [Terms of Admission](#), which you should read and keep. Once admitted, you will be bound by the Statutes, Ordinances and Regulations of the University, in particular as these relate to [postgraduate degrees](#), and have responsibilities as a postgraduate student as set out in the [Code of Practice for Research Degrees](#) and the [Code of Practice for Master of Philosophy by Advanced Study or Master of Research](#).

If you have any relevant, unspent criminal convictions, these must be declared at the same time as you accept your offer. Further information on this requirement is [here](#).

### **3.3.1 Other Cambridge offers**

If you have made more than one application to Cambridge, it is a condition of acceptance of any offer that you withdraw the other applications (whether or not those have received offers). If you have received more than one offer, you may choose which you accept but may only accept one.

You do not have to withdraw other applications or offers immediately. You may, for example, find that funding is forthcoming for one but not for others, and it is acceptable to wait until this is clear before choosing which to decline.

### **3.3.2 Intellectual Property**

Before accepting an offer, you should, where relevant, discuss with your proposed supervisor or Department whether any intellectual property rights may result from your studies, research or project(s). Further information on legal rights and obligations is provided in the [Terms of Admission](#).

## **4 Your academic condition**

The format of documents required to meet the academic condition is strict as this enables the PAO to verify the authenticity of the degree and the level achieved.



## 4.1 Documents accepted

If your institution has a secure electronic transcript system (e.g. Digitary or HEAR) you should request that the relevant system shares a link with us via [bgstranscripts@admin.cam.ac.uk](mailto:bgstranscripts@admin.cam.ac.uk). If not, you are required to upload a colour scan or photo of your original, **final** academic documents. (A separate system is in place for current Cambridge students, see 12.1.)

If we are unable to validate the authenticity of the document you have uploaded we may request further information or contact the awarding institution directly.

You must retain the original documents that you have uploaded and have them with you when you arrive in Cambridge. If you are not able to provide the originals when requested you may not be allowed to matriculate or you may be withdrawn from your course.

The final transcript **must** show **all** of the following; you should also provide a degree certificate if any of this information is absent:

- the **final** classification, average score and grade;
- any modules or scores that are requested as part of the offer condition;
- the date the degree was awarded or completed;
- the formal title of the degree;
- the name of the institution that awarded the degree;
- if you took your degree outside the UK, the transcript must also include an explanation, in English, of the marking scheme used for your degree;
- if the documents are not in English, you must **also** upload a translation (see 4.2).

## 4.2 Documents not in English

If the documents you are uploading are not in English, you must obtain a translation into English from an official translation service (such as the British Council). There may be a cost for this service. **You must upload both the translation and the original documents together.** Do not write on academic documents yourself.

## 4.3 Completion of Master's Degrees (with a specified grade)

If you have been set a condition to achieve a particular grade in your Master's Degree (including a Pass), the instructions in section 4.1 should be followed.

If you are not able to do this provide the required documentation before the relevant deadline (see 3.1) and you have already completed a previous degree that is at least equivalent to a UK Bachelor's Honours degree Upper Second Class, then your Department may provisionally accept you based on the progress in your Master's degree, if that degree can be completed before the start of your Cambridge course.

You should ask the Registrar of your current institution to provide you with a formal letter (signed, and on headed paper) stating:

- your indicative result;

- when you are expected to complete all the formal coursework and examinations required for your Master's course and when you are expected to submit your dissertation, if relevant (all of which must be before your proposed Cambridge course starts);
- when you will have no financial or any other obligations to that University.

This letter should be uploaded to your Self-Service account. Note that you may be required to provide evidence that you have achieved the grade set in your initial academic condition after you are admitted. If you are not able to provide this you may not be allowed to matriculate or you may be withdrawn from your course.

If you remain unable to meet your academic condition due to timing issues, you may either apply to defer your admission (see section 14.3) until it is met, or withdraw your application and make a new application for the next academic year.

#### **4.4 Completion of current study (no specified grade)**

Students may not follow a degree level course at another institution while registered for a full-time Cambridge degree.

If you are currently registered on a degree level course but have not been set a condition to achieve a particular grade (including a pass), any offer made is conditional upon you completing, intermitting or withdrawing from it.

If your offer is for a part-time degree, we reserve the right to require the same condition.

##### **4.4.1 Completion**

If you have been set a condition to complete your current degree, you should upload a copy of your final transcript and/or certificate confirming completion by the offer conditions deadline.

If you are unable to do this because you are completing your current course after the offer conditions deadline then you should upload the following two documents after 1 June, for Michaelmas starters (those starting in other terms facing the same issue should email [pg.admissions@admin.cam.ac.uk](mailto:pg.admissions@admin.cam.ac.uk)):

- a letter from your current university, dated no earlier than 1 June (for Michaelmas starters), confirming the date you are expected to complete (which must be before the start of your new course).
- a completed and signed '[current course of study declaration form](#)'.

If you are completing your current course after the offer conditions deadline, have a current Tier 4/Student visa and require a student visa for your new course, then the letter from your University must include the specific wording that you are *"highly likely to complete your course successfully based on the assessment of your performance throughout the course"* and give the expected date when the qualification will be awarded. This is in accordance with Home Office guidance. Along with this letter you should upload a completed and signed '["highly likely" declaration form](#)'.

You must not commence your course at Cambridge if you have not completed your current course of study. You may be required to provide original documents evidencing that your degree has been awarded when you arrive in Cambridge. If you do not your offer may be withdrawn, you may not be

allowed to matriculate, or disciplinary action may be taken against you resulting in you being withdrawn from your course; if applicable, your student visa sponsorship will be withdrawn.

#### 4.4.2 Intermission or withdrawal

If you are set a condition to intermit or withdraw, you should upload a letter from your University confirming that this has occurred by the offer conditions deadline.

If you are intermitting or withdrawing after the offer conditions deadline you should upload a letter from your University confirming the date of your expected intermission (with an endate) or withdrawal, either of which must be before the start of your new course. You will also need to complete and sign the [‘current course of study declaration form’](#).

See section 11.1 for relevant information for Tier 4/ Student visa holders.

#### 4.5 What to do if you do not meet your academic condition

If you do not achieve the grade required in your academic condition please upload a copy of your final transcript and certificate (where available), with a statement of explanation that you have not met the condition and if relevant any mitigating circumstances.

Your Department will consider your final results and decide whether or not to admit you. The outcome will be presented in your Self-Service account. If the decision is not to admit then your application will be rejected.

The same process applies to students currently studying at Cambridge.

## 5 Your financial condition and the Financial Undertaking Form

To meet your financial condition, you must upload to your Self-Service account a completed [Financial Undertaking Form](#) along with any required documentation (see 5.5). Use the document type ‘Financial Undertaking Form (Post-Offer ONLY)’.

If you hold a full award from one of the University’s [internal funders](#) (including Gates Cambridge, the Cambridge Trust and Cambridge administered UK Research Council funding) you may be able to upload an official notification of your award instead, see 5.6.

**By uploading the form, you give an undertaking to the University that you have sufficient funds to pay for your course fees and your living costs for the duration of your study.** In completing the form, you are required to calculate an estimate of the minimum amount required, known as your **‘minimum financial undertaking’**. However, you should also read the notes in this guide about potential additional costs and variability.

As set out in the form:

- non-payment of fees will necessitate withdrawal from your course;



- neither the University nor your College can commit to support you in the event that you experience difficulties meeting your living costs.

Note that you cannot rely on gaining funding once you have taken up your place. Note also that you will need immediate access to your funds to cover living costs from when you arrive in Cambridge.

**Do not sign the form if you have any doubt about whether you have sufficient funds for your fees and living costs.**

## 5.1 Your financial undertaking: duration

You can find the duration of your course in its [Course Directory](#) entry. Note that if this is less than a year you should enter '1' in your [Financial Undertaking Form](#) entry. If it is shown as a range (e.g. '3-4'), you should enter the lower figure ('3'). You may also find the following table useful.

Type of Course	Duration for Financial Undertaking	
	F/T	P/T
MPhil (up to 12 months duration); Postgraduate Diploma; Diploma; Advanced Diploma; MAST; LLM; MCL, Certificate of Postgraduate Studies (CPGS) only (that is, not leading to a PhD), MRes only	1 year	2 years
MLitt; MSc; or MPhil (2 year)	2 years	
CPGS as the probationary year to a PhD; PhD (probationary).	3 years*	5 years*
EngD, a four-year doctoral programme, or an Integrated Doctoral Programme (1+3)	4 years	
Integrated Doctoral Programme (2+3)	5 years	

\*Many students enrolled on a 3 (or 3 – 4) year full-time PhD take more than 3 years to complete their course, while their funding does not cover any or all of a fourth year. Similarly, many students enrolled on a 5 – 7 year part-time PhD take more than the minimum period. Neither the University nor the Colleges can commit to support you in these circumstances. Prospective PhD students should have a plan for their financial support in these additional years at the time of initial application.

## 5.2 Your financial undertaking: minimum costs for full-time and part-time applicants

If you are a prospective full-time students, you must enter the 'Minimum costs for the first year of your course' into the [Financial Undertaking Form](#). For this you should use the 'Total Liability' figure, which can be found under 'Estimated Financial Liability of Offer for Year 1 of the course' in the 'Tracking Your Finances' section of your self-service account. This combines your fees (UCF) and an estimate of your minimum living costs ('Student Maintenance') for the first year of your course.

For prospective part-time students, your 'Total Liability' (found under 'Estimated Financial Liability of Offer for Year 1 of the course' in the 'Tracking Your Finances' section of your self-service account) includes only your first year fees (UCF), and any additional course costs, but not an estimate of your living costs. The 'Total Liability' figure should thus be entered into the [Financial Undertaking Form](#) as

your fees for the first year or your course. A separate estimate is entered for your living costs, see section 5.4.3. The form asks you to sum your fees and living costs for the whole of your course to give your estimated minimum financial undertaking.

### **5.3 Your financial undertaking: course fees**

You are required to pay a fee, called the [University Composition Fee](#) (UCF), for the duration of your course (including any terms spent working away from Cambridge). Your UCF for the first year of your course is shown in the 'Tracking Your Finances' section of your Self-Service account. This reflects the fee status shown on your conditional offer certificate (see section 2.9).

For most courses the annual UCF is fixed for the duration of the programme; exceptions are noted below, though you should also check the [Course Directory](#) entry for your programme.

All full-time PhD students are liable to pay the UCF for a minimum of 3 years (5 years for part-time students). Students who remain registered beyond this (up to the maximum of 4 years, for full-time, and 7 years, for part-time students) are not normally charged the UCF during this period (but see section 5.1 for the importance of budgeting for living costs).

#### **5.3.1 Integrated Doctoral Programmes (1+3 or 2+3)**

If you have received a conditional offer for an Integrated Doctoral Programme (1+3 or 2+3) then your UCF will increase significantly from the Master's UCF to the PhD UCF in the second year (or third year for a 2+3). It will remain at that rate for the rest of the course. An estimate of the PhD rate for your course can be found [here](#).

For 1+3 or 2+3 courses, you should complete the Financial Undertaking Form by stating a 4 or 5 year course duration, respectively. The fee element within your 'Total Liability' for year one includes an uplift for the higher PhD fees to come, such that in multiplying by the course duration an accurate estimate of fees for the whole course is obtained.

For 2+3 courses you should make an estimate of maintenance costs for the period of the two year, part-time MRes (see 5.2). Please add this to the product of multiplying your year one 'Total Liability' and course duration, to give an estimated minimum financial undertaking for the whole course.

If you have been admitted to a 1+3 or 2+3 programme you cannot apply for separate PhD funding from the University Funding Competition in a later year. If you submit a new application to the PhD after commencing the 1+3 or 2+3 your application for the former will be withdrawn.

By submitting a completed form, you are giving assurance that you or your funder can meet your financial undertaking for the full duration of your integrated course.

#### **5.3.2 Doctor of Medicine (MD)**

The fee for the part-time [Doctor of Medicine](#) (MD) is set as a total covering the whole course and which students can pay in two equal instalments over their first two years. The figure shown in 'Tracking Your Finances' is half the total fee (i.e. one instalment). On the Financial Undertaking Form, you should enter

this amount as fees for the first year of the course and multiply it by two to calculate fees for the whole of the course.

### **5.3.3 MAST**

All MAST courses are treated as undergraduate courses for fee purposes. Overseas students are therefore charged the undergraduate College fee in addition to the University Composition Fee. This varies between Colleges; see [here](#) for more details. An estimate, based on the maximum College fee charged, is included in the 'Total Liability' shown in your Self-Service account.

### **5.3.4 Doctor of Education (EdD) and Master of Architecture (M.Arch)**

The [EdD](#) is a part-time course and the UCF increases annually subject to inflation. The [M.Arch](#) is a two year course and the second year UCF may vary. The increase in fees is not reflected in the calculation of your minimum financial undertaking and prospective students should make additional provision for this increase.

### **5.3.5 Compulsory additional costs**

Some courses include compulsory additional charges to cover specific research-related costs. These will be shown in the relevant entry in the [Course Directory](#). They are also shown as a component of your 'Total Liability' under 'Tracking Your Finances' and hence should be included in your Financial Undertaking form entry.

### **5.3.6 Members of Staff**

If you are employed by the University, you may be entitled to a reduced UCF (see [here](#)). Your financial liability under 'Tracking Your Finances' will not be amended until we have received a completed [Staff Fee Application Form](#) and this has been approved.

### **5.3.7 Your fee status condition**

If your fee status is 'Home Provisional' you will need to provide further evidence to confirm your fee status. You will need to upload a [Fee Status Assessment Questionnaire](#) under the 'Fee Status' category on your Self-Service account, along with any supporting documents stated in the Questionnaire. You should also ensure you have uploaded a copy of your passport, under the 'Passport' category, and proof of your immigration status, under 'Immigration-Post Offer'.

## **5.4 Your financial undertaking: living costs (or 'Student Maintenance')**

The 'Student Maintenance' figure stated for full-time students in the 'Tracking Your Finances' section of your Self-Service account is an estimate of your annual basic living costs, including accommodation and food. The figure quoted should be regarded as the absolute minimum you will require; it will vary upwards according to your own lifestyle and preferences. For part-time students see section 5.4.3.

Some students, especially those coming from overseas, will have additional costs associated with arriving in the UK and Cambridge. For more information see [here](#).

In calculating your financial undertaking, you are not required to include an inflationary increase in this amount. You should, however, make provision for inflation in your own financial planning and be aware



that, because the 'Student Maintenance' figure is set in advance, the cost of living may already have risen before you arrive in Cambridge.

#### **5.4.1 Dependants**

If you intend to bring your family to Cambridge, you will need to ensure provision for their living costs; this is not generally provided by scholarships and neither the University nor your College undertake to support your dependants.

For full-time students, additional maintenance costs are shown under 'Tracking Your Finances' if you are to be accompanied by others who will be financially dependent on you. This position is taken from information you provided at application. Living costs are assessed separately for adult and child dependants. Failure to provide accurate information about your dependants will be treated seriously by the University.

The figures for children do not cover childcare. The [costs of childcare](#) in Cambridge are extremely high and you are advised to obtain information on these before signing the Financial Undertaking Form.

For a dependant visa see section 11.

#### **5.4.2 Paid work**

Full-time students should not expect to provide additional income through paid work. For information on restrictions see [here](#).

#### **5.4.3 Part-time students**

As a part-time student you will still need to cover your living costs on a full-time basis. This will be true for the duration of your studies, which may be up to seven years for a PhD.

We do not provide an estimate of living costs for prospective part-time students because these vary widely between students' different home locations and circumstances. However, you should estimate your living costs as part of your own financial planning and you need to include such an estimate in the 'Your minimum financial undertaking' section of the [Financial Undertaking Form](#).

The form requires you to enter your estimate as a single figure, covering the duration of your course. Where the duration of your course is a range, you should enter an estimate based on the minimum period but be aware that many students take longer to complete and you will need a plan for your financial support in that circumstance.

You should create your estimate by adding the costs from your different areas of spending. This can be sense-checked by comparing it with your current income, minus any savings you generate and remembering that study will bring additional costs.

Many of your costs will relate to day-to-day living, and you should consider areas including:

- housing costs;
- utility bills;
- everyday food;

- everyday transport;
- clothes and furniture;
- healthcare costs;
- tax (e.g. council tax for those living in the UK) and any insurance policies;
- lifestyle costs (such as eating out and entertainment);
- childcare.

However you should also include costs related to your study, and in particular the travel and accommodation costs for the time you will need to spend in Cambridge. Some additional information on accommodation and other costs in Cambridge is available [here](#).

Where relevant, you will need to think about your role in your family's finances and the costs of dependants, including childcare costs. You should consider if the time you will need to spend in Cambridge will impact on your childcare arrangements and cause any additional costs. The cost of childcare in Cambridge is extremely high. Costs for University run nurseries (0-4 years) are available [here](#).

## 5.5 Completing your financial undertaking form: documentation

### 5.5.1 Self-funding applicants

If you are self-funding, the only document you need to provide is a completed [Financial Undertaking Form](#). You do not need to upload bank statements or confirmation of arranged loans. However, the University retains the right to ask for further information and your College may request evidence of your available funds.

### 5.5.2 Notification of studentships and awards (non-internal)

If you have been given a studentship, sponsorship or other financial award, you will need to upload your official award letter signed by the funder alongside your Financial Undertaking Form. Your award letter must state:

- the amount of funding provided by the award (by year);
- the start and end date of the award;
- any conditions of the award;
- the full details of the sponsor, or funding body providing the award.

If the letter from your sponsor is not in English, you must also upload an official translation as well as the original sponsor letter (see section 4.2).

## 5.6 Applicants with internal funding

If you are an applicant for **full-time** study and hold an award from one of the University's [internal funders](#) that **fully funds** your fees and full-time maintenance (where 'fully funds' means matching or exceeding the 'Total Liability' figure given in the 'Tracking Your Finances' section of your Self-Service account) then an official notification of the award should be uploaded to your Self-Service account. That will serve instead of completing a Financial Undertaking Form. Internal funders include **Gates**

**Cambridge, the Cambridge Trust, Cambridge Colleges and UK Research Councils** (where funding is awarded by a University Department).

However, if you are an applicant for part-time study or your award does not fully fund your fees and full-time maintenance then you must still complete and sign a [Financial Undertaking Form](#).

In general, internal funders will themselves upload the notification and your financial condition will show as met. However, if this does not occur, you can upload the notification yourself.

You will receive notification of an internal award from the relevant funder. Please do not contact the PAO for information.

All fully funded opportunities at Cambridge are restricted to those applying to start a new course. Deadlines to apply for funding are very early. Please see [here](#) for more information on funding and [here](#) for funding applications.

## **5.7 Other financial considerations**

### **5.7.1 Additional costs**

In addition to any compulsory additional costs included in your 'Total Liability', you may have other research-related costs (for example for language training or conference attendance). You will need to make provision for these in addition to your fees and estimated living costs.

### **5.7.2 Foreign currency and exchange rate fluctuation**

If your capital/funds are not in GBP (£), you should allow for fluctuations in currency exchange rates which could affect your future ability to pay your fees and cover your living expenses. You should consider converting any non-GBP (£) capital/funds into GBP (£) at the beginning of your course, to protect it against any subsequent drop in value. Please note, the University or Colleges cannot compensate for financial loss due to currency fluctuations.

## **5.8 The Financial Undertaking Form and Student visa applications**

If you need to apply for a Student visa to study in the UK, the financial evidence to support your application needs to fulfil the specific requirements outlined in the student visa policy. The Financial Undertaking Form cannot be used for this purpose. Visit the [International student webpage](#) for further guidance and if you have any questions about these requirements, please email the International Student Office at [international.students@admin.cam.ac.uk](mailto:international.students@admin.cam.ac.uk).

## **5.9 Fee payment**

The University Composition Fee (UCF) is paid to your College at or before your arrival, along with other College costs. Your College may ask you to pay for the whole of your first year at that time. Please contact your College for further information on methods of fee payment.



## 6 Your language condition

You will normally be set a language condition unless:

- you are a national of a majority English speaking country, or
- you have three years of university level study in an English speaking country, leading to the award of a degree, and this study ended less than two years before the start of your course in Cambridge.

If a language condition is set, we generally require that you successfully complete an IELTS or TOEFL language test to the level specified for your course (some courses also accept CAE and CPE tests and you can check this in the [Course Directory](#)). However you should read your language condition carefully and in full, as in some cases we may offer further options. More information can be found [here](#).

Please make arrangements to take the test as soon as possible. Test centres often become fully booked and you should also allow time to take a further test if you do not meet the required levels immediately.

You should upload a print screen or scan of your test report, regardless of the scores achieved, and we will verify the results online. Please do not send us physical reports.

For a test report to be acceptable it must show:

- the scores for each element (all elements must be passed at the required level in one sitting, we do not accept part-scores from several different tests or the TOEFL 'MyBest' result);
- the date the test was taken (it must be less than two years old on the start date of your course);
- for an IELTS test, the Test Report Form (TRF) number (e.g. 14GB000111COLW001A);
- for a TOEFL test, the registration Number (e.g. 0000 0000 1111 1111) and your date of birth.

### 6.1 The University of Cambridge Language Centre

If you have taken an English language test and uploaded your scores but these scores do not meet your language condition, the PAO **may** recommend you for an independent assessment by the University of Cambridge [Language Centre](#). This will show in your Self-Service account under your offer conditions. If your Language Centre assessment is successful you **may** be accepted on to your course with a recommendation that you complete the 'Academic Development and Training for International Students' (ADTIS) programme. There is a fee for this programme. If you are recommended to attend, you will be sent all the details including cost.

Please note that an individual applicant can only be assessed by the Language Centre once per academic year and no second referral to the Language Centre for assessment can be permitted.

Please do NOT contact the Language Centre or the PAO for an assessment unless you are advised to do so via your Self-Service account.

If you have met your language condition, you may still want attend the ADTIS Programme voluntarily, to further improve your English. Please contact the [Language Centre](#) directly about bookings and fees.

## 7 Your College allocation and membership

It is a condition of your offer that you must accept membership from a College of the University. If you do not accept the offer of College membership made to you, your admission to the University will not be confirmed and you will not be able to take up your place at Cambridge.

Please do **not** contact any of the Colleges directly; everyone receiving a conditional offer from the University will receive an offer of College membership in due course. This will be shown on your Self-Service account and the College will also contact you directly to offer a place. Please respond to the College and provide them with the documentation they require.

The first two Colleges that consider your application are determined by the preferences made on your application. Should those Colleges not to accept you, your application will be allocated by an automatic process (see [here](#)). If you did not indicate a preference, you will be considered using the automatic process. It is only possible to change or add preferences in the 14 days after submitting your application. If you are an existing College member see section 12.2.

Note that securing College membership does not mean that the University has confirmed your offer. You must receive a confirmation of admission certificate via your Self-Service account before you begin your study at Cambridge.

### 7.1 Changing your College allocation

You cannot request a change of College unless another College has offered you a full or substantial scholarship.

If you have a disability, other serious medical needs, a religious or a special family need, then you should contact the Postgraduate Tutor of the College that has accepted you to discuss what adjustments can be made to meet your needs. If adjustments cannot be made then the Postgraduate Tutor may recommend a transfer of College, which would be considered by the [College Transfer Panel](#), though transfers cannot be guaranteed.

### 7.2 Accommodation

College membership does NOT constitute an offer of accommodation, and a College room cannot be guaranteed. Your College will normally help you to find accommodation, but many Colleges do not allocate College accommodation until all offer conditions are met and admission confirmed.

If you are unable to meet your offer conditions by the stated deadlines you may find that you have to make your own arrangements for accommodation. The University's [Accommodation Service](#) can help with this.

## 8 Conditions for your part-time study

All offer holders for part-time study are required to upload a completed [Part-time attendance declaration form](#) under the category 'Part-time – post offer'.

If you require a student visa to study in the UK, you should read the information on the [Studying part-time](#) section of the International Students website. You will be advised by the International Student Office during the admissions process which immigration route is applicable for your part-time study and the restrictions attached to this.

## 9 Your identity and nationality

If you are a UK or Irish national, you must upload a scan of either your current passport (photo ID page) or a valid, full UK or Irish driving licence.

If you are not a UK or Irish national, you must upload a scan of your passport. Please see section 0 for detailed requirements.

Please do not send identity documents as an email attachment.

### 9.1 Uploading your photo

You must upload a good quality, passport-style digital photo that includes only you – no hats, scarves, eyewear or pets. Full guidance on our photo acceptance criteria, with examples of acceptable and unacceptable photos, is [here](#). For help on how to upload your photo, see section 3a of [this](#) document.

Further information on your University card can be found [here](#).

## 10 Conditions related to your passport and visa

### 10.1 Passport

If you are not a UK or Irish national, you should upload a copy of the passport which you intend to use to study in the UK. If you have dual nationality, you should upload **both** passports and tell us which you will use for your visa application if applicable.

We will use this to verify whether you require a visa to study and, if relevant, to issue the Confirmation of Acceptance for Studies (CAS) (see section 11.1). The CAS includes your passport number, so it is vital that the information you upload is from the passport you will use to apply for your visa and to travel to the UK.



All relevant pages should be uploaded so as to include:

- the photo ID page;
- passport number;
- issue and expiry dates;
- full name;
- date of birth;
- sex / gender.

It is not necessary for the passport validity to cover the duration of your studies, but it should at the least be valid for any visa applications, your travel and the start of your course. If you intend to renew your passport before coming to the UK, you should proceed with the renewal as early as possible and wait until you have your new passport before uploading a copy.

For further visa information see section 11.

## 10.2 Current or previous UK visas and UK immigration status

Where you have previously held a UK visa or immigration status, the University is required to gather information about your current or most recent Tier 4 or Student visa and any other valid visa or immigration status that you hold in the UK. This is to help determine if you will require visa sponsorship for studies at Cambridge and provide relevant information in the Confirmation of Acceptance for Studies (CAS).

You will need to upload the following documents via your Self-Service account:

- the Biometric Residence Permit (BRP), where applicable (not the temporary entry vignette in your passport);
- your current or most recent Tier 4 or student visa (even if you did not commence study or withdrew from the course);
- the 'share code', if your current UK immigration permission or previous study visa was issued as a digital status (this can be requested from [www.gov.uk/view-prove-immigration-status](https://www.gov.uk/view-prove-immigration-status)). Note that the share code must begin with S so ensure you choose 'something else' as the reason you need the code – we are unable to verify your status using a right to work/right to rent code.

If you currently hold a non-student visa, including a Graduate visa, but previously studied in the UK on a student visa, ensure you upload evidence of the previous study visa. If you intend to apply for another UK visa before your course begins, you should inform us and upload evidence of the new status when you receive this. Please be aware that the Graduate visa will not allow you to study a full-time degree programme at Cambridge.

Applicants for the **Advanced Diploma** will need to upload **all** previous UK visas issued for study, not only their current or most recent. This is to consider any time-limit restrictions on visa sponsorship which apply to this level of course.

If you do not hold a valid UK visa or immigration status and have not previously studied in the UK, you will need to upload the [‘No Previous UK Study or Current UK Visa/Immigration Status Declaration Form’](#) via your Self-Service account.

### 10.3 Academic Technology Approval Scheme (ATAS)

If you have applied for a research course in a specified science or technology subject and will be studying in the UK on any time-limited visa, you will need ATAS clearance. Obtaining an ATAS clearance certificate will be a condition of your admission. Further information, including which subjects require clearance, is available [here](#). A guide with more information about how to apply for your ATAS is available in the description of your condition.

Applicants with indefinite leave to remain are exempt from this requirement, as are nationals from the EEA and Switzerland or the following countries: Australia, Canada, New Zealand, USA, Singapore, Japan, South Korea.

If you studying on a time-limited visa and are a dual national of an exempt country and another country, you will only be exempt from ATAS if you apply for your visa using the passport of the exempt nationality. If you will apply for your student visa with a nationality that requires ATAS clearance, you must notify the PAO of this and provide an ATAS certificate as a supporting document with your visa application.

The UK Foreign, Commonwealth & Development Office (FCDO) manages ATAS. You must apply online to the FCDO, using the information about your course provided in your offer certificate and the statement provided in your Applicant Self-Service account under the ‘UK immigration’, ‘ATAS’ section. **You must not write this statement yourself.** If the statement is not available in the Self-Service account, please contact your Department directly.

You should apply no more than 6 months before the start of your course but should make your application as early as possible within this period. The application is free. The FCDO indicates that it normally considers complete applications within 20 working days, but this can extend to 30 days or more during the peak June to September period.

Check the information you use to apply for your ATAS certificate carefully. If any is incorrect or differs from the information we have provided, we will reject your certificate and you will have to apply again, taking a further 20 to 30 working days.

You must apply as a ‘Student’, not a ‘Researcher’, even if you are doing a research degree. The exception may be if you will also be a member of staff at the University so please contact the International Student Office if you are unsure about this.

Once you receive your ATAS certificate, upload it via your Self-Service account under the category ‘immigration’.

If your course requires ATAS clearance, the ATAS certificate must also be provided as a mandatory supporting document with your student visa application. Please note that an ATAS certificate does not guarantee a visa, or an extension of stay.

## 11 Applying for your visa

If you do not hold UK or Irish citizenship, you may need to apply for a Student visa in order to study in the UK. Where this is required, you will need your visa documentation checked by your College after arrival and prior to commencing your studies. You will make your visa application after your offer is confirmed.

It is your responsibility to check whether you require a Student visa, to make an application, and then to understand, meet, and comply with the immigration requirements. You will need to provide a number of documents with your visa application. What is required varies depending on your nationality and course. It is important to ensure the supporting documents for your application meet the specific requirements. For further guidance visit the [International Students website](#).

The International Student Office provides a visa advice service to assist students, and their dependent family members, in applying for their Student visa. They can be emailed at [international.students@admin.cam.ac.uk](mailto:international.students@admin.cam.ac.uk) (do not contact PAO for visa advice, unless it relates specifically to your visa offer condition).

You should note that:

- full-time degree study is not permitted on a Visitor visa or if you have entered the UK as a visitor;
- full-time degree study is not permitted on a Graduate visa or High Potential Individual visa, even if your new student visa application is pending;
- you cannot begin a course at Cambridge using an existing Tier 4/Student visa issued for a course at another institution or any pre-session course at Cambridge;
- if you hold a Tier 4/Student visa for another institution and you withdraw or intermit, you will be required to apply for a new student visa **from overseas** for study at Cambridge;
- if you have applied for part-time study, you should read the relevant information on the [International Students website](#); the International Student Office will confirm the appropriate immigration route for your course (see section 8).

If you plan to bring family with you to Cambridge and require a visa to study, check the [dependant visa](#) requirements.

All applicants are asked to provide full information about their higher education to date via the Application Portal. This is particularly important for those requiring a Student visa who have previously studied in the UK. You should check that the information you have provided is accurate and, if you find an error or omission, tell us at [pg.admissions@admin.cam.ac.uk](mailto:pg.admissions@admin.cam.ac.uk), attaching copies of any relevant visa documentation.



You should also read the following information:

- Academic Progression requirements, on the [International Students website](#);
- Responsibilities on a student visa: <https://www.internationalstudents.cam.ac.uk/student-visa-responsibilities>;
- Working during or after your studies: <https://www.internationalstudents.cam.ac.uk/student-visa-responsibilities/working-student-visa>;
- Finishing your studies on the [International Students website](#).

### **11.1 Your Confirmation of Acceptance for Study (CAS)**

You will require a Confirmation of Acceptance for Studies (CAS) from the University to support your Student visa application. In your application you must enter the CAS reference number in the relevant section.

The PAO will only prepare your CAS once you have met **all** of the conditions of your offer (including academic, financial and visa conditions) and your admission has been confirmed. The CAS statement will be emailed to you, but the earliest you should expect to receive it is 3 - 4 months before the course start date or within 5-7 days of your admission being confirmed, whichever is later. Once your admission is confirmed, progress towards issuing your CAS can be tracked via your Self-Service account under 'UK Immigration Details'.

The CAS is prepared using information provided in your application for admission. It is your responsibility to check all the details on your CAS are correct and up to date before making your student visa application. Contact PAO, via [casinfo@admin.cam.ac.uk](mailto:casinfo@admin.cam.ac.uk), if you need to check any details, or for changes or updates to be made prior to making your visa application. The University accepts no liability for problems caused by incorrect information on the CAS.

For PhD students the course duration for CAS and visa purposes is 4 years, based on the maximum registration period. Where a combined CAS is issued for an Integrated Doctoral programmes, the course duration for visa purposes is 5 years.

### **11.2 Visa requirements for students currently studying at Cambridge**

If you currently hold a Tier 4/Student visa sponsored by the University of Cambridge and you are continuing onto a new course at Cambridge, you may be able to start your new course on your current visa as long as you successfully complete the course for which your current visa has been granted. This will depend on when your current visa expires.

If there is a gap of more than 28 days between your current visa expiring and your new course start date, the Home Office requires you to make a new student visa application from overseas, in your country of nationality or where you hold a residence status other than as a visitor. You will need to apply for and obtain the new visa prior to returning to the UK.

If there is gap of less than 28 days between your current visa expiring and your new course start date, you will be able to make your new student visa application in the UK either within 6 weeks of the official

start date of the new course, or prior to your current visa expiring, whichever is earlier, as long as your offer has been confirmed before your current visa's expiry date.

In planning your visa application, you should take into consideration the processing timeframes for an application.

If you require ATAS clearance you must obtain this before you begin your new course. We cannot confirm your admission unless you have a valid ATAS clearance certificate for the new course (see section 10.3).

## 12 Current and previous University of Cambridge students

### 12.1 Your academic condition

If you are currently studying a course at Cambridge, you are not required to upload your final transcript or degree certificate to meet your academic condition. The PAO will be notified of the results of your course and will update your academic condition accordingly.

You should be aware that the PAO will only complete the academic condition after the relevant Degree Committee meeting, and with its approval. Such a meeting may be held after the offer conditions deadline and this deadline will not apply to the academic condition in such a case.

If your results do not meet the academic condition set, we will ask your prospective Department to consider your course marks and they will make a recommendation to the PAO. The outcome of this recommendation will be presented in your Self-Service account.

If you have previously been admitted via the PAO for a graduate or postgraduate course you are considered as a '[continuing student](#)'.

It is NOT permissible to be **a candidate for a degree of the same type** at the University of Cambridge more than once, regardless of the outcome of the degree, see [here](#). It is your responsibility to inform the PAO if you are applying for a course that would create this circumstance. The University's Education Committee may agree to accept you on the course but this will be on the understanding that you can only be awarded a 'Certificate of satisfactory completion'. You are required to upload a letter confirming that you and your Department agree to your registration on this basis.

### 12.2 College Membership

If you are a member of a College and would like it to consider you for continuing membership, you must have selected this College on your application form. If you did not, your papers will not be sent automatically to this College for consideration.

If you select different Colleges as a preference, we recommend that you inform your current College as a courtesy. If you are unsuccessful at your preferences, your application will be allocated automatically and will not necessarily be sent to your existing College.

## 12.3 Visa application

See section 11.2.

## 13 Offer holders with Disabilities, or Physical or Mental impairments

If you are made an offer of admission and you have disclosed a disability then your details will be forwarded to the Accessibility and [Disability Resource Centre](#) (ADRC) who will contact you to discuss your particular requirements. The ADRC can also offer advice on adjustments to teaching, learning and assessment, assistive technology, funding, access to Departments, and transport options. It is important that you respond to the ADRC as early as possible.

If you have a disability and have not yet disclosed it, please do so now by contacting the ADRC. Disclosure will not affect your offer and we may not be able to accommodate your requirements if you do not do so.

We invite disclosure from anyone who feels they may have a disability or other condition which is likely to require additional support during their time at Cambridge. Under the Equality Act 2010, a disability is any physical or mental impairment which has a substantial and long term adverse effect on an individual's ability to carry out normal day to day activities. As a guide, the Higher Education Statistics Agency uses the following categories for disclosure: blindness/partial sight; deafness/hearing impairment; wheelchair user/mobility difficulties; need personal care support; mental health difficulties (including depression); unseen disability (such as asthma, diabetes etc.); Autistic Spectrum Disorder/Asperger's Syndrome; Specific Learning Difficulty (such as dyslexia, dyspraxia). However, you are encouraged to disclose any condition for which you feel you would like to find out what support is available.

For further advice, please contact the [Disability Resource Centre](#). Tel: +44 (0)1223 332301

## 14 Other information and common questions

### 14.1 Withdrawing your application or declining your offer

If you wish to withdraw your application please tell us via your Self-Service account. You will be asked to complete a short withdrawal survey.

All relevant parts of the Collegiate University will be notified. However, if you have a funding offer from one of the University's internal funders, or if you applied to a specific internal funder (such as Gates Cambridge, Harding, or a College fund) but are still waiting to hear back, please also let them know that you have withdrawn. Contact details can be found on your award notification or the funder's website.



You may also decline your offer via your Self-Service account, which will cause your application to be withdrawn.

## **14.2 Changing your course**

You are not normally permitted to change from the course for which you have been made an offer before it is confirmed. If you wish to be considered for a course in a different Department, you should submit a separate application. If you wish to be considered for a different course in the same Department, you should contact the Department directly. They will advise you on whether the change is possible and make a recommendation to the PAO.

It is possible to [apply](#) to change your course once you are a registered student. However, if you will hold a student visa you need to be aware that not all course changes are permitted once the visa has been granted. Do not assume you will be able to change course after arrival without first needing to obtain a new visa outside the UK.

## **14.3 Deferring your admission**

You may only request a deferral of your offer before certain deadlines (stated [here](#)) and if there is another possible start date within the same academic year (running from October to September). See the [Course Directory](#) for information on possible start dates for your course.

If this is possible, you can apply to defer before confirmation via your Self-Service account under the 'Defer Your Application' section. You will need to indicate in which term you would like to start.

If your admission has been confirmed you will need to email us at [pg.admissions@admin.cam.ac.uk](mailto:pg.admissions@admin.cam.ac.uk), using 'deferral' in the header text of your email.

If a deferral request is submitted, we will seek the permission of your Department or Faculty and of your College, and you will be able to follow the progress of your request in your Self-Service account. If your deferral is approved, you will need, if applicable, to upload a letter from your funding body confirming their award is valid for the new start date. You will not normally have to resubmit other documents. If a CAS has been issued for a student visa application, this will be withdrawn and reissued after the deferral process is complete.

You may not defer your application to another academic year. If you wish to delay entry to a future academic year you will need to reapply for the course and your new application will be considered against the cohort in the resubmission year.

# **15 Contacting the Postgraduate Admissions Office**

## **15.1 Enquiries**

We use an enquiry management system for all queries from applicants and offer holders. Before contacting us with a question, please check if the answer is in this Guide, in our [FAQs](#), on our [website](#) or

in other documents we have provided. Only if you cannot find the information you need should you fill out the online [contact form](#). Please write in English, being clear and brief.

We aim to respond to submitted forms within 5 working days, but this may take longer during the peak period of late July and August.

The [contact form](#) captures the details we need. It helps us resolve your query as quickly as possible and to prioritise enquiries fairly and efficiently. If you contact us by phone or in person, we are likely to ask you to complete a written enquiry to ensure that we have the details needed and can deal with your issue accurately and alongside others.

## 15.2 Offer holder communication

We will communicate updates on your offer and progress with your offer conditions through your Self-Service account, when this is relevant. Please do not contact us for a progress update.

**Please do not email or post documents to the Postgraduate Admissions Office.** All documents should be uploaded to your Self-Service account (and please do not email us to confirm uploading). Emailing documents or a confirmation will delay processing. Posted documents cannot be handled by our systems.

Please note that if you submit documents ahead of the 31 July deadline, but these have not yet been processed by us, you will not be withdrawn as a result. There is no need to contact us in this circumstance.

## 15.3 Third Parties

We cannot discuss your application with a third party (including family members) unless you have given us written permission with the details of that person. Please upload third party details via your Self-Service account using the document type "Correspondence (Post-Offer ONLY)".

Title:	Your offer and its conditions: entry in the academic year 2023-24 v.1.2
Approval History (including dates):	v.1.0 Postgraduate Admissions Committee, 15 September 2022 V.1.1 JW, 10 November 2022 v.1.2 JW, 23 January 2023
Date of Implementation	15 September 2022 (v.1.1, 9 December 2022; v.1.2 24 January 2023)
Date for Review:	Easter Term 2023
Related internal documents	Terms of Admission: entry in the academic year 2023-24 Conditional offer certificate 2023-24