



Postgraduate Admissions Office

A guide to your Offer and its Conditions: Entry in 2022/23

This booklet contains important information, and is intended to provide you with guidance about your offer and the Terms of Admission which apply to it. If there is anything in your conditional offer certificate or on your Self-Service account that worries or confuses you, please read all the guidance in this booklet before contacting us.

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

If your admission is confirmed, it is important that you carefully read the policy documents below which contain information on the regulations of the University and the responsibilities that will apply to you as a Postgraduate student:

[General Regulations for Certain Postgraduate Degrees and Other Qualifications](#)

[Code of Practice for Research Degrees](#)

[Code of Practice for Master of Philosophy by Advanced Study or Master of Research](#)

All offers made for Postgraduate study at the University of Cambridge are subject to the Terms of Admission provided with your offer and to the Statutes, Ordinances and Regulations of the University. This booklet is non-contractual and, in the event of any conflict between this booklet and the Terms of Admission, the Terms of Admission take precedence.

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1. Your Self-Service Account

You can view the details and conditions of your offer, and upload documents to meet the conditions of your offer, via the [Postgraduate Applicant Self-Service account](#).

There is a [guide](#) to using your Self-Service account which will help you with any questions that you have regarding uploading of documentation, and managing your application.

Any communications with you regarding your offer will be made via your Self-Service account, so please check your Self-Service account regularly for any new messages which may have appeared in “The Conditions of your Offer” since the last time you logged into your Self-Service account, particularly after uploading documents to meet offer conditions. Please pay close attention to the ‘Messages and Warnings’ section of this page.

From your Self-Service account, you can:

- a) Print your certificate of offer
- b) View your offer conditions
- c) View your financial liability
- d) View any messages from the Postgraduate Admissions Office regarding your application
- e) Accept or decline your offer
- f) Update your contact details
- g) Upload documents to meet the conditions of your offer
- h) Request a deferred start date within the same academic year (research courses only, if your Department allows this)
- i) Print your certificate of confirmed admission if you have met all the conditions of your admission
- j) Withdraw your application
- k) Print documents to help you with the admissions process, such as Financial Undertaking Form or extra copies of this booklet.
- l) View immigration information (e.g. CAS and ATAS details)

1.1 Username and password

You will need to use the Applicant ID (Student Number/USN) and password sent to you via email following the confirmation of your offer email. If you misplace your password, you can reset your password by clicking the link “I have forgotten my password” on the log-in page for your Self-Service account. If you still have difficulty after trying this, or have misplaced your username, please email pg.admissions@admin.cam.ac.uk with ‘Password Request’ as the subject of the email and we will send you your new log in details.

1.2 Current Student Self-Service Account

Once you have met your offer conditions and your admission has been confirmed, you will continue to manage your affairs as a student online, but through a different Self-Service account. This is the “Self-Service page 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 Self-Service account for current students.

You will only receive this email if your admission has been confirmed.

Full access to the Self-Service account for current students will be opened on the first day of term.

Please contact student.registration@admin.cam.ac.uk if you have any questions.

2. The course we have offered you

2.1 Title of Programme

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

2.1.1 Master of Philosophy (MPhil), Master of Law (LLM), Master of Corporate Law (MCL), Master of Research (MRes), Master of Advanced Study (MASt), Master of Music (MMUS), Postgraduate Diploma, Diploma, Advanced Diploma

The courses listed above are self-contained – most are between nine and twelve months in duration, although there are a small number of full and part-time MPhils which extend over two years. At the end of the programme, if you complete it successfully, you will be eligible to receive a degree, diploma or certificate from the University of Cambridge.

If you decide to progress to a PhD on completion of your Master's or Diploma you will need to apply to continue (unless you have been admitted to an Integrated Doctoral Programme (see section 2.1.2 or 2.1.6). You should discuss this with your supervisor or course director during the first term you are here. The application process is the same as the one you are currently engaged in.

2.1.2 Integrated Doctoral Programmes (1+3)

There are a number of MRes and MPhil courses which form the first year of an Integrated Doctoral Programme (1+3). This should be explicit in the Programme title. The total duration of these integrated programmes is four years, and 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 MRes or MPhil degree. If you decide to complete your Integrated Doctoral Programme at a partner institution then the Terms and Conditions of the new institution will apply and you are advised to read these before applying if these may affect your decision to enrol on the course.

If you have been offered admission on an Integrated Doctoral Programme (1+3) you should note that:

- College membership is offered for the duration of the Programme
- Students registered on a 1+3 must complete within 5 years
- You must have funding in place for a minimum of 4 years (you are not eligible to re-apply for admission to the PhD in order to be considered in the University Funding Competition). For information on how to complete your finance condition see section 3.7.3

2.1.3 Doctoral Programmes: Doctor of Philosophy (PhD), Certificate of Postgraduate study (CPGS) - in the first instance, 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. The Certificate of Postgraduate Study is sometime the first year/probationary year of the PhD. At the end of the probationary year, you will undertake a registration exercise to decide whether or not you can continue as a registered research student and for which course you should be registered. The maximum registration period for the full-time programme is 4 years, and you will be required to submit your thesis before this.

Student visa:

If you require a Student Visa for the PhD, then the course duration recorded on the CAS will be 4 years based on the maximum registration period.

Registration exercises are different in each Faculty or Department, but always involve a rigorous assessment of your suitability for research and the viability of your project. Further details will be provided by your Faculty or Department. If you are successful in this assessment, your registration is normally backdated to the date on which you began your research.

2.1.4 Master of Science (MSc), Master of Literature (MLitt)

The MLitt and MSc are research degrees requiring a minimum of six full-time (or ten part-time) terms of research.

2.1.5 Doctor of Medicine (MD)

There is no first year registration exercise for the part-time MD. Students registered on the MD must complete within a maximum of six years.

2.1.6 Diploma in Conservation of Easel Paintings

The Diploma for the Conservation of Easel Paintings is a 3 year full-time course. The Diploma teaching year lasts 45 weeks and is split into 3 terms, beginning on **1 September**. Your course will usually start on the Monday or Tuesday following 1 September, and you should be present in Cambridge so that you can attend registration and induction. Term dates will be notified by your Course Administrator.

You must satisfy all the conditions of your offer and also accept your offer of admission by **30 June** (two months before admission).

2.1.7 MRes + PhD in Cancer Biology (2+3)

The MRes + PhD in Cancer Biology is a two year part-time MRes followed by a 3 year full time PhD and is an Integrated Doctoral Programme. The total duration of this integrated programme is five years, and you will not need to apply to continue from the MRes 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 MRes degree.

If you have been offered admission on to the MRes + PhD in Cancer Biology (2+3) you should note that:

- College membership is offered for the duration of the Programme
- The maximum duration of the programme is 5 years
- You must have funding in place for a minimum of 4 years (you are not eligible to re-apply for admission to the PhD in order to be considered in the University Funding Competition). For information on how to complete your finance condition see section 3.7.3

2.2 Mode of study

The mode of study tells you whether the course you have been offered is full-time or part-time. Further information on part-time study can be found on our [website](#) and in section 3.13

2.3 Admit Type

If the 'Admit Type' is 'in the First Instance', you have been made a conditional offer for a course that forms the first year of a longer programme of study. For example, you may have been offered a CPGS 'in the first instance' as the probationary first year of a PhD, or an MPhil or MRes 'in the first instance' which forms the first year of an Integrated Doctoral Programme. Other 'Admit Types'

simply indicate a 'standard' conditional offer for the stand alone course, to progress you would need to submit a new application.

2.4 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

Dates of Term and Full Term can be found in the [here](#).

Information on Terms of Study can be found on the [Cambridge Student website](#).

Your course will usually start on the Monday or Tuesday following this date, and you should be present in Cambridge so that you can attend registration and induction.

Your College will contact you to tell you when you need to arrive in Cambridge. You should NOT attempt to start your course before this date.

Your admission MUST have been confirmed before you start your course at Cambridge.

2.4.1 Pre-Sessional courses

Please note that some taught courses include a compulsory introductory stage (or “pre-sessional course”). If your offer is for one of these, the start date will normally be in early or mid September. You will normally be notified of any compulsory pre-sessional courses via your Self-Service account. Please contact your Department for more information.

2.5 Supervisor

For many research programmes, your supervisor or supervisors will be agreed before you arrive. If so, it is quite likely that you will already have made contact with them, and their name will usually be on your conditional offer email. If not, do not worry – we will contact you as soon as your Principal supervisor is allocated via your Self-Service account. You may also be allocated a second supervisor, particularly where required by your funder or if your course is inter-disciplinary.

On some one-year courses, the Course Director is the main supervisor for all students.

2.6 CAH3 code

If your offer includes an ATAS condition, you are required to apply for an ATAS certificate and you will need the CAH3 code stated in your offer certificate (See section 3.9). The Common Aggregation Hierarchy (CAH) code is used to identify subject areas studied at UK Universities.

2.7 Study Method

If your offer includes an ATAS condition, you are required to apply for an ATAS certificate and you will need the Study Method stated in your offer certificate (see section 3.9). This identifies whether you are undertaking a taught or research based course.

2.8 Fee Status

We have assessed your fee status on the basis of the information you provided on your application form and the government guidance available at the time of making your offer. The amount of money you are asked to undertake to provide for your financial condition is based on this assessment. An overview of how we assess fee status is provided on our [website](#).

Further information can also be obtained from the UK Council for International Student Affairs ([UKCISA](#)) or by calling their Student Advice Line on +44 (0)20 7788 9214. UKCISA provides guidance on which categories of students are entitled to Home fees – this can be found on their [website](#).

Having considered the guidance available, if you believe we have not made the correct assessment, you may request a re-assessment. Further information on how to do this can be found on our [website](#).

Please upload the [Fee Status Reassessment form](#) and associated documents via your Self-Service account using document type “Fee Status”.

The University assesses your fee status strictly in accordance with the UK Government Student Fees and Awards Regulations to determine if you are categorised as Home or Overseas fee status. The evidence submitted by you will be checked rigorously and there is no guarantee that submission of a reassessment form will result in a change to your fee status.

3. Your Conditional Offer

When a formal conditional offer has been made by the Postgraduate Admissions Office you will be notified by email, and via your Self-Service account, where you will be able to print a certificate of your offer and view the conditions of your offer. These are the only documents that constitute an offer of admission. No other correspondence (e.g. from a College, department, supervisor or faculty) constitutes a formal offer of admission to the University.

3.1 Meeting your conditions

You will need to upload supporting documentation via your Self-Service account as evidence for meeting each condition. We will assess this evidence and if the evidence you have provided is sufficient to meet an offer condition, this condition will be removed from the list of offer conditions shown on your Self-Service account (this may take up to 10 working days – see section 3.3).

If the documents you have uploaded are not sufficient to meet your offer condition(s), we will alert you to this, and to what you need to do to meet the condition(s), by using the ‘Messages and warnings’ section in your Self-Service account. Messages appear on the same page as your offer conditions. Please check regularly for any new messages.

When the Postgraduate Admissions Office is satisfied that you have met all the conditions of your offer we will notify you via email and your Self-Service account, which will show an updated status of “Admission Confirmed”. You will also be able to print your certificate of confirmation. You must satisfy all the conditions of your offer in full before we can confirm your admission. Under no circumstances should you attempt to come to Cambridge to begin your course until we have notified you via your Self-Service account that your admission has been confirmed.

3.2 Deadlines for meeting your conditions

There are deadlines by which you must satisfy all the conditions of your offer.

Term of admission:

Deadline date:

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 any documents to meet offer conditions are uploaded **before** these deadlines, and to allow for processing times - please see section 3.3

All documents should be uploaded via your Self-Service account under the category stated in the offer conditions. For more information on meeting academic conditions see section 3.5.

Applicants should also be aware that many Colleges will not offer accommodation until all offer conditions have been met.

If you need more time to meet the conditions of your offer, you should consider making an application to defer your admission (see Section 5.3)

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

3.3 Processing your documents

We aim to process all materials received by our office **within ten working days** but during peak periods (end of July & in August) this may take a little longer. The office processes a large number of documents to meet the 31 July deadline, we therefore encourage you to upload any documents to meet the conditions of your offer as soon as you receive your offer.

If materials (e.g. transcripts) have to be considered by your Department, or if they have to wait for a scheduled meeting of a Degree Committee, this will require additional processing time.

We are unable to acknowledge receipt of your documents, via email or telephone, but your Self-Service account will be updated as soon as we have processed the materials received.

3.4 Accepting your offer

If you accept your offer, you agree to the University of Cambridge Postgraduate Admissions Office [Terms of Admission](#), which you should download and keep on receipt of your offer.

You should only accept your offer if you definitely wish to accept a place at Cambridge.

You can do this via your Self-Service account before you have met all your offer conditions. The deadline for accepting your offer of admission (unless otherwise stated in your offer) is:

| Term of admission | Deadline date |
|-------------------------|---|
| 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) |

You will need to accept your offer before we can confirm your admission to Cambridge, and if you do not accept your offer by the above deadline, your offer may be withdrawn.

3.5 Academic Conditions

The format of documents required for meeting the academic condition is strict as this enables the Postgraduate Admissions Office to confidently verify the authenticity of the degree, and the level achieved.

3.5.1 Documents Accepted

- If your institution has a secure electronic transcript system (e.g. Digitary or HEAR) you should request the relevant system to share a link with us via bgstranscripts@admin.cam.ac.uk so that we can access and view your transcript online.
- If your institution does not have a secure electronic transcript system you will be required to **upload** your original, **final** transcript/certificate. The uploaded PDF transcript/certificate must be a colour scan/photo of the original.
- If we are unable to validate the authenticity of the document you have uploaded we may request further documents and/or information or contact the awarding institution directly.

You must retain the original document that you have uploaded and have it with you when you register in your college. If you are not able to provide the original of this document when requested your offer may be withdrawn, you may not be allowed to matriculate, and/or disciplinary action may be taken against you which may result in you being withdrawn from the course.

3.5.2 Content of Transcript/Certificate

The final transcript/certificate **must** show **all** of the following (you will also need to provide a degree certificate if the transcript doesn't contain all the information required):

- i. The **final** classification/average score/grade
- ii. Any modules or scores that are requested as part of the offer condition.
- iii. The date the degree was awarded/completed
- iv. The formal title of the degree
- v. The name of the institution that awarded the degree
- vi. 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
- vii. If the documents are not in English, you must also upload a translation (see section 3.5.3)

3.5.3 Translations

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, for any reason.

3.5.4 Academic Condition Not Met

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

We will ask your Department to consider your final results and they will make a recommendation to the Postgraduate Admissions Office on whether to admit or not. The outcome of this recommendation will then be presented in your Self-Service account, if the decision is not to admit then your application will be withdrawn.

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

If you have been set an academic condition to achieve a particular grade in your Master's Degree (including a Pass) you must follow the instructions in section 3.5.1 to 3.5.3 above to meet this condition.

If you are not able to meet this condition before the deadline (see section 3.2) and you have already completed a previous degree that is at least equivalent to a UK Bachelor's Honours degree Upper Second Class, the department may consider accepting you based on the progress in your Master's degree.

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

1. Your indicative result;
2. When you are expected to complete all the formal coursework and examinations required for your course (which must be before your proposed course starts);
3. When you are expected to have completed and submitted your dissertation (if relevant) (which must be before your proposed course starts);
4. When you will have no financial or any other obligations to that University.

If you upload this letter to your Self-Service account, we will forward it to your Department to consider if they are willing to accept you on the strength of your Bachelor's degree and your progress in your unawarded Master's degree. Requests will only be considered if the unawarded Master's degree can be completed before the start of your proposed course.

Please note that the Department may insist that you provide evidence that you have formally achieved the grade set in your initial offer of admission before you are admitted. If you are not then able to provide this evidence before the start of your course, we will not be able to confirm your admission as you will not have met the academic condition of your offer.

If you are not able to meet this academic condition, you may either apply to defer your admission (see section 5.3) until this condition has been met, or withdraw your application and make a new application for the next academic year.

3.5.6 Students currently studying at Cambridge

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

Applicants should be aware that the Postgraduate Admissions Office will only complete the academic condition after the relevant Degree Committee meeting, and with the Degree Committee approval. Degree Committee meetings are often held after the deadline for meeting the conditions of your offer, so the deadline for meeting the academic conditions of your offer will not apply in this 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 Postgraduate Admissions Office. The outcome of this recommendation will be presented in your Self-Service account.

If you have previously been admitted via the Postgraduate Admissions Office for a graduate or postgraduate course you are considered as a “Continuing Student”.

3.5.7 Undertaking a Second Degree of the same type

It is not possible 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. For example, students who have already been a candidate for the examination for the Master of Philosophy may not then be examined as a candidate for the Master of Philosophy again.

If the Degree Committee and the Postgraduate Admissions Office have agreed to accept you on the degree course then this will be on the understanding that you will only be awarded a certificate of attendance on completion of the program. You will be required to submit/upload a letter confirming that you and the Department agree your registration on this basis.

3.6 Complete/Intermit/Withdraw from current study

Students are not permitted to follow a degree level course at another institution while they are registered for a full-time Cambridge degree. If you are currently registered as a student on a degree level course but have not been set a condition to achieve a particular grade or pass mark in this course, any offer made is conditional upon you completing/intermitting or withdrawing from your current study. If your offer is for a part-time degree, we reserve the right to require the same condition if we believe the two courses cannot reasonably be followed at the same time.

If you have been set a condition to complete (with no specific grade), intermit or withdraw from your current course of study you should take the relevant action below:

3.6.1 Completion (with no specific grade)

You should upload a copy of your final transcript/certificate that confirms the completion of your degree by the offer conditions deadline.

3.6.1.1 If you are unable to do this because you are completing your current course *after* the offer conditions deadline then you may provide the following two documents instead:

- a letter from your University, dated no earlier than 1st June (for Michaelmas starters), confirming the date you are expected to complete your course. This date must be before the start of your course.

- a completed and signed ‘current course of study declaration form’ available [here](#).

Please upload *both* documents to your self-service account to meet the condition.

As stated in your offer condition, these documents will only be accepted after the 1st June (for Michaelmas starters).

3.6.1.2 If you have a current Tier 4/Student visa and you require a student visa for your new course and you are completing your current course after the offer conditions deadline then you may provide the following two documents instead:

- a letter from your current institution, dated no earlier than 1st June (for Michaelmas starters), providing specific wording that you are “highly likely’ to complete your course successfully based on the assessment of your performance throughout the course’. This is in accordance with guidance from the Home Office.

The letter should also include the expected end date of your course (which must be before the start date for your course at Cambridge) and give an indication of when the qualification will be awarded.

- a completed and signed ‘highly likely’ declaration form available [here](#).

Please upload *both* the letter and the declaration form to your self-service account to meet this condition.

As stated in your offer condition, these documents will only be accepted after the 1st June (for Michaelmas starters).

You should not commence your course at Cambridge if you have not already completed your current course of study. If you have not already done so, you may be required to provide evidence that your degree has been awarded (as specified in Section 3.5 of this guide) when you arrive in Cambridge. Your registration at Cambridge, and (if applicable) your student visa sponsorship will be withdrawn if you do not.

3.6.2 Intermission/Withdrawal

If you are intermitting/withdrawing, you should upload a letter from your University confirming your intermission/withdrawal by the offer conditions deadline.

If you are intermitting/withdrawing after the offer conditions deadline you may provide a letter from your University confirming the date of your expected intermission/withdrawal. This date must be before the start of your course. You will also need to complete and sign the ‘current course of study declaration form’ available [here](#). Please upload both documents to your self-service account to meet this condition.

Student visa:

If you hold a Tier 4/Student visa for another UK institution, and you withdraw or intermit from that institution, you will be required to apply for a new student visa **from overseas** for study at the University of Cambridge.

3.7 Financial Conditions

All offers of admission will have a financial condition. You must upload a completed and signed Financial Undertaking Form in order for you to meet your financial condition (3.7.1).

For guidance on the costs of your course see section 3.7.2.

If you will be receiving funding please refer to section 3.7.13-3.7.16

If you are admitted, neither the University nor the Colleges will support you financially in the event that you cannot fulfil the commitment declared in your Financial Undertaking Form. We reserve the right to terminate your course of study or research in those circumstances. You cannot rely on gaining funding once you have taken up your place, nor can you take paid work to pay for your course whilst studying. For more information please visit our [website](#).

All fully funded opportunities at Cambridge are restricted to students applying to start a new course. The deadlines to apply for funding are very early. For more information, please visit our [website](#).

3.7.1 The Financial Undertaking Form

A copy of the Financial Undertaking Form can be printed from your Self-Service account or it can be found on our [website](#).

This [form](#) gives the University of Cambridge an undertaking that you have available, *in advance of your study*, adequate committed financial provision to cover the full University fees, and a cost of living amount for the duration of the course.

Please read the form **very carefully** before you complete it. Please make sure you provide all the information required on both pages of the form, including ticking the relevant option on page 2 of the form. Incomplete forms will not be accepted.

If you are in any doubt about whether you have sufficient funds for your fees and living costs you should NOT sign the Financial Undertaking Form.

Please upload the Financial Undertaking Form via your Self-Service account using document type “Financial Undertaking Form (Post-Offer ONLY)”

You do not need to upload Financial Undertaking Form if you receive a **full award** from Cambridge Trust, Gates Cambridge, UK Research Councils, Department, University or College scholarships (see section 3.7.13 – 3.7.16).

A **full award** means your total financial liability (see section 3.7.2) is covered.

3.7.2 Calculating Financial Liability

Details about fees and cost of living expenses can be found on our [website](#).

The figure in the “tracking your finances” page of your Self-Service account shows the minimum costs for the **first year** of your course and includes:

- University Composition Fee (UCF).
- Estimated minimum maintenance or living costs (including the costs associated with any dependents who might be accompanying you to Cambridge) for full-time courses.
- Any additional costs.

The amount you must undertake to meet in order to fulfil your financial condition is:

**The figure recorded as the “total liability” for the first year of your course
multiplied by
The number of years of your proposed study.**

E.g. An overseas PhD (science) student may have a **“total liability”** of approximately £45,663 for the first year of the course, then you must confirm you have £136,989 (£45,663 x 3 years) to be able to satisfy the financial condition.

If you are unsure as to the length of your course, please view the examples in the table below:

| Type of Course | No. of years liability |
|---|------------------------|
| MPhil (up to 12 months duration); Postgraduate Diploma; Diploma; Advanced Diploma; MAST; LLM; MCL, CPGS only (that is, not leading to a PhD), MRes only | 1 year |
| MLitt; MSc; or 2 year MPhil programme | 2 years |
| CPGS in the first instance (that is, a PhD with the CPGS as the probationary year); PhD (probationary). | 3 years* |
| EngD, a four-year doctoral programme, or an Integrated Doctoral Programme (1+3) e.g. MRes + PhD or MPhil + PhD. | 4 years* |
| MD – this course has a one-off University Composition fee. You do not therefore need to multiply the total liability by the number of years of your proposed study. | One-off course fee. |

***Funding your “Writing Up” year.**

The financial condition for PhD students will require evidence of funding for a **minimum** of three years. This is the minimum period of time that a student must be registered before submitting their thesis. However, students are strongly advised to make adequate provision, in advance, for the possibility that they may not submit their thesis immediately after 3 years. Students might not be charged fees after the third year (this would depend on the type of course) but would still need to support themselves during this time. Neither the University nor the Colleges are able to financially support students who are in this situation.

3.7.3 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 University Composition Fee (UCF) is not fixed for the duration of your course, but will increase from the Master’s UCF to the PhD UCF in the second year (or 3rd year if it’s a 2+3) and will remain at this rate for the third and fourth year (and 5th year if it’s a 2+3) of your study. The annual PhD UCF can be up to £3k higher than the Master’s UCF outlined in your conditional offer.

An estimate of the PhD rate for your course can be found on the [Postgraduate Admissions website](#).

By submitting a completed Financial Undertaking Form, you are giving your assurance that you or your funder is able to meet the UCF for the full duration of your course.

For 1+3 courses you should complete the Financial Undertaking Form by stating four years of liability, i.e. the figure recorded as the “total liability” for the first year of your course multiplied by four. If there is an uplift in the fees for the PhD, this will be visible as “additional costs” in your Self-Service account (tracking your finances) and in your offer letter.

For 2+3 courses you should complete the Financial Undertaking Form by stating five years of liability i.e.. the figure recorded as the “total liability” for the first year of your course multiplied by five.

Note that this figure will include providing evidence for the living costs (maintenance) for the PhD element of the programme, which is full –time. The uplift in fees for the PhD will be visible as “additional costs” in your Self-Service account (tracking your finances) and in your offer letter.

Once you have been admitted to a 1+3/2+3 programme you are not eligible to be considered in the University Funding Competition. If you submit an application to the PhD after being admitted to the 1+3/2+3 your application will be withdrawn.

3.7.4 Doctor of Medicine (MD)

Applicants offered admission to the Doctor of Medicine (MD) are required to pay a one-off fee only. Please see the table in section 3.7.2 and your offer letter for details on how to complete the Financial Undertaking Form.

3.7.5 MAST

All MAST courses are treated as undergraduate courses for fee purposes. Overseas students are therefore also charged the undergraduate College fee. This varies from College to College and is in addition to the University Composition Fee and maintenance costs. See the [International Fees and Costs page](#) on the University Undergraduate Study website for more details on the Undergraduate College fee.

3.7.6 Master of Education (MEd) and Doctor of Education (EdD)

The Master of Education and Doctor of Education are part-time courses and the University Composition Fee will increase annually subject to inflation.

3.7.7 Assessing living costs / Maintenance

When we assess and estimate the amount required to cover your living costs, we include rent, food, bills, clothing and books. Non-essential items are not included in our estimate. Please note therefore that this is the minimum that you will require.

Students whose courses are longer than 12 months and/or which span more than one academic year, should make provision for inflationary increases in their living costs.

Part-time applicants are not required to provide evidence of the cost of living/maintenance amount.

3.7.8 Dependants

If you intend to bring your family with you, you will need to ensure provision for their living costs; this is not generally provided by scholarships.

Additional costs are specified in the financial liability if an applicant is to be accompanied by dependants who will be financially dependent on the applicant. This will be taken from information you provided in your application form. Neither the University nor the Colleges undertake to support your dependants financially, so you should ensure in advance that you can continue to support them financially during your study.

Living costs are assessed for adult and child dependants separately. The figures for children **do not** cover or include childcare. The [cost of childcare](#) in Cambridge is extremely high and you are strongly advised to obtain information on these costs before completing the Financial Undertaking Form. Failure to provide accurate and honest information about your dependants will be treated seriously by the University, and if you later bring dependants that you have not declared in your application neither the University nor the Colleges undertake to support them financially.

Student visa:

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

3.7.9 Additional Costs

Some courses may involve extra costs for special elements such as conference visits or field trips or language training that will not be covered in your financial undertaking. If you undertake a course involving unusually expensive laboratory materials, you may be expected to contribute towards the cost of your research (in addition to the University Composition Fee). You will be advised of any such costs in your offer letter and the tracking your finances section in your Self-Service account.

3.7.10 Foreign Currency

If your capital is in a currency other than GBP (£), you should consider converting it to GBP (£) at the beginning of your course, in case of a drop in value.

If you cannot pay your fees and bills when required, you will have failed retrospectively to meet the financial condition of your offer. We reserve the right to terminate your course of study or research in those circumstances. You cannot rely on gaining funding once you have taken up your place, nor can you take paid work to pay for your course.

Fees are only payable in GBP (£) either by cheque or bank transfer. The Colleges cannot accept payment by credit card.

3.7.11 Working away from Cambridge during your course

The University Composition Fee will be payable for every year of your course. This includes any terms spent working outside Cambridge. The only exception to this rule is for a very limited number of taught (MPhil) courses that include a compulsory period of study overseas at another institution

(it will be clear from the online prospectus if your course is one of these). For these courses, we will calculate your financial liability based on the fees you will actually pay while in Cambridge, and also the fees you will pay to the overseas institution while away from Cambridge.

3.7.12 Self-funding

If you are self-funding, the only document you need to provide to complete your financial condition is the completed [Financial Undertaking Form](#). You do not need to upload bank statements, however, your college may request to see the evidence of funds available.

Under no circumstances should you complete and submit the Financial Undertaking Form if you are in any doubt that you have sufficient funds for your fees and living costs. You should not complete and submit the form if you are still waiting to secure funding for your course.

Neither the University nor the Colleges undertake to support you financially if you are subsequently found to be unable to fund your studies, and having insufficient funds may lead to the cancellation of your admission and termination of your course of study.

3.7.13 Studentships and Awards

If you have been given a studentship/sponsorship/financial award, you will need to upload both the Financial Undertaking Form AND your official award letter signed by the sponsor stating:

- 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 3.5.3)

If you receive a **full award** from the Cambridge Trust, Gates Cambridge, UK Research Councils, Department, University or College scholarships, you do not need to upload the Financial Undertaking Form.

If your funder has uploaded an official award letter on your behalf, you do not need to upload the letter again.

3.7.14 UK Research Council funding

Awards for Research Council funding are generally made by Departments within the University.

If you are funded by a Research Council other than the Arts and Humanities Research Council (AHRC) or the Economic and Social Research Council (ESRC), the Postgraduate Admissions Office will not necessarily be aware that you have been made an award, and so you will need to upload your award letter before we can complete the financial condition of your offer. If in doubt, please contact your supervisor or Department Administrator for advice.

If you are **fully** funded by a Research Council, you do not need to upload a Financial Undertaking Form. If you receive a partial award, you will need to upload a [Financial Undertaking Form](#) to confirm how you will fund the remaining costs.

3.7.15 Cambridge Trust and Gates Cambridge funding

If you are successful in securing funding from the Cambridge Trust or Gates Cambridge, you will receive notification from the Cambridge Trust or Gates Cambridge directly. The Cambridge Trust/Gates Cambridge will also notify the Postgraduate Admissions Office of your award. You do not need to upload a Financial Undertaking Form unless your award is a partial award, in which case you should complete the [Financial Undertaking Form](#) accordingly to show where the remaining funds are coming from.

The Cambridge Trust awards are announced over several months. If you have been able to arrange an alternative source of funding before you receive a decision from the Cambridge Trust, please

inform us of this – this **will not** disadvantage your application to the Cambridge Trust. Please do not contact the Postgraduate Admissions Office for information on the outcome of the Cambridge Trust Awards. For further information please see [here](#).

3.7.16 Cambridge College and other University funding

If you receive an award from your Department, College, or the University of Cambridge, please upload a copy of the award letter if your funding body has not already uploaded this on your behalf. You do not need to upload a Financial Undertaking Form unless your award is a partial award.

If you receive a part-cost award, you should make arrangements to provide the rest of your funds from other sources and should complete the [Financial Undertaking Form](#) accordingly to show where the remaining funds are coming from.

Funding opportunities at Cambridge can be found on our [website](#). **Please note that the deadlines to apply are very early.**

3.7.17 Sending Payment

The University Composition Fee should be paid **to your College** when you arrive. Please contact your College directly about this. Your College may ask you to pay the University Composition Fee for the whole of your first year as soon as you arrive. Certain College payments might be required in advance. Please contact your College for further information.

You will also need to have access to funds to cover your living costs. This means that you will need **immediate access to sufficient funds** to meet the costs outlined in section 3.7.2 before you begin your course.

Fees are only payable in GBP (£) either by cheque or bank transfer. The Colleges cannot accept payment by credit card.

All cheques and other money transfers, aside from your application fee, should be made out to your College, not to the University of Cambridge, and should be sent to the College.

3.8 English Language Conditions

If you are set a Language Condition it is because we do not feel that your application contains enough evidence that your education so far has provided you with sufficient proficiency in English, and we therefore ask that you complete a language test at the required level (which will be specified in your offer conditions). The following requirements must be met:

- All elements must be passed at the required level in one sitting.
- We do not accept part-scores from several different tests.
- We do not accept test scores that will be more than two years old by the start date of your course.

More information on the English Language requirement can be found on our [website](#).

Please make arrangements to take the test as soon as possible. Test centres often become fully booked and if you delay making arrangements, it may be difficult to book a test before the deadline for meeting the conditions of your offer.

You should also allow sufficient time to take a further test, in case you do not meet the required levels immediately.

You will not be permitted to take up your place if you do not meet the English language condition set.

You may upload print screens or scans of test reports ensuring the following information is included:

3.8.1 IELTS

- Test Report Form (TRF) number (e.g. 14GB000111COLW001A)
- The scores for each element.

3.8.2 TOEFL

- Registration Number (e.g. 0000 0000 1111 1111)
- Date of birth
- The scores for each element.

We can verify the results online. Please note we do not process test reports sent to us directly from IELTS or TOEFL.

If you work for an English speaking company you will still normally be required to take an English language test to demonstrate your proficiency. If you have studied at an English speaking university we will have considered this when we made your offer. We would be looking for three years of university level study in an English speaking country, leading to the award of a degree which ended within the two years prior to the anticipated start of your course in Cambridge.

3.8.3 University of Cambridge, Language Centre

The University of Cambridge [Language Centre](#) offers the Academic Development and Training for International Students (ADTIS) programme. This is **not** an alternative to taking the English language test.

If you pass an English language test at the standards required, and have met your language condition, you may decide to also attend the ADTIS Programme. Please contact the Language Centre directly if you wish to do this.

If you have taken an English Language test that does not meet the language condition set, the Postgraduate Admissions Office will consider the scores on the test certificate that you have uploaded, and **may** recommend you for an independent assessment by the Language Centre. This recommendation will show in your Self-Service account under your offer conditions. If your assessment is successful you **may** be accepted on to your course with a recommendation that you complete the ADTIS programme. There is a fee for this programme. If you are invited to attend, you will be sent all the details, including the costs.

Please do not contact the Language Centre or the Postgraduate Admissions Office for an assessment unless you are advised to do so via your Self-Service account.

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.

You will not be permitted to take up your place if you do not meet the English language condition set.

3.9 Conditions for visa purposes

3.9.1 ATAS

If you have applied for a research course in a listed science/technology subject and will be studying in the UK on any time-limited visa, you will need ATAS (Academic Technology Approval Scheme) clearance and obtaining an ATAS clearance certificate will be a condition of your admission.

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 require a student visa and are a dual national, 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 should notify the Postgraduate Admissions Office of this intention and will need to provide an ATAS certificate as a supporting document with the visa application.

The UK Foreign, Commonwealth & Development Office (FCDO) manages ATAS. You must apply online to the FCDO, using the course information 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 prior to the start of your course but should make your application as early as possible within this 6 month period. The application is free and the FCDO indicates that it considers complete applications within 20 working days, but this can extend to 30 days or more during the peak June – September period.

Once you have received your ATAS certificate, please upload this document via your Self-Service account, under the category 'immigration'.

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

For further information on ATAS including which courses require it, please see our [website](#).

3.9.2 Passport

If you are not a UK or Irish national you are required to upload a copy of the passport you will be using to travel to the UK.

We will use the passport information to verify whether you require a visa to study and, if relevant, to issue the Confirmation of Acceptance for Studies (CAS) that is needed to support a UK student visa application. The CAS must include your passport number, so it is important the passport information you upload is from the passport you intend to use to apply for your student visa and travel to the UK.

Passport information should include:

- The photo ID page
- Passport number
- Issue and expiry dates (the passport will need to be valid for your travel, and any visa applications)
- Full name
- Date of birth.
- Sex / Gender

If these details appear elsewhere in the passport, all relevant pages should be uploaded. If you have dual nationality, you should upload the required pages from *both* nationalities.

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

Any inaccuracies in this information could result in a visa application refusal. For further visa information, please see section 4.

3.9.3 Current or previous UK visas/status in the UK

The University is required to gather information from applicants about:

- your current or most recent Tier 4 or Student visa if issued for studies in the UK;
AND, if applicable:
- any other valid visa or immigration status in the UK that is not a Tier 4 or Student visa.

This is to help determine if you will require visa sponsorship for studies at Cambridge and to include relevant information in the Confirmation of Acceptance for Studies (CAS).

You will need to upload copies of these documents via your Self-Service account. This would be the Biometric Residence Permit (BRP), where applicable, and not the temporary entry vignette in your passport.

You will need to provide your current or most recent Tier 4 or student visa issued to you even if you did not commence study or withdrew from the course.

If you have a status under the EU Settlement Scheme, please upload the 'share code' which can be requested from www.gov.uk/view-prove-immigration-status.

Applicants for the Advanced Diploma will need to upload all previous UK visas issued for study and not only their current/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/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. However, you must notify the Postgraduate Admissions Office if you obtain, or intend to apply for, an immigration status other than a student visa before your course begins and upload any new immigration documents once received.

3.10 Evidence of your identity and nationality

All applicants are required to upload evidence of their identity and nationality, and you should upload a scan of your current passport, or alternative ID. If you are not a UK or Irish national please see section 3.9.2.

3.11 College Membership & Accommodation

It is a condition of your offer that you must also accept membership from one of the Colleges of the University. All those receiving conditional offers from the University will in due course receive such membership. **Please do not contact any of the Colleges directly to arrange your own membership.** Colleges which still have spaces remaining will consider your application automatically based on the preferences you indicated on your application form for admission. If a College you have selected as a preference is full, they will not consider your application and your application will be sent on to the next College. If you did not nominate a preference on your application form, your application will be considered by Colleges according to college capacity. **It is only possible to change your preferences, or to add new preferences during the initial 14 day period after submitting your application.**

Further information on this process can be found on our [website](#).

College membership will be confirmed on your Self-Service account, and the College will also contact you directly. Please respond directly to the College, and provide them with the further documentation they require to confirm your membership.

If you are not happy with this offer of membership, and choose not to accept it, your admission to the University will not be confirmed and you will not be able to take up your place at Cambridge. Please note that securing College membership does not mean that the University has confirmed your application and will admit you. You must receive formal confirmation of admission in your Self-Service account before you come to begin your study at Cambridge.

Your College will collect your University Composition Fee (section 3.7.17).

3.11.1 Accommodation

College membership does NOT constitute an offer of College accommodation, and a College room cannot be guaranteed. Your College will normally help you to obtain accommodation, but many Colleges do not allocate College accommodation until all offer conditions have been met and admission has been confirmed, and therefore the earlier you meet all your conditions, the better your chances of obtaining College accommodation.

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

3.11.2 Changing College

You will not be able to 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.

Without a College membership your admission will not be confirmed, and you will not be able to take up your place at Cambridge.

3.11.3 Students currently studying at Cambridge

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

If you do choose to select different Colleges as a preference on your application, we recommend that you inform your current College as a courtesy. If you are unsuccessful at your first and second preferences, your application will be considered by Colleges according to college capacity and will not automatically be sent to your existing College.

3.11.4 College Membership and 1+3/2+3 courses

Integrated Doctoral Programmes (1+3/2+3 courses) are treated as a four/five year course and as such *you are admitted to both the University and to your College for four/five years*, subject to satisfactory completion of the first year. Applicants are reminded that it is not possible to change College after the first year/first two years. If there are very exceptional reasons for needing to change, these should be discussed with your College Postgraduate Tutor.

3.12 Other Cambridge offers

If you have made more than one application to Cambridge, it will be a condition of acceptance of any offer that you withdraw the other applications (whether or not those applications have received offers). If you have received more than one offer, you may choose which one you accept, but you may only accept one offer and only that offer may be confirmed. You do not have to withdraw an application or offer immediately - you may, for example, find that funding is forthcoming for one but not for others, and it is acceptable to wait until this becomes clear before choosing which to decline.

3.13 Conditions for Part-Time Study

If you have been made a conditional offer to study part-time, you may have additional conditions that you must meet before we can confirm your admission. These conditions can be:

- Attendance
- If you have been set a condition for part-time attendance, please fill out the [Part-time attendance declaration form](#). Upload the completed declaration form onto your Self-Service account under the document category 'Part-time – Post offer'. If you require a visa to study in the UK you should have been advised which permission you require for your study.
- Employment
If you will be employed during your studies we will also require confirmation from your Employer that they will permit you to have time off, if necessary, to attend the University as required, for the whole duration of the course. This letter needs to be a signed letter on headed paper and can also be uploaded under the document category 'Part time – post offer'. If you are self-employed please upload a document/letter via your self-service account with a brief note that confirms you are self-employed to meet this condition.

If you require a student visa to study in the UK, you should read the information on the [International Students website](#).

3.14 Uploading your photo

Your photo must be a good quality, passport-style digital photo that includes only you – no hats, scarves, eyewear or pets. Further information on acceptance of photos and your University card can be found here: [Information for cardholders](#)

For guidance on how to upload your photo to your self-service please see section 3a of the [Self-Service Guide](#).

4. Visa requirements

If you do not hold a UK or Ireland passport, you may need to apply for a visa in order to study in the UK.

A Student visa is supported by the University. It is your responsibility to check whether you require a visa, and then to understand, meet, and comply with the immigration requirements.

You will need to provide a number of documents with your student visa application. What is required can vary depending on your nationality and course. It is important to ensure the supporting documents for your visa 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. Only this office is able to provide advice on visas and immigration at the University. The Postgraduate Admissions Office is not qualified to provide advice on this.

Study is not permitted on a Standard Visitor Visa or if you have entered the UK as a visitor. In addition, you cannot begin a course at Cambridge using an existing student visa that was issued for a course at another institution. This includes studying on any preparatory course at Cambridge. If you are a Cambridge student continuing further study at Cambridge and require a student visa please see Section 4.3.

4.1 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. The Postgraduate Admissions Office will only prepare your CAS once you have met ALL of the conditions of your offer (this includes both academic, financial and visa conditions), and your admission has been confirmed on your Self-Service account.

The CAS statement will be emailed to you, but the earliest you should expect to receive your CAS is 3 months before the course start date or within 5-7 days of your admission being confirmed in your Self-Service account, whichever is later. In the student visa application, you must enter the CAS reference number in the relevant section. You will not need to submit either your offer or your certificate of confirmation with the application.

Information about the conditions for visa purposes is outlined in section 3.9.

International students requiring a visa should aim to meet the conditions of their offer as soon as possible. An indication of country-specific visa processing times is available at [Gov.UK website](#) but the timeframe can vary and may take longer than outlined on this website.

The CAS is prepared using information provided in your application form for admission. A summary on progress towards issuing your CAS, once your admission is confirmed, can be tracked via your Self-Service account under “UK Immigration Details”.

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 the Postgraduate Admissions Office 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.

PhD students should note that the course duration for CAS and visa purposes is 4 years. Where a combined CAS is issued for a 1+3 Integrated Doctoral programmes, the course duration for visa purposes is 5 years.

4.2 Additional Visa Information

Applicants who require a student visa should make themselves aware of 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>
- Visas for your family members: <https://www.internationalstudents.cam.ac.uk/dependant-visas>
- Finishing your studies on the [International Students website](#).

4.3 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 can start your new course on your current visa. However, the Home Office requires you to make an application for further leave to remain within 6 weeks of the official start date of the new course, or prior to your current visa expiring, whichever is earlier. This applies only where you successfully complete the course for which your current visa has been granted. In planning your visa application, you should take into consideration the processing timeframes for an application made inside the UK.

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 leave the UK and make a new student visa application from overseas.

If you require an ATAS clearance certificate you must obtain this before you begin your new course. We cannot confirm your offer of admission unless you have a valid ATAS clearance certificate for the new course you are about to begin. Please see section 3.9.1 for further details.

5. Other information and common questions

5.1 Withdrawing

If you wish to withdraw your application please notify us via your Self-Service account. The Department, College, degree committee and Postgraduate Admissions Office will be notified automatically of your withdrawal, and you will also be asked to complete a short withdrawal survey.

5.2 Changing courses

You will not normally be permitted to change from the course for which you have been made an offer.

If you wish to be considered for a course in a different Department, you will need to submit a separate application.

If you wish to be considered for a different course in the same Department, you must first contact the Department directly. They will advise you on whether the change is possible and will make a recommendation to the Postgraduate Admissions Office.

It is possible to apply to change your course once you are a registered student.

5.3 Deferring offers

You may only request a deferral of your offer if there is another possible start date within the same academic year (the academic year runs from October to September). If deferral for your course within the same academic year is possible, you can apply to defer via your Self-Service account under the 'Defer Your Application' section. You will need to indicate which term you would like to start in. Please also see the course listing in the [Course Directory](#) for information on possible start dates for your course.

If your admission has already been confirmed then you will need to email us to make the request, as "Defer Your Application" will not appear as an option in your Self-Service account. Please email pg.admissions@admin.cam.ac.uk with "deferral" in the header text of your email instead.

If you wish to change your start date to a later academic year, you will have to make a new application for admission. You may not defer your application to another academic year.

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 be required to upload a new Financial Undertaking Form which shows your deferred course start date. If you are receiving any funding or scholarships, please also upload a new letter from the funding body confirming the award is valid for the new start date. You will not normally have to resubmit any other documents which you have already provided. For more information please see our [website](#).

5.4 Members of Staff

If you are employed by the University of Cambridge as a member of staff, you may be entitled to a reduced University Composition Fee. Please note that if you are entitled to a reduced Composition Fee, your financial liability will not be amended until we have received a completed Staff Fee Application Form and this has been approved. Further details are available on our [website](#).

5.5 Intellectual Property

Prior to accepting a place at the University, you are expected to have discussed with your proposed supervisor or Department, whether any intellectual property rights may result from your studies, research or project(s) which you will be undertaking or opt to undertake during your course. Further information is provided in the [Terms of Admission](#).

5.6 Candidates with Disabilities, or Physical or Mental impairments

If you are made an offer of admission and you have [disclosed a disability](#) (including Specific Learning Difficulties, mental health conditions and long-term health conditions) then your details will be forwarded to the Disability Resource Centre (DRC) who will contact you to discuss your particular requirements. The DRC 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 DRC as early as possible.

If you have a disability and have not yet disclosed it, please do so now by contacting the Postgraduate Admissions Office or the DRC (for contact details, see below). Disclosure will not affect your offer. We may not be able to accommodate your individual requirements if you do not disclose your disability.

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. 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. As a guide, the Higher Education Statistics Agency has established the following categories for disclosure, which appear on the Personal Data Sheet: 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

5.7 Graduate Union

Postgraduate Students are automatically members of the [Graduate Union](#). Information on opting out of Union membership is available on the [website](#).

6. Contacting the Postgraduate Admissions Office

6.1 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.

6.2 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.

6.3 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)".