

An Explanation of Your Offer and its Conditions

Congratulations! This booklet accompanies your conditional offer of admission to the University of Cambridge – it is very important that you read it **in full** as it contains important information about what you need to do next.

If there is anything in your conditional offer email or on your self-service account that worries or confuses you, please read all the instructions in this booklet before contacting us.

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

If your admission is confirmed, it is very important that you carefully read both the “*General Regulations for Admission as a Graduate Student*”,

<http://www.admin.cam.ac.uk/univ/so/pdfs/ordinance06.pdf>

and the Board’s “*Code of Practice for Research Degrees*”,

<http://www.admin.cam.ac.uk/offices/gradstud/policy/quality/cop/>.

These documents contain information on the regulations of the University and the responsibilities that will apply to you as a graduate student.

1	YOUR SELF-SERVICE ACCOUNT	4
1.1.1	<i>Username and password</i>	4
1.1.2	<i>Current Student self-service account</i>	5
2	THE COURSE WE HAVE OFFERED YOU	5
2.1	QUALIFICATION.....	5
2.1.1	<i>MPhil, LLM, MCL, MRes, MAST, Postgraduate Diploma, Diploma, Advanced Diploma, MMUS</i>	5
2.1.2	<i>PhD, CPGS, MSc, MLitt, EngD, EdD Courses</i>	5
2.1.3	<i>MD</i>	6
2.2	SUBJECT	6
2.3	ADMISSION DATE	6
2.3.1	<i>Pre-Sessional courses</i>	6
2.3.2	<i>Residence Requirements</i>	6
2.3.3	<i>Terms spent outside Cambridge</i>	7
2.4	ADMIT TYPE	7
2.5	MODE OF STUDY	7
2.6	SUPERVISOR	7
2.7	FEE STATUS	7
3	THE CONDITIONS OF YOUR OFFER	8
3.1	DEADLINES FOR MEETING YOUR CONDITIONS	8
3.1.1	<i>Conditions not met</i>	9
3.2	PROCESSING YOUR DOCUMENTS.....	9
3.3	ACCEPTING YOUR OFFER	9
3.3.1	<i>Pre-Sessional courses</i>	10
3.4	ACADEMIC CONDITIONS	10
3.4.1	<i>Electronic transcripts</i>	11
3.4.2	<i>Returning original documents</i>	11
3.4.3	<i>Certified Copies</i>	11
3.4.4	<i>Translations</i>	12
3.4.5	<i>Academic Condition not met</i>	12
3.4.6	<i>Completion of Master’s Degrees (with a specified grade)</i>	12
3.4.7	<i>Students currently studying at Cambridge</i>	13
3.4.8	<i>Undertaking a Second Degree of the same type</i>	13
3.5	OVERLAPPING COURSES (WITHDRAWAL FROM ONGOING STUDY)	13
3.6	FINANCIAL CONDITIONS.....	14
3.6.1	<i>The Financial Undertaking Form</i>	15
3.6.2	<i>Calculating Financial liability</i>	15
3.6.3	<i>1+3 Courses</i>	16
3.6.4	<i>Doctor of Medicine (MD)</i>	17
3.6.5	<i>MAST</i>	17
3.6.6	<i>Master of Education (Med) and Doctor of Education (EdD)</i>	17
3.6.7	<i>Assessing living costs / Maintenance</i>	17
3.6.8	<i>Dependents</i>	18
3.6.9	<i>Additional Costs</i>	18
3.6.10	<i>Foreign Currency</i>	18
3.6.11	<i>Working away from Cambridge during your course</i>	18
3.6.12	<i>Self-funders</i>	18
3.6.13	<i>Studentships and Awards</i>	19
3.6.14	<i>UK Research Council funding</i>	19
3.6.15	<i>Cambridge Trusts funding</i>	19
3.6.16	<i>Cambridge College and other University funding</i>	19
3.6.17	<i>Sending Payment</i>	20
3.7	ENGLISH LANGUAGE CONDITIONS.....	20
3.7.2	<i>University of Cambridge, Language Centre</i>	21
3.8	CONDITIONS FOR INTERNATIONAL STUDENTS.....	22
3.8.1	<i>ATAS</i>	22
3.8.2	<i>Passport</i>	22

3.8.3	<i>Visa</i>	22
3.9	COLLEGE MEMBERSHIP & ACCOMMODATION.....	22
3.9.1	<i>Students currently studying at Cambridge</i>	23
3.9.2	<i>College Membership and 1+3 courses</i>	24
3.10	MEMBERS OF STAFF.....	24
3.11	INTELLECTUAL PROPERTY	24
3.12	OTHER CAMBRIDGE OFFERS.....	24
3.13	DISCLOSURE BARRING SERVICE (DBS) CHECK	24
4	OTHER CONDITIONS	25
4.1	APPLICATION FEE.....	25
4.2	FRAUDULENT DOCUMENTATION	25
4.3	DATA PROTECTION	25
5	VISA REQUIREMENTS AND POINTS BASED IMMIGRATION	26
5.1	CONFIRMATION OF ACCEPTANCE FOR STUDY (CAS).....	26
5.2	ACADEMIC TECHNOLOGY APPROVAL SCHEME (ATAS)	27
5.3	VISA RESTRICTIONS	28
5.4	STUDENTS CURRENTLY STUDYING AT CAMBRIDGE.....	28
6	OTHER INFORMATION AND COMMON QUESTIONS	28
6.1	WITHDRAWING	28
6.2	CHANGING COURSES	29
6.3	DEFERRING OFFERS.....	29
6.4	CANDIDATES WITH DISABILITIES	29
6.5	GRADUATE STUDENTS' UNION.....	30
7	CONTACTING THE GRADUATE ADMISSIONS OFFICE (BOARD OF GRADUATE STUDIES)	30
7.1.1	<i>Telephone</i>	31
7.1.2	<i>Email</i>	31
7.1.3	<i>Post</i>	31
7.1.4	<i>Visiting us</i>	32
7.1.5	<i>Complaints Procedure</i>	32

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 same 'Self-Service' account that you used to follow the status of your application:

www.graduate.study.cam.ac.uk/how-do-i-apply/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.

<http://www.graduate.study.cam.ac.uk/sites/www.graduate.study.cam.ac.uk/files/attachments/guide.pdf>

Please check your self-service 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 page, you can:

- View your offer conditions
- View your financial liability
- View any messages from the Graduate Admissions Office regarding your application
- Accept or decline your offer
- Update your contact details
- Upload documents to meet the conditions of your offer
- Print your certificate of offer
- Print Cover Sheets (for sending documents in the post)
- Request a deferred start date within the same academic year (PhDs only, if your department allows this)
- Print your certificate of confirmed admission if you have met all the conditions of your admission
- Withdraw your application
- Print documents to help you with the admissions process, such as financial undertaking forms or extra copies of this booklet.
- View immigration information (eg CAS and ATAS details)

1.1.1 Username and password

You will need to use the same user ID (student number/USN) and password given in the email we sent you shortly after you applied. If you misplace your username and/or password, you can reset your password by clicking the link "reset password" in the logon page for your Self-Service account. If you still have difficulty after trying this, please email graduate.admissions@admin.cam.ac.uk with 'Password Request' as the subject of the email and we will send you new log in details.

1.1.2 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 facility – “Self Service Page for Current Graduate Students”.

Applicants will receive an email in late August/early September where you can complete the Student Registration process which will give you limited access to the Self-Service for current students. You will only receive this email if your admission has been confirmed. Full access to the Self-Service 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 Qualification

Your conditional offer email will show the type of course you are being offered under the heading ‘Qualification’.

2.1.1 MPhil, LLM, MCL, MRes, MAST, Postgraduate Diploma, Diploma, Advanced Diploma, MMUS

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

Some candidates seeking admission to the PhD are offered a one-year course as preparation for research.

There is no automatic progression from one of these courses to any other. If you wish to undertake another course upon completion, e.g. a PhD, you will need to apply to continue. You should discuss this with your supervisor during the first term you are here. The application process is very similar to the one you are currently engaged in. If a suitable supervisor is available, and if your application is successful, you will receive a conditional offer which will stipulate a number of conditions (for example, academic, financial) you will need to meet before your continuation can be confirmed.

There are a number of MRes and MPhil courses which form the first year of an Integral Doctoral Programme. The total programme duration is four years. In these cases, you do 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 or MPhil degree.

2.1.2 PhD, CPGS, MSc, MLitt, EngD, EdD Courses

If your Faculty has decided that you should start straight away on your research degree, your email will show either PhD (Probationary) or Certificate of Postgraduate Study (in the first instance). If you accept such an offer, you will start with a probationary year. At the end of the probationary year, you will undertake a registration exercise to decide whether or not you should continue as a registered research student and for which course you should be registered (PhD, MSc, MLitt or MPhil). 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.

2.1.3 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.

2.2 Subject

If your offer is for a taught course, the subject shown will be the general name of that course. If your offer is for a research course the subject will appear either as the general area of your research or as the specific area of your thesis, if this is known.

2.3 Admission Date

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

Michaelmas: 1 October

Lent: 5 January

Easter: 10 April

<http://www.cam.ac.uk/univ/termdates.html>

<http://www.admin.cam.ac.uk/students/studentregistry/current/graduate/policy/statutes/terms/index.html>

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 can come to 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.

2.3.1 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 mid- or late September. You will normally be notified of any compulsory pre-sessional courses via your self-service account. Please contact your department for more information.

2.3.2 Residence Requirements

In order to satisfy the University’s residence requirement (Chapter 2, section 9 of the Statutes and Ordinances of the University of Cambridge) all full-time graduate students are expected to reside within the 10 mile radius of Great St Mary’s Church throughout the terms of study.

Students must have formal permission to reside elsewhere, and should acquire agreement in principle from both the college tutorial office, and academic supervisor/director of study prior to arriving in Cambridge.

Further information on this can be found on the Student Registry website

<http://www.admin.cam.ac.uk/students/studentregistry/current/graduate/policy/statutes/terms/#residence>

2.3.3 Terms spent outside Cambridge

The University does not offer admission part-way through a term and full-time students are required to be resident in the University for the required number of whole terms to complete their degree unless specifically granted permission to spend some terms outside the University. This is called 'Leave to work away'.

<http://www.admin.cam.ac.uk/students/studentregistry/current/graduate/policy/statutes/terms/index.html>

Please note that, exceptionally, your programme of research may require you to spend some time outside the University at the beginning of your course. You will need to apply for, and be granted, leave to work away BEFORE the start of your first term. Permission cannot be granted retrospectively.

International students should note that under the UK's Points Based Immigration System, 'working away' without having obtained official authorisation may constitute an 'unauthorised absence' and may contravene the terms of your visa.

2.4 Admit Type

If the 'Admit Type' is '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 as the probationary first year of a PhD, or an MPhil or MRes which forms the first year of an Integrated Doctoral Programme. Other 'Admit Types' simply indicate a 'standard' conditional offer for the course..

2.5 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:

www.graduate.study.cam.ac.uk/courses/part-time-study

2.6 Supervisor

If you are a research student it is quite likely that you will already have made contact with your supervisor. His or her name will usually be on your conditional offer email. If it is not, do not worry – we will contact you as soon as your supervisor is allocated via your self-service pages. If you are undertaking an MPhil or Diploma, you may not be allocated a supervisor until you are ready to begin your dissertation or project. Your faculty or department will discuss this with you. On some one-year courses, the Course Director is the main supervisor for all students.

2.7 Fee Status

We have assessed your fee status on the basis of the information you provided on your application form. 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:

www.graduate.study.cam.ac.uk/finance/fees/what-my-fee-status

Further information can also be obtained from the UK Council for International Student Affairs (UKCISA) at www.ukcisa.org.uk or by ringing their student helpline at +44 (0)20 7107 9922. UKCISA provides guidance on which 'categories' of students are entitled to 'Home/EU' fees – this can be found at:

http://www.ukcisa.org.uk/student/info_sheets/tuition_fees_e_he.php

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:

www.graduate.study.cam.ac.uk/finance/fees/fee-reassessment

Please upload the Fee Status Reassessment form and associated documents via your self-service account using document type "Fee Status".

In assessing your fee status, we act on behalf of the UK Government and taxpayers, and use the terms of the UK Government Student Fees and Awards Regulations. Evidence will be checked rigorously and we reserve the right not to change our assessment if we decide it is not appropriate to do so.

3 The Conditions of Your Offer

You will need to upload supporting documentation via your self-service account as evidence for meeting each condition. We will assess this evidence (which may take up to 10 days – see 3.2) 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.

If the documents you have sent/uploaded to us 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. Messages appear on the same page as your offer conditions. Please check carefully for any new messages since you last checked your Self-Service.

When the Graduate Admissions Office (Board of Graduate Studies) 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 until we have notified you via your self-service that your admission has been confirmed.

3.1 Deadlines for meeting your conditions

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

<i>Term of admission:</i>	<i>Deadline date:</i>
Michaelmas (1 October)	31 July (two months before admission)
Lent (5 January)	1 December (one month before admission)
Easter (17 April)	17 March (one month before admission)

It is your responsibility to make sure any documents to meet offer conditions are uploaded **before** these deadlines.

All documents should be uploaded via your self-service account under the category stated in the offer condition (with the exception of documents required to meet the academic condition).

Applicants unable to meet the academic condition by these deadlines should read section 3.4.5 & 3.4.6 below

International Students requiring a visa should aim to meet the conditions of their offer as soon as possible (we advise at least 3 months before the start of the course). We cannot issue the CAS required for your visa application until you have met ALL the conditions of your offer and your offer has been confirmed.

Applicants should also be aware that many colleges will not offer accommodation until all offer conditions have been met. If you do not meet your offer conditions by the deadline, it is possible that we will have to withdraw this offer.

3.1.1 Conditions not met

If you need more time to meet the conditions of your offer, you should consider making an application to defer your admission.

If a deferral is not possible you will need to withdraw your application and make a new application for the next academic year.

www.graduate.study.cam.ac.uk/after-applying/deferring-my-application

3.2 Processing your documents

We aim to process all materials received by our office **within ten working days** but during peak periods (May, June, July) this may take a little longer.

If materials (eg 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 pages will be updated as soon as we have processed the materials received.

3.3 Accepting your offer

You can do this via your self-service account before you have met all your offer conditions. You should only accept your offer if you definitely wish to accept a place at Cambridge. The deadline for accepting your offer of admission (unless otherwise stated in your offer) is:

<i>Term of admission</i>	<i>Deadline date</i>
Michaelmas (1 October)	31 July (two months before admission)
Lent (5 January)	1 December (one month before admission)
Easter (17 April)	17 March (one month before admission)

By accepting your offer of admission you are confirming that:

- You have read, understood and accepted the terms and conditions of your offer as stated in this booklet, and in your self-service account.
- You agree to adhere to the Statutes and Ordinances of the University of Cambridge www.admin.cam.ac.uk/univ/so/

You will need to accept your offer before we can confirm your admission to Cambridge.

3.3.1 Pre-Sessional courses

By accepting an offer for a course with a pre-sessional course, you are also agreeing to attend from this earlier date. This is made clear in the relevant section your Self-service. Some courses may also require you to confirm your attendance at this earlier date in writing.

3.4 Academic Conditions

If you are currently studying for a degree your offer may be conditional on you achieving a certain grade, or, if you have already achieved a certain academic qualification we may ask you to provide further evidence of this.

To meet this condition you will be required to send **any one** of the listed documents below:

- i) a secure electronic document (see 3.4.1)
- ii) an original, final transcript (see 3.4.2)
- iii) a certified copy of your original final transcript (see 3.4.3)

The final transcript should show **all** of the following:

- the classification/average score/grade
- the date the degree was awarded
- 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 you have already uploaded your transcript via your self-service you will still be asked to send the original, a certified copy, or a secure electronic document so that we can verify its authenticity.

PLEASE NOTE THAT WE WILL NOT ACCEPT FINAL TRANSCRIPTS EITHER SENT AS EMAIL ATTACHMENTS OR UPLOADED TO THE SELF SERVICE ACCOUNT.

International Students:

If you need a visa to study in the UK, you will be required to provide original documentation as part of your visa application. Please ensure that you retain at least one set of original academic transcripts/certificates for this purpose, and **DO NOT send us your only original**. If you have only one set of original academic documentation, please either obtain another set as soon as possible, or send us certified copies.

If you currently hold a Tier 4 visa for study at another UK institution, that visa will not be valid at the University of Cambridge. You will require a new Tier 4 visa to begin your study at the University of Cambridge.

3.4.1 Electronic transcripts

Your official transcript may be sent to us electronically if your institution has a secure electronic transcript system (e.g. Digitary or HEAR). You will need to contact your institution to see if they offer this facility. If they do, you will need to supply them with the following email address:

bgstranscripts@admin.cam.ac.uk

Your institution will then be able to email us with a link enabling access for us to view your transcript online.

3.4.2 Returning original documents

We are not able to return original documents or retain them for collection as they are destroyed after verification. You must obtain and send us a certified copy if you wish to retain the original transcript/certificate.

Transcripts and Degree Certificates should be sent to the postal address in section 7. Do not send them to any other part of the University as this will delay the processing.

3.4.3 Certified Copies

A certified copy should have an original ink stamp confirming that it is a true copy of the original, together with an ink signature. We are able to accept copies certified by:

- a) the Institution which issued the original document
- b) a lawyer/solicitor/attorney
- c) a commissioner for oaths
- d) The British Council

We do not accept copies of transcripts or certificates that have been certified by a translator. Do not write on academic documents yourself, for any reason.

Certified copies must be stamped on each page OR stamped across the seal of the envelope or across the staple/document join.

3.4.4 Translations

If the documents you are sending 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 send both the translation and the original documents together** (or certified copies – see 3.4.2). Do not write on academic documents yourself, for any reason.

3.4.5 Academic Condition not met

If you do not achieve the grade required in your academic condition please still provide us with an original or certified copy of your final transcript/certificate. We will ask your department to consider your final results and they will make a recommendation to the Graduate Admissions Office (Board of Graduate Studies). The outcome of this recommendation will be presented in your self-service account.

3.4.6 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 3.4 above to meet this condition.

If you **will not** have the results of your Master's Degree before the deadlines for meeting the conditions of your offer 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. That you have completed all the formal coursework and examinations required for your course;
3. That you have completed and submitted your dissertation;
4. That you have no financial or any other obligations to that University.

We will forward this to your department for them to consider. Please note that the department is entitled to insist that you provide evidence that you have formally achieved the grade set in the condition. If you are not 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 (6.3) until this condition has been met, or withdraw your application and make a new application for the next academic year.

Please note that a letter giving a future date when the dissertation will be submitted will not be sufficient to satisfy this condition.

3.4.7 Students currently studying at Cambridge

If you are currently studying a course at Cambridge and the completion of this course is a condition of your admission, you are not required to upload or send us your transcript/degree certificate. The Graduate Admissions Office will be notified of the results of your course by the Degree Committee, and will update this condition accordingly. The Degree Committee meetings are often held after the date required to meet your academic condition. Applicants should be aware that the GAO will only complete the academic condition after the relevant Degree Committee meeting. See the following website for dates of Degree Committee meetings.

<http://www.admin.cam.ac.uk/offices/gradstud/meetings/>

The GAO will be unable to complete the academic condition without the Degree Committee's approval.

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 Graduate Admissions Office (Board of Graduate Studies). The outcome of this recommendation will be presented in your self-service account.

3.4.8 Undertaking a Second Degree of the same type

It is not possible to be awarded more than one degree of the same type, for example the MPhil or the PhD, from the University of Cambridge.

A degree is a state of grace and as such, once you have been approved and conferred for one degree, you cannot have another degree of the same type approved and conferred on you again. You may, however, undertake another degree of the same type and its associated examinations and receive instead confirmation that you have followed the degree.

If you wish to be admitted for a second degree of the same type, please upload a letter confirming that you would like to be admitted to the course, but that you are aware that you cannot be approved for the degree.

3.5 Overlapping Courses (Withdrawal from ongoing study)

Students are **not permitted** to follow a course at another institution while you are registered for a full-time Cambridge degree. A full-time student who, once admitted to the University, takes up a course of study at another institution will be removed from the register until such time as the other course has been completed.

If you are currently registered as a student on a course but have not been set a condition to achieve a particular grade or pass mark in this course, it will be a condition of your offer that you complete, formally withdraw from, or intermit your study before we can confirm your offer of admission.

If your current course finishes on or before 31st July 2014:

Please upload a copy of your final transcript/certificate or letter from your University confirming that you have completed, withdrawn from or been given permission to intermit from your current course.

We cannot accept a future end date; the document must confirm that you are no longer a registered student at your current Institution.

If your current course finishes after 31st July 2014:

Please ask the Registrar of your current institution to provide you with a formal letter (signed, and on headed paper), confirming the expected end date of your current course.

You will need to upload this letter via your self-service account.

You will also need to sign and upload the '[Student Declaration Form](#)' confirming that you will provide evidence of completion of your course before the start of term.

If you are not 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 this condition of your offer.

If you are not able to meet this academic condition, you may either apply to defer your admission (6.3) until this condition has been met, or withdraw your application and make a new application for the next academic year.

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.

International Students:

If you hold a student visa for study at another UK institution, and you withdraw or intermit from that institution, your visa will no longer be valid, and you will need to return home. **You will require a new visa to study at the University of Cambridge; you cannot study at Cambridge using a visa sponsored by another Institution.**

3.6 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 (3.6.1).

Your college may ask you to pay University fees for the whole of your first year as soon as you arrive. You will also need to have access to funds to cover your living costs. This means that you will need **immediate access** to a large amount of **liquid capital**.

If you are admitted, neither the University nor the Colleges will support you financially in the event that you cannot fulfill 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.

<http://www.admin.cam.ac.uk/students/studentregistry/fees/funding/employment.html>

Most fully funded opportunities at Cambridge are only available to students about to start a new course (and the deadlines are very early). Once you are registered as a student, there are few full scholarships available.

<http://www.admin.cam.ac.uk/students/studentregistry/fees/funding/index.html>

Do not send any money to Cambridge before you start your course, unless your college instructs you to do so. (3.6.14)

3.6.1 The Financial Undertaking Form

A copy of the Financial Undertaking Form can be printed from your Self-Service or it can be found on our website at:

<http://www.graduate.study.cam.ac.uk/sites/www.graduate.study.cam.ac.uk/files/attachments/undertaking.pdf>

This form gives the University of Cambridge an undertaking that you have available in advance adequate 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 sides of the form, including ticking the relevant option(s) on page 2 of the form, and that you sign and date the form.

Incomplete or unsigned forms will not be accepted. **Please note we do not accept typed signatures, you must hand-sign the financial undertaking form.**

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)”

3.6.2 Calculating Financial liability

Details about fees and cost of living expenses can be found on our website:

<http://www.admin.cam.ac.uk/students/studentregistry/fees/costs/index.html>

<http://www.graduate.study.cam.ac.uk/finance/fees>

The figure in the “tracking your finances” page of your Self-Service shows the **estimated** 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 (e.g. bench fees or fieldwork costs)

The amount you must undertake to meet in order to fulfill 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 will have a “total liability” of approximately £36,769 for the first year of the course. To satisfy the financial condition you must show you have provision for £110,307 (36,769 x 3years)

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 -4 years
If you are taking an EngD or another four-year doctoral programme MRes in the first instance (that is MRes that leads on to the 3 year 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.

Possible Overruns:

The financial condition for most PhD students will require evidence of funding for three years. However, students are strongly advised to make adequate provision, in advance, for the possibility that they may overrun and not submit their thesis within 3 years. Neither the University nor the Colleges are able to financially support students who are in this situation.

3.6.3 1+3 Courses

Please note: If you are studying on any of the following courses;

- MPhil in Developmental Biology
- MPhil in Epidemiology (Cardiovascular)
- MPhil + PhD (1+3) EPSRC CDT: Computational Methods for Materials Science (MPhil in Scientific Computing EPSRC CDT)
- MRes Courses (except for Social Anthropology)

Your University Composition Fee will increase to the PhD rate in the second, third and fourth year of your study. You will therefore need to take this into account when completing your financial undertaking form.

Please see the table below to indicate what you will need to provide evidence of on your financial undertaking form:

Year of study	Funds to show
1	The "Total Liability" indicated on your self-service account
2	University Composition Fee at PhD rate + Maintenance + Any Additional Costs
3	University Composition Fee at PhD rate + Maintenance + Any Additional Costs
4	University Composition Fee at PhD rate + Maintenance + Any Additional Costs

This will all need to be noted on your financial undertaking form in order to meet your financial condition. This should also be explained in your offer of admission.

3.6.4 Doctor of Medicine (MD)

Applicants offered the Doctor of Medicine (MD) are required to pay a one off fee only. Please see the above table for details on how to complete the financial undertaking form.

3.6.5 MAST

The M.A.St. course is treated as an undergraduate course for fee purposes and Overseas M.A.St students are charged the undergraduate College fee, which varies from College to College and which is not yet determined for admission in 2015-16. The maximum level for 2014-15 is £7,719. The *estimated* financial liability for the overseas college fee for admission in 2015-6 is £8105, which is charged in addition to the University Composition Fee.

3.6.6 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.

3.6.7 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 absolute minimum that you will require - if you do not have any more than the amount we state, you will have to live very frugally during your studies. If you intend to bring your family with you, you will have to cover their living costs too; this is not generally provided by scholarships. Students whose courses are longer than twelve months and/or which span more than one academic year, should make provision for inflationary increases.

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

3.6.8 Dependents

Additional costs are specified if an applicant is to be accompanied by dependents that will be financially dependent on the applicant. This will be taken from information you provided in your application form.

Living costs are assessed for adult and child dependents 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. <http://www.admin.cam.ac.uk/univ/childcare/>

3.6.9 Additional Costs

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 “tracking your finances” in your Self-Service.

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. Please check the application information and website for your course to find out if you will need to make separate provision for this.

3.6.10 Foreign Currency

If your capital is in a currency other than sterling, you should consider converting it to sterling 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 £ Sterling either by cheque or bank draft. The colleges cannot accept payment by credit card.

3.6.11 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 exemption to this rule is for a very limited number of taught (MPhil) courses that include a compulsory period of study overseas (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.

3.6.12 Self –funders

If you are self-funding, the only document you need to provide is the completed Financial Undertaking Form – you do not need to send us bank statements or a letter from your bank. Under no circumstances should you complete the financial undertaking form if you are in any doubt that you have sufficient funds for your fees and living costs. If you are subsequently found to be unable to fund your studies this may lead to the cancellation of your admission.

3.6.13 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 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 3.4.3)

3.6.14 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 AHRC or the ESRC, the Graduate Admissions Office will not necessarily be aware that you have been made an award, and so you will need to upload your award letter with your financial undertaking form before we can complete the financial condition of your offer. If in doubt, please contact your supervisor or department administrator for advice.

EU students who receive a fees-only award should make arrangements to provide the rest of the funds from other sources.

Please see the following website for more information:

<http://www.admin.cam.ac.uk/students/studentregistry/fees/funding/index.html>

3.6.15 Cambridge Trusts funding

If you are successful in securing a full scholarship or partial bursary from the Cambridge Trusts you will receive notification from the Cambridge Trusts directly. You should confirm your award in the Financial Undertaking Form, and the Cambridge Trusts will also notify the Graduate Admissions Office of your award. If your award is a part-cost bursary, 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.

The Cambridge Trusts 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 Trusts, please inform us of this – this **will not** disadvantage your application to the Cambridge Trusts. Please do not contact the Graduate Admissions Office for information on the outcome of the Cambridge Trust Awards.

<http://www.admin.cam.ac.uk/students/studentregistry/fees/funding/trusts.html>

3.6.16 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 that award letter with your completed Financial Undertaking Form.

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:

<http://www.admin.cam.ac.uk/students/studentregistry/fees/funding/index.html>

The deadlines for application are very early.

3.6.17 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 University Composition Fee for the whole of your first year as soon as you arrive. Certain college payments might be required in advance.

You will also need to have access to funds to cover your living costs. This means that you will need **immediate access** to a large amount of **liquid capital**.

Fees are only payable in £ Sterling either by cheque or bank draft. The colleges cannot accept payment by credit card.

All cheques and other money transfers should be made out to your college, not to the University of Cambridge, and should be sent to the college

3.7 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).

- 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.

www.graduate.study.cam.ac.uk/how-do-i-apply/supporting-documentation/evidence-competence-english

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

3.7.1.1 *IELTS*

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

3.7.1.2 *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.

3.7.2 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: <http://www.langcen.cam.ac.uk/lc/adtis/adtis-index.html>

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 Graduate 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 recommended for 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 Graduate Admissions Office for an assessment unless you are advised to do so via your self-service pages.

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

3.8 Conditions for International Students

3.8.1 ATAS

Any student requiring a Tier 4 visa AND undertaking a PhD-level research degree or Masters course in certain science and technology subjects, requires an ATAS (Academic Technology Approval Scheme) clearance certificate. Therefore obtaining an ATAS clearance certificate may be a condition of your admission. Please see section 5.2 for further information

3.8.2 Passport

International students are required to upload a copy of the passport they will be using to enter the country. This should include the photo ID page, passport number, issue and expiry dates, full name and date of birth. If these details appear elsewhere in the passport, all relevant pages should be uploaded.

- Passports that expire before the division of term will **not** be accepted to meet this offer condition.
<http://www.cam.ac.uk/about-the-university/term-dates-and-calendars>
- We recommend that you obtain a passport that will be valid the entire duration of your study. If your current passport is due to expire, we recommend that you renew it *before* the start of your course. Please ensure that you upload a copy of the renewed passport, and not the passport due to expire. This will help ensure the correct passport information is included in your CAS statement.
- However, Passports that expire during the proposed course of study, but after the division of term will be accepted. If you do have to renew your passport during your course of study, please present the renewed passport to your College.

We will use the passport information to verify whether you require a visa to study and, if relevant, for the CAS statement that is needed for a UK Tier 4 Student Visa application. Any inaccuracies in this information could result in a visa application refusal. (See section 5 for immigration information).

3.8.3 Visa

The Home Office requires Tier 4 Sponsor Licence holders to gather information from applicants about visas issued for current or previous UK study, and to declare this information when issuing a Confirmation of Acceptance for Studies (CAS). International students are therefore required to upload a copy of any current or previous UK visas.

This information will help us verify whether or not a Tier 4 visa is required, and whether any visa restrictions are relevant. For information on potential visa restrictions, please see section 5.3.

3.9 College Membership & Accommodation

It is a condition of your offer that you must obtain membership from one of the colleges of the University, and you 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 a random allocation. **It is not possible to change your preferences, or to add new preferences at any stage of the application process.**

Further information on this process can be found on our website:

www.graduate.study.cam.ac.uk/how-do-i-apply/college-membership

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.

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 Cambridge.

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: <http://www.accommodation.cam.ac.uk/>

If you are accepted by a college, you will not be able to request a change of college unless there are exceptional circumstances such as those listed below:

- another College has offered you a full or substantial scholarship
- disability, other serious medical grounds, religious or special family need that can be better met by another college
-

If any of these exceptional circumstances apply, then you should contact the Graduate Tutor of the College that has accepted you to discuss the options (which may include a transfer of college although this would be neither necessary nor automatic).

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

Your college will collect your University Composition Fee (section 3.6.16).

3.9.1 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 member, 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 chose to select a different College as a preference, as stated 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 entered into the random allocator and will not automatically be sent back to your existing College.

3.9.2 College Membership and 1+3 courses

All 1+3 courses are treated as a four year course and as such *you are admitted to both the University and to your College for four years*. Applicants are reminded that it is not possible to change College after the first year, unless there are very exceptional circumstances which should be discussed with your College Graduate Tutor.

3.10 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 both a Staff Fee Application Form and a Student Declaration Form. Further details are available on our website

<http://www.admin.cam.ac.uk/offices/gradstud/fees/costs/stafffee.html>

3.11 Intellectual Property

If you accept this offer of admission, you will be accepting the University's rules on intellectual property including, where appropriate, the rule regarding group work and any issues of confidentiality. The University's policy on ownership of intellectual property is set out on the following website:

<http://www.admin.cam.ac.uk/offices/gradstud/policy/statutes/ip.html>

and further guidance is provided in the Code of Practice for Research Degrees at:

<http://www.admin.cam.ac.uk/offices/gradstud/policy/quality/cop>

3.12 Other Cambridge offers

If you have made more than one application to Cambridge, it will be a condition 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, we will therefore confirm only one of them. 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 Disclosure Barring Service (DBS) Check

If your place is conditional on your providing a Disclosure Barring Service check or the equivalent, you will be contacted by the Student Registry. Please respond to them as quickly as possible, as this process can take a long time, and must be completed before you can be admitted to your course. The regulations are in process of change; for the latest information please see the Disclosure Barring Service Disclosures page at the Student Administration and Records office.

www.graduate.study.cam.ac.uk/dbs

4 Other Conditions

4.1 Application fee

Your offer is made subject to satisfactory payment of the appropriate application fee. In the event that your payment transaction is deemed unsuccessful **after** you have received an offer, the University reserves the right to withdraw the offer, and you will be asked to send an alternative payment.

4.2 Fraudulent documentation

The Graduate Admissions Office checks application forms and submitted documentation for evidence of fraud. You may be asked to provide an original version of any document you have uploaded as we will conduct spot checks on electronic documents received. If you submit fraudulent documentation at any stage in the admissions process, you will be notified accordingly and your offer (whether it is conditional or confirmed) will be withdrawn.

4.3 Data Protection

The information you provide in response to your offer will be kept with the materials you have already provided as part of your application. The University of Cambridge, the Cambridge Colleges, Gates Cambridge and the Cambridge Trust (Commonwealth, European and International) and their collaborators will use the information supplied in your responses to your offer to conduct their legitimate business as it relates to you as a potential student at the University, a potential member of a College or potential recipient of a financial award from one of the Cambridge Trusts. This includes personal information about you and about other people (such as your Guarantors).

The University and other institutions named above recognise that this information has been provided in confidence and will treat it as confidential personal information under the terms of the Data Protection Act (1998). However, under certain circumstances it may be necessary to disclose information about you or other people identified in your documents. The University, Colleges of the University and the Cambridge Trusts undertake to comply with the conditions of the Data Protection Act (1998) should disclosure be necessary.

The University also, as part of your course or examination, may submit your work to proprietary plagiarism detection software; you will be advised of your rights regarding your personal data should this occur.

If you accept the offer and are successfully admitted to a course, all of the documents you provide will be retained electronically on our database until you complete or terminate your course of study and may be used as evidence in the event of any dispute or query about your status as a student of the University. On completion of your course, a minimum data file will be retained indefinitely by the University for archival purposes. Please note: We will not keep any original documentation sent in (e.g. Transcripts).

If you decline the offer, the details of your response will be kept as statistical information to assist the University in its planning and research activity.

If you contact the Graduate Admissions Office by telephone in order to discuss the progress of your application, please have your application number or your personal applicant number

to hand. This is in order to help us to verify your identity. Please note that we cannot discuss your application with a third party (including family members) unless you have given us written permission to do so, together with the details of the third party.

5 Visa requirements and Points Based Immigration

If you are not eligible to hold a UK or EU passport, then you are likely to need to apply for a visa in order to study in the UK.

The UK operates a points-based immigration system; Tier 4 is for students. It is your responsibility to make sure you identify whether you require a visa, and then to understand, meet, and comply with the immigration requirements. For a Tier 4 visa, the University must sponsor you and will issue you with a Confirmation of Acceptance for Studies (CAS) to support your visa application (5.1)

For information on Tier 4 visas, we recommend that you read the following web pages:

www.internationalstudents.cam.ac.uk/applying/uk-immigration
www.gov.uk/tier-4-general-visa/overview

You cannot begin a course at Cambridge using an existing Tier 4 visa that was issued for a course at another institution. This includes studying on any preparatory course at Cambridge. Failure to present a valid visa that permits study at Cambridge for your current course (usually a Tier 4 visa) will prevent you from starting your course. Study is not permitted on a General Visitor Visa or if you have entered the UK as a tourist.

If you are a Continuing Cambridge student and will require a Tier 4 visa please see [Section 5.4](#).

You can find the latest list of countries or regions which require a visa at:

www.gov.uk/check-uk-visa

The University's International Student Team provides a visa advice service to assist students sponsored by the University in applying for their student visa: www.ist.admin.cam.ac.uk/visa-advice-service

The Graduate Admissions Office is **not qualified** to advise you on visa and immigration issues.

5.1 Confirmation of Acceptance for Study (CAS)

The Graduate Admissions Office prepares a Confirmation of Acceptance for Studies (CAS) for students requiring a Tier 4 visa. This is the only document that you will require from us for your visa application. You will not need to submit either your certificate of offer of admission or your certificate of confirmation with your Tier 4 visa application.

We can only issue your CAS once you have met ALL of the conditions of your offer (this includes both academic and financial conditions), and your admission has been confirmed on your self-service account.

International Students requiring a visa should aim to meet the conditions of their offer as soon as possible (we advise at least 3 months before the start of the course).

The CAS is a virtual document that will be emailed to you within 5-7 working days of your admission being confirmed on your self-service account (except for students currently studying at Cambridge – see 5.4). Please see the International Student Team website for more information on how to prepare your Tier 4 visa application using your CAS:

www.internationalstudents.cam.ac.uk/applying/uk-immigration/tier-4-entry-clearance

The CAS is prepared using information provided in your application form for admission. A summary of the progress of your CAS, once issued can be tracked via your self-service account under “UK immigration Details”

It is your responsibility to check all the details of your CAS are correct before applying for your VISA. Once you have applied for your visa, the Graduate Admissions Office accept no liability for problems caused by incorrect information on the CAS.

3

3.11.1

5.2 Academic Technology Approval Scheme (ATAS)

Any student undertaking a PhD-level research degree or Masters course in certain science and technology subjects requires an ATAS (Academic Technology Approval Scheme) clearance certificate before a Tier 4 visa application can be made. Therefore obtaining an ATAS clearance certificate will be a condition of your admission if you will be studying a relevant degree and require a Tier 4 visa. Your Confirmation of Acceptance for Studies (CAS) will not be issued until ATAS clearance has been granted.

You may not begin your studies at Cambridge without a valid ATAS clearance certificate for your course.

Once you have received your ATAS certificate, please upload this document using your self-service account, under the category ‘immigration’.

The UK [Foreign and Commonwealth Office \(FCO\)](#) manage this scheme. You must apply online to the FCO, using the statement provided in your self-service account under “Enter, View, Print, Immigration Details”. You must not write this statement yourself. If the statement is not available in the self-service account, please contact your department directly. You can make the application as soon as you receive an offer from Cambridge but your ATAS certificate is only valid for six months.

The application is free and the FCO indicates that it considers complete applications within 21 working days.

Please be aware that an ATAS certificate does not guarantee you a visa, or extension of stay. However, your Tier 4 visa application will be refused if you need an ATAS certificate and do not provide one.

For further information on ATAS and which courses are affected please see our website at: www.graduate.study.cam.ac.uk/international-students/immigration/atas

5.3 Visa restrictions

International applicants should make themselves aware of additional Home Office restrictions on student visas:

- Time limit on Studies
www.internationalstudents.cam.ac.uk/arriving/uk-immigration/time-limit-study
- Working during or after your studies
www.admin.cam.ac.uk/students/studentregistry/fees/funding/employment.html
- Visas for your family members
www.internationalstudents.cam.ac.uk/applying/uk-immigration/tier-4-family
- Finishing your Studies
www.internationalstudents.cam.ac.uk/studying/uk-immigration-tier-4/finishing-your-studies

5.4 Students Currently Studying at Cambridge

In addition to all new students, current Cambridge students must obtain a new visa, or submit a visa application for further leave to remain prior to starting their new course. Current Cambridge students are not permitted to start on an existing Tier 4 visa.

There is likely to be a short timeframe between completion of one course and the start of the new course so it is important to ensure you prepare your new visa application in good time and are ready to submit as soon as your admission is confirmed. If you are applying to extend your Tier 4 visa to continue your studies in the UK and your new course starts more than 28 days after the expiry of your current visa, you must make your application outside the UK.

If you require an ATAS clearance certificate you must obtain this before you begin your study. 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 5.2 for further details.

6 Other information and common questions

6.1 Withdrawing

If you wish to withdraw your application, please notify us via your Self-Service pages. The department, college, degree committee and Graduate Admissions Office will be notified automatically of your withdrawal, and you will also have the opportunity to complete a short withdrawal survey.

6.2 Changing courses

You will not normally be permitted to change from the course which you have been offered.

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 Graduate Admissions Office (Board of Graduate Studies)

6.3 Deferring offers

You may only request a deferral if your offer if there is another possible start date within the same academic year (the academic year runs from October to September).

Please see the course listing in the Course Directory for information on possible start dates for your course:

www.graduate.study.cam.ac.uk/courses

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 deferral for your course is possible, you can apply via your Self-Service account under “Defer Your Application”. You will need to indicate which term you would like to start in.

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

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 on your Self-Service page. We aim to let you know the result within two to three months of your request. 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.

www.graduate.study.cam.ac.uk/after-applying/deferring-my-application

6.4 Candidates with Disabilities

If you are made an offer of admission and you have disclosed a disability/specific learning difficulty/chronic illness then your details will be forwarded to the Disability Resource Centre (DRC) who will contact you to discuss your particular needs. The DRC can also offer advice on access to departments, transport options, or colleges which may have accommodation suitable to your needs. It is important that you respond to the DRC as early as possible.

If you have a disability/special learning difficulty /chronic illness and have not yet disclosed it, please do so now by contacting the Graduate Admissions Office or the DRC (for contact details,

see below). Disclosure at this point will not affect your offer. We may not be able to accommodate your individual requirements if you do not disclose any disability, special learning difficulty or chronic illness.

Under the Disability Discrimination Act 1995, 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/Aspergers 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 at <http://www.cam.ac.uk/cambuniv/disability/>
tel: +44 (0)1223 332301

6.5 Graduate Students' Union

The Graduate Students' Union has a website at www.gradunion.cam.ac.uk

7 Contacting the Graduate Admissions Office (Board of Graduate Studies)

Our office is open between 9am to 5pm, Monday to Friday, except for public holidays. We are also closed from 24 December to 4 January inclusive.

Please include **your application number** in all correspondence (including by phone) so that we can verify your identity and locate your application (this is the 8 digit number listed in all correspondence regarding your application).

The Graduate Admissions Office receives an average of 15,000 applications each year, and makes offers to around 5000 applicants. We therefore receive a large volume of calls and emails daily. We aim to ensure that your offer and subsequent confirmation of admission is processed as efficiently and quickly as possible. You can help us do this by ensuring that you read all documentation carefully, including the website and the FAQs before deciding to contact our office.

www.graduate.study.cam.ac.uk/faqs/applicant

We cannot discuss your application with a third party (including family members) unless you have given us written permission with the details of the person you wish to act on your behalf. If you are going to be away or have difficulty in contacting us you may wish to do this. Please

upload third party details via the self service using document type “Correspondence (Post-Offer ONLY)”.

7.1.1 Telephone

Tel: +44 (0)1223 760606

Please note that we can only respond to calls received between 10am and 4pm GMT/BST Monday to Friday

7.1.2 Email

Email: Graduate.Admissions@admin.cam.ac.uk

Students continuing on a course already admitted by the Board of Graduate Studies should email graduate.continuation@admin.cam.ac.uk

Please note that we receive a large volume of emails daily. If the answer to your query can be found on our website or in this document, it will not be treated as a priority. If the answer to your query cannot be found on our website, we aim to respond within 5-7 working days but this may take longer during peak periods.

Please keep emails as brief as possible and make sure that you always:

- Write in English
- Include your application number

7.1.3 Post

If you are writing to the Graduate Admissions Office or sending in original/certified copies of Degree transcripts/certificates please:

- include the coversheet printed from your self-service account (“Print Cover Sheets”)
- Write in English
- Be as brief as possible
- Include your application number

Postal Address

(by courier)

Graduate Admissions Office, Academic Division
4 Mill Lane, Cambridge, CB2 1RZ

Postal Address

(by standard post)

Graduate Admissions Office, Academic Division
PO Box 338, Cambridge, CB2 1YP

We advise applicants to send documents recorded delivery or signed for, as our office are not able to confirm receipt of documents.

We will update your self-service account once we have processed your document, please check your online account for updates before contacting our office.

7.1.4 Visiting us

Graduate Admissions Office, Academic Division
17 Mill Lane, Cambridge, CB2 1RX [<http://map.cam.ac.uk/Graduate+Admissions>]

7.1.5 Complaints Procedure

We very much hope that you feel your application has been dealt with fairly and efficiently, but if you wish to make a complaint, please write to the Head of Graduate Admissions at the postal address above.

The admissions complaints procedure allows a candidate to seek a review of his or her case if s/he believes that:

- a. a procedural error or irregularity has occurred in the processing of the application; or
- b. in the consideration of the application there has been bias, prejudice or inadequate assessment; or
- c. there are factors unknown to the University that might have adversely affected the outcome (such as illness in examinations or other grave cause not otherwise evident in the application).

There is no appeal against matters of academic judgement and the Board of Graduate Studies is the deciding body in the case of any complaint. Academic grounds for deciding to admit or not to admit a candidate extend to the availability of a suitable supervisor or research topic, as well as the academic record and promise of the candidate. Complaints made on these grounds do not constitute grounds for a review. The Board cannot offer feedback on unsuccessful applications.