

Academic Division

Graduate Admissions Office

A guide to your Offer and its Conditions: Entry in 2020/21

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 Graduate Student.

If your admission is confirmed, it is important that you carefully read the policy documents below.

The following documents contain information on the regulations of the University and the responsibilities that will apply to you as a graduate student:

General Regulations for Admission as a Graduate Student:

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

Code of Practice for Research Degrees:

www.cambridgestudents.cam.ac.uk/new-students/manage-your-student-information/graduate-students/code

Code of Practice for Master of Philosophy by Advanced Study or Master of Research:

<http://www.cambridgestudents.cam.ac.uk/new-students/manage-your-student-information/graduate-students/code-practice-Master's-students>

All offers made for Graduate 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 Self-Service account:

www.graduate.study.cam.ac.uk/application-process/applicant-portal-and-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/download/Self-Service-guide>

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 Graduate 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) Print Cover Sheets (for sending documents in the post)
- i) Request a deferred start date within the same academic year (research courses only, if your Department allows this)
- j) Print your certificate of confirmed admission if you have met all the conditions of your admission
- k) Withdraw your application
- l) Print documents to help you with the admissions process, such as financial undertaking forms or extra copies of this booklet.
- m) 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 given in the email we sent you shortly after you received the email notifying you of your offer. If you misplace your password, you can reset your password by clicking the link “I have forgotten my password” in the log on page for your Self-Service account. If you still have difficulty after trying this, or have misplaced your username, please email graduateadmissions@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 – “Self-Service page for current graduate students”.

Applicants 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 the 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’.

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 programme, if you complete it successfully, you will be eligible to receive a degree or diploma from the University of Cambridge.

If 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 (1+3) see section 2.1.2). 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

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

2.1.3 PhD, CPGS (in the first instance), MSc, MLitt, EngD, EdD Courses

If you accept an offer to one of the above research programmes, 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. 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 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.

2.1.5 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).

2.2 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:

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

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 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.

2.4 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

<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 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 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.

2.5 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)

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)

2.8 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:

<https://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 calling their student helpline on +44 (0)20 7107 9922. UKCISA provides guidance on which categories of students are entitled to Home/EU fees – this can be found at: <https://www.ukcisa.org.uk/Information--Advice/Fees-and-Money/England-fee-status#layer-6082>

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: <https://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”.

The University has no discretion in the assessment of your fee status, which is strictly regulated by the UK Government. The University is required to comply with the terms of the UK Government Student Fees and Awards Regulations. Evidence 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 Graduate 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 (which may take up to 10 working days – see section 3.3) 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.

If the documents you have sent to us/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 carefully for any new messages since you last checked your Self-Service account.

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 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 (with the exception of documents required to meet the academic condition which must be sent by post if originals are required).

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 by submitting the form below:

www.graduate.study.cam.ac.uk/download/offer-conditions-extension-request-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 Graduate Admissions Office Terms of Admission, which you should download and keep on receipt of your offer.

www.graduate.study.cam.ac.uk/download/terms-of-admission

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

We do not accept transcripts or certificates uploaded via the Self-Service account as evidence of meeting academic conditions. The format of documents required for meeting the academic condition is strict as this enables the Graduate Admissions Office to confidently verify the authenticity of the degree, and the level achieved. Even if you have already uploaded your transcript via your Self-Service account you will still be asked to send one of the following:

Type of Document

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

- i. a secure electronic version of your **final** transcript/certificate (see 3.5.1)
or
- ii. an original, **final** transcript/certificate (see 3.5.2)
or
- iii. a certified copy of your original **final** transcript/certificate (see 3.5.3)

Transcripts sent either via email, or uploaded via the Self-Service account are not acceptable.

Content of Transcript/certificate

The final transcript **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. The date the degree was awarded
- iii. The formal title of the degree
- iv. The name of the institution that awarded the degree
- v. 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
- vi. If the documents are not in English, you must send a translation (see section 3.5.4)

3.5.1 Electronic transcripts

Your official final transcript/certificate 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 us to access and view your transcript online.

3.5.2 Original documents

Original final transcripts/certificates should be sent to the GAO's postal address (see section 6.1.3). Do not send them to any other part of the University as this will delay the processing. We would expect original final transcripts/certificates to include marks of authenticity (e.g. watermarks, embossing, Institutional ink stamps).

We are not able to return original documents or retain them for collection as they are destroyed after verification in accordance with data protection regulations. You must obtain and send us a certified copy (see section 3.5.3) if you wish to retain the original transcript/certificate.

3.5.3 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
- e) Post Office Identity Document Checking Service

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. If they were sent to you in a stamped envelope, please do not open the envelope. Please include in a separate envelope, a copy of the cover sheet which can be downloaded from your Self-Service account.

3.5.4 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 section 3.5.3). Do not write on academic documents yourself, for any reason.

3.5.5 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 Graduate Admissions Office (Board of Graduate Studies) on whether to admit or not. The outcome of this recommendation will then be presented in your Self-Service account, and if the decision is not to admit then your application will be withdrawn.

3.5.6 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 3.5 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 2.1, 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 completed 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.

3.5.7 Students currently studying at Cambridge

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

Applicants should be aware that the Graduate 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 Graduate Admissions Office (Board of Graduate Studies). The outcome of this recommendation will be presented in your Self-Service account.

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

3.5.8 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 Board of Graduate Studies 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 Overlapping Courses (Completion of ongoing study)

Students are **not permitted** to follow a course at another institution while they 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, any offer made is conditional upon you completing or intermitting your study.

Please upload a copy of your final transcript/certificate or letter from your University confirming that you have completed or been given permission to intermit from your current course. If you are not able to do this, please follow the instructions in section 3.5.6.

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.

Student visa:

If you hold a Tier 4 visa for another UK institution, and you withdraw or intermit from that institution, you will be required to apply for a new Tier 4 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 3.7.12-3.7.16

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:

<http://www.cambridgestudents.cam.ac.uk/your-course/graduate-study/your-student-status/working-while-you-study>

All fully funded opportunities at Cambridge are restricted to students about to start a new course (and the deadlines for applying are very early). For more information please visit our website:

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

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 at: <http://www.graduate.study.cam.ac.uk/download/financial-undertaking-form>

This form gives the University of Cambridge an undertaking that you have available in advance 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 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)”

3.7.2 Calculating Financial Liability

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

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

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. To satisfy the financial condition you must show you have provision for £136,989 (£45,663 x 3 years)

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*
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)

If you have received a conditional offer for an Integrated Doctoral Programme (1+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 and will remain at this rate for the third and fourth year 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 Graduate Admissions website: <https://www.graduate.study.cam.ac.uk/finance>

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.

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.

Once you have been admitted to a 1+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 the 1+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 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 for 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 dependant 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.

<http://www.admin.cam.ac.uk/univ/childcare/>

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 Tier 4 dependant visa requirements at www.internationalstudents.cam.ac.uk/tier-4-dependants

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 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.

3.7.11 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 an 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 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 whether 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 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 3.5.4)

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 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.

3.7.15 Cambridge Trust funding

If you are successful in securing a full scholarship or partial bursary from the Cambridge Trust you will receive notification from the Cambridge Trust directly. You should confirm your award in the Financial Undertaking Form, and the Cambridge Trust 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 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 Graduate Admissions Office for information on the outcome of the Cambridge Trust Awards. For further information please look at the information at this link:

<https://www.graduate.study.cam.ac.uk/finance/funding/graduate-funding-competition>

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 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 below. **Please note that the deadlines for application are very early.**

www.graduate.study.cam.ac.uk/finance/funding

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 £ Sterling 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.

www.graduate.study.cam.ac.uk/international/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 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: www.langcen.cam.ac.uk/adtis/

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 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 Graduate 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 those who hold a visa which was issued before 6 April 2015 and does not expire until after the end of the intended course.

The UK Foreign and Commonwealth Office (FCO) manages ATAS. You must apply online to the FCO, using the course information provided in your Offer Certificate, and the statement provided in your Graduate 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 make your application as early as possible within this 6 month period. The application is free and the FCO indicates that it considers complete applications within 20 working days.

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 Tier 4 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 at:

www.graduate.study.cam.ac.uk/international/immigration/atas

3.9.2 Passport

If you are national of a country outside of the European Economic Area (EEA) and Switzerland 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 Tier 4 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 Tier 4 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.

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

The University is required to gather information from applicants about previous UK study and any current UK visa in any immigration category. This is to confirm eligibility for Tier 4 sponsorship and to include relevant information in the CAS, in accordance with Tier 4 requirements. You will need to upload copies via your Self-Service account of any previous visa you have used for study in the UK and/or any current UK visa in any immigration category.

If you have not previously studied in the UK and do not hold a current UK visa, you will need to upload the 'No Previous UK Study or Current UK Visa Declaration Form' via your Self-Service account: <https://www.graduate.study.cam.ac.uk/download/no-previous-uk-visa-declaration-form>

3.10 Passport

All applicants are required to provide evidence of their identity and nationality.

If you are an applicant from outside of the European Economic Area (EEA) and Switzerland 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 not possible to change your preferences, or to add new preferences other than during the initial 14 day period after submitting your application.**

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

www.graduate.study.cam.ac.uk/colleges/choosing-college/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.

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.

A guide to your offer: entry in 2020/21 v3 Page 22

Approved by Board of Graduate Studies 5th November 2019

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

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 Graduate 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 Graduate Tutor may recommend a transfer of College, which would be considered by a panel of colleges.

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 courses

Integrated Doctoral Programmes (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*, subject to satisfactory completion of the first year. Applicants are reminded that it is not possible to change College after the first year. If there are very exceptional reasons for needing to change, these should be discussed with your College Graduate 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, fill out the form in the link below and upload it onto your Self-Service account under the document category 'Part-time – Post offer':
<http://www.graduate.study.cam.ac.uk/download/part-time-attendance-declaration-form>
- 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 require a student visa to study in the UK, you should read the information at www.internationalstudents.cam.ac.uk/immigration/tier-4-part-time.

4. Visa requirements

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

A Tier 4 visa is issued for study and supported by the University. It is your responsibility to identify 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 Tier 4 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 Tier 4 requirements. For further guidance visit www.internationalstudents.cam.ac.uk/immigration

The International Student Office provides a visa advice service to assist students, and their dependent family members, in applying for their Tier 4 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 Graduate 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 Tier 4 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 Graduate study at Cambridge and will require a Tier 4 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 Tier 4 visa application. The Graduate 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 within 5-7 working days of your admission being confirmed on your Self-Service account. You must enter the CAS reference number in the relevant section of the Tier 4 application. 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. You can make a Tier 4 visa application from 3 months prior to the start of your course. An indication of country-specific visa processing times is available at www.gov.uk/visa-processing-times 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 Tier 4 visa application. Contact the Graduate 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.

4.2 Additional Visa Information

Applicants who require a Tier 4 student visa should make themselves aware of the following information:

- Time limit on Studies and Academic Progression requirements: www.internationalstudents.cam.ac.uk/time-limit-study-and-academic-progression
- A student’s responsibilities under Tier 4: www.internationalstudents.cam.ac.uk/tier-4-responsibilities
- Working during or after your studies: www.internationalstudents.cam.ac.uk/tier-4-responsibilities/working-tier-4-visa
- Visas for your family members: www.internationalstudents.cam.ac.uk/tier-4dependants
- Finishing your studies: www.internationalstudents.cam.ac.uk/tier-4-responsibilities/finishing-your-studies

4.3 Students currently studying at Cambridge

If you currently hold a Tier 4 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. In planning your visa application, you should take into consideration the processing timeframes for an application made inside the UK. Information is provided at www.internationalstudents.cam.ac.uk/tier-4-leave-remain

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 Tier 4 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 Graduate 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 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)

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).

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 you are permitted to defer your offer, you must ensure that you upload a new Financial Understanding Form which should show the new start date.

If deferral for your course within the same academic year is possible, you can apply via your Self-Service account under the 'Defer Your Application' section. You will need to indicate which term you would like to start in.

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 graduateadmissions@admin.cam.ac.uk with "deferral" in the header 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 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 the following:

www.graduate.study.cam.ac.uk/application-process/what-happens-next/deferring-application

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

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

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/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 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 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 at <http://www.cam.ac.uk/cambuniv/disability/>

tel: +44 (0)1223 332301

5.7 Graduate Students' Union

Graduate Students are automatically members of the Graduate Students' Union, which has a website at www.gradunion.cam.ac.uk

6. Contacting the Graduate Admissions Office

Our office is open between 10am to 4pm, Monday to Friday, except for public holidays. We are also closed from 25 December to 1 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 many applications each year, and makes offers to around 7000 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 this document, the website and the FAQs before deciding to contact our office. For more information please refer to: www.graduate.study.cam.ac.uk/find-out-more/applicant-faq

Please note that unless otherwise stated you should not email documents to the Graduate Admissions Office, but upload to your Self-Service account. If you have uploaded documents to your Self-Service account you do not need to email them to us or email us to tell us that you have done so. This will only delay our processing times.

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 account using document type "Correspondence (Post-Offer ONLY)".

6.1.1 Telephone

+44 (0)1223 760606

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

6.1.2 Website enquiry form

For enquiries that you are not able to find the answer to on our website please visit the following web page and fill out the contact form:

<https://www.graduate.study.cam.ac.uk/contact-form>

Please note that we are unable to give routine status updates. We will communicate these through your Self-Service account.

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

6.1.3 Post

Postal Address (standard post/by courier/requires signature on receipt):

**Graduate Admissions Office,
Student Services Centre,
Bene't Street, New Museums Site,
Cambridge CB2 3PT.**

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") It is important to include a cover sheet as this ensures your transcript is matched with the correct application.
- Write in English

- Be as brief as possible
- Include your application number
- Where possible, please do not use staples, wax stamps or thread to hold multiple pages together. We would appreciate paper clips to hold pages together.

We advise applicants to send documents recorded delivery or signed for, as our office is 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.

We are not able to return original documents or retain them for collection as they are destroyed after verification in accordance with data protection regulations. You must obtain and send us a certified copy (see section 3.5.3) if you wish to retain the original transcript/certificate.

6.1.4 Visiting us

Our office is open between 10am to 4pm, Monday to Friday, except for public holidays. We are also closed from 25 December to 1 January inclusive.

The address is:

Graduate Admissions Office, Student Services Centre, Bene't Street, New Museums Site, Cambridge CB2 3PT. ([map link](#))