

# A guide to your offer and its conditions

Entry in the academic year 2024/25





## Contents

PREFACE.....	1
<b>1 YOUR SELF-SERVICE ACCOUNT .....</b>	<b>1</b>
1.1 USERNAME AND PASSWORD .....	1
1.2 THE CURRENT STUDENT SELF-SERVICE ACCOUNT.....	1
<b>2 UNDERSTANDING YOUR 'CONDITIONAL OFFER OF ADMISSION CERTIFICATE' .....</b>	<b>1</b>
2.1 TITLE OF COURSE .....	2
2.1.1 MASTER'S LEVEL COURSES AND DIPLOMAS.....	2
2.1.2 INTEGRATED DOCTORAL PROGRAMMES (1+3) .....	2
2.1.3 MRES + PHD IN CANCER BIOLOGY (2+3) .....	2
2.1.4 DOCTORAL PROGRAMMES: DOCTOR OF PHILOSOPHY (PHD).....	2
2.2 TITLE OF PROPOSED RESEARCH.....	3
2.3 MODE OF STUDY.....	3
2.4 ADMIT TYPE.....	3
2.5 APPLICANT TYPE .....	3
2.6 TERM OF ADMISSION AND START DATE .....	3
2.6.1 PRE-SESSIONAL COURSES.....	4
2.7 SUPERVISOR .....	4
2.8 CAH3 CODE AND STUDY METHOD.....	4
2.9 FEE STATUS.....	4
<b>3 MEETING YOUR OFFER CONDITIONS .....</b>	<b>5</b>
3.1 DEADLINES FOR MEETING YOUR CONDITIONS .....	5
3.2 TIMESCALES FOR PROCESSING YOUR DOCUMENTS .....	6
3.3 DEADLINES FOR ACCEPTING YOUR OFFER .....	6
3.3.1 OTHER CAMBRIDGE OFFERS.....	6
3.3.2 INTELLECTUAL PROPERTY .....	7
<b>4 YOUR ACADEMIC CONDITION .....</b>	<b>7</b>
4.1 DOCUMENTS ACCEPTED .....	7
4.2 DOCUMENTS NOT IN ENGLISH .....	8
4.3 COMPLETION OF MASTER'S DEGREES (WITH A SPECIFIED GRADE).....	8
4.4 COMPLETION, INTERMISSION OR WITHDRAWAL FROM CURRENT STUDY (NO SPECIFIED GRADE).....	8
4.4.1 COMPLETION.....	8
4.4.2 INTERMISSION OR WITHDRAWAL .....	9
4.5 WHAT TO DO IF YOU DO NOT MEET YOUR ACADEMIC CONDITION .....	9
4.6 APPEALS .....	10

<b>5</b>	<b>YOUR FINANCIAL CONDITION AND THE FINANCIAL UNDERTAKING FORM</b>	<b>10</b>
5.1	YOUR FINANCIAL UNDERTAKING: DURATION	10
5.2	YOUR FINANCIAL UNDERTAKING: CALCULATING YOUR 'MINIMUM FINANCIAL UNDERTAKING'	11
5.3	YOUR FINANCIAL UNDERTAKING: COURSE FEES	11
5.3.1	INTEGRATED DOCTORAL PROGRAMMES (1+3 OR 2+3)	12
5.3.2	DOCTOR OF MEDICINE (MD)	12
5.3.3	MAST	12
5.3.4	DOCTOR OF EDUCATION (EDD) AND MASTER OF ARCHITECTURE (M.ARCH)	12
5.3.5	ADDITIONAL COSTS	13
5.3.6	MEMBERS OF STAFF	13
5.3.7	FEE PAYMENT	13
5.4	YOUR FINANCIAL UNDERTAKING: LIVING COSTS (OR 'STUDENT MAINTENANCE')	13
5.4.1	FULL-TIME STUDENTS	13
5.4.2	DEPENDANTS	14
5.4.3	PAID WORK	14
5.4.4	PART-TIME STUDENTS	14
5.5	COMPLETING YOUR FINANCIAL UNDERTAKING FORM: DOCUMENTATION	14
5.5.1	SELF-FUNDING APPLICANTS	14
5.5.2	NOTIFICATION OF STUDENTSHIPS AND AWARDS (NON-INTERNAL)	15
5.6	APPLICANTS WITH INTERNAL FUNDING	15
5.7	FINANCIAL ISSUES FOR INTERNATIONAL STUDENTS	15
5.7.1	FOREIGN CURRENCY AND EXCHANGE RATE FLUCTUATION	15
5.7.2	FINANCIAL REQUIREMENTS OF STUDENT VISA APPLICATIONS	16
<b>6</b>	<b>YOUR LANGUAGE CONDITION</b>	<b>16</b>
6.1	THE UNIVERSITY OF CAMBRIDGE LANGUAGE CENTRE	16
<b>7</b>	<b>YOUR COLLEGE ALLOCATION AND MEMBERSHIP</b>	<b>17</b>
7.1	CHANGING YOUR COLLEGE ALLOCATION	17
7.2	ACCOMMODATION	18
<b>8</b>	<b>YOUR PART-TIME STUDY CONDITION</b>	<b>18</b>
<b>9</b>	<b>YOUR IDENTITY AND NATIONALITY</b>	<b>18</b>
9.1	UPLOADING YOUR PHOTO	18
<b>10</b>	<b>CONDITIONS RELATED TO YOUR PASSPORT AND VISA</b>	<b>19</b>
10.1	PASSPORT	19
10.2	CURRENT OR PREVIOUS UK VISAS AND UK IMMIGRATION STATUS	19
10.3	ACADEMIC TECHNOLOGY APPROVAL SCHEME (ATAS)	20
<b>11</b>	<b>APPLYING FOR YOUR VISA</b>	<b>21</b>

11.1 YOUR CONFIRMATION OF ACCEPTANCE FOR STUDY (CAS) ..... 22

11.2 VISA REQUIREMENTS FOR STUDENTS CURRENTLY STUDYING AT CAMBRIDGE ..... 23

12 CURRENT AND PREVIOUS UNIVERSITY OF CAMBRIDGE STUDENTS ..... 23

12.1 YOUR ACADEMIC CONDITION ..... 23

12.2 COLLEGE MEMBERSHIP..... 24

12.3 VISA APPLICATION ..... 24

13 DISCLOSURE AND BARRING SERVICE (DBS) CHECK ..... 24

14 OFFER HOLDERS WITH DISABILITIES, OR PHYSICAL OR MENTAL IMPAIRMENTS..... 25

15 OTHER INFORMATION ..... 25

15.1 WITHDRAWING YOUR APPLICATION OR DECLINING YOUR OFFER ..... 25

15.2 CHANGING YOUR COURSE ..... 26

15.3 DEFERRING YOUR ADMISSION ..... 26

15.4 CHANGES TO YOUR COURSE AND RELATED SERVICES AND FACILITIES ..... 26

16 CONTACTING THE POSTGRADUATE ADMISSIONS OFFICE..... 27

16.1 ENQUIRIES..... 27

16.2 OFFER HOLDER COMMUNICATION ..... 27

16.3 THIRD PARTIES..... 27

## Preface

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

This guide contains important information to help you understand your offer and its conditions, as well as the process of moving to confirmation of your admission. We ask you to read all sections that apply to your course. Please check this guide before contacting the Postgraduate Admissions Office with a query.

All offers made for postgraduate study at Cambridge are subject to the [Terms of Admission](#). This guide is non-contractual and, in the event of any conflict with the Terms of Admission, the Terms of Admission take precedence.

## 1 Your Self-Service account

You can view your offer and its conditions via your [Postgraduate Applicant Self-Service account](#). This is also where we will communicate with you about your offer, so please check it regularly for messages.

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

### 1.1 Username and password

To log on, you will need the Applicant ID (USN) and password emailed to you. If you lose your password, click the 'I have forgotten my password' link on the log-in page. If you still have difficulty or have lost your username, email [help@postgraduate.study.cam.ac.uk](mailto:help@postgraduate.study.cam.ac.uk) with 'Password Request' in the subject line.

### 1.2 The current student Self-Service account

If your admission is confirmed, you will move to the Self-Service account for current students. You will receive an email in late August/early September giving instructions on how to complete the student registration process which will give you limited access to this account. Full access will be opened on the first day of term. Please contact [student.registration@admin.cam.ac.uk](mailto:student.registration@admin.cam.ac.uk) if you have any questions.

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

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



## 2.1 Title of course

The title of your course on your conditional offer certificate includes the [type of qualification](#) you are being offered.

### 2.1.1 Master's level courses and Diplomas

With the exception of the Integrated Doctoral Programmes described in 2.1.2 and 2.1.3, Master's level courses and Diplomas are self-contained. That is, if you want to progress to a PhD, you will need to make a new application (see section 12 for applying as a continuing Cambridge student).

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

Some MRes and MPhil courses form the first year of an Integrated Doctoral Programme (1+3). This will be explicit in the course title.

On an integrated programme, you will not need to apply to continue to the PhD, but progression will be conditional on achieving the required standard (as specified by your Department) in the initial Master's course.

If you require an ATAS certificate (see section 10.3), you will need to obtain clearance during the admissions process and again before beginning your PhD.

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

If you plan to join an integrated programme (1+3) note that:

- College membership is offered for the full programme, subject to satisfactory completion of the Master's course and it is not possible to change College between the component courses;
- you must have funding in place for a minimum of 4 years, see 5.3.1;
- the maximum registration period for the full programme (including the Master's course) is 5 years and you will need to submit your thesis in that time.

### 2.1.3 MRes + PhD in Cancer Biology (part-time / 2+3)

The MRes + PhD in Cancer Biology (part-time / 2+3) is an Integrated Doctoral Programme with a 2-year part-time MRes followed by a 3-year full-time PhD. It has the same format as a 1+3 programme, stated above, but you must have funding in place for 5 years, see 5.3.1, and the maximum registration period for the programme is 6 years. Details of the structure and departmental expectations are in [the Course Directory entry](#).

### 2.1.4 Doctoral Programmes: Doctor of Philosophy (PhD)

If you accept an offer to one of these research courses, you will start with a probationary year (5 terms for part-time students). The **Certificate of Postgraduate Study (CPGS)** is sometimes used for this probation.

At the end of the probation, you will undertake an exercise to decide whether or not you can continue and for which qualification. This process involves a rigorous assessment of your suitability and the

viability of your project. Your Faculty or Department will provide details of its own process. If you are successful, your doctoral registration is normally backdated to the date when you began your probation.

The maximum registration period for the full-time course is 4 years (including the probation year) and you need to submit your thesis in this time. See 5.3 for the duration of your fee liability and 11.1 for related visa issues.

## 2.2 Title of proposed research

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

## 2.3 Mode of study

This tells you whether your course is full-time or part-time. [Further information on part-time study is on our website](#) and in section **Error! Reference source not found.** of this guide.

## 2.4 Admit type

If the Admit Type on your conditional offer is 'in the First Instance', you have been made a conditional offer for a course that forms the first year of a longer programme of study, for example a CPGS as the probationary year of a PhD (see 2.1.4), or a Master's as the first year of an Integrated Doctoral Programme (see 2.1.2 and 2.1.3). Otherwise, your offer is for a stand-alone course.

## 2.5 Applicant type

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

## 2.6 Term of admission and Start date

Cambridge has three terms in each academic year and your admission will be at the beginning of one of these. The official first days of Term are:

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

Check the [Course Directory](#) for the start date of your course. Your College will tell you when you need to arrive in Cambridge so that you can attend registration (known in Cambridge as matriculation) and induction.

You should **not** attempt to start your course before its start date and until your admission is confirmed (see section 3).

### 2.6.1 Pre-Sessional courses

Some taught courses include a compulsory introductory (or 'pre-sessional') course, normally starting in early or mid-September. This will be stated in the [Course Directory](#) entry and you will also be notified via your Self-Service account. Contact your Department for more information.

Note that your admission must be confirmed before you can start the pre-sessional course.

## 2.7 Supervisor

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

## 2.8 CAH3 code and Study method

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

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

## 2.9 Fee status

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

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

Having read the guidance available, if you believe our assessment is wrong, you may [request a fee-status reassessment](#). There is no guarantee that a reassessment will change your fee status.

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

After you have submitted a reassessment request or a fee status assessment questionnaire, any change to your fee status will be shown in your Self-Service account. You will only be contacted by email if we reject a re-assessment request. Please do not contact us unless your fee status has not updated more than 20 working days after your submission; do this via our [Contact Form](#).



### 3 Meeting your offer conditions

In order to meet each of your offer conditions, you will need to upload supporting documents under the relevant categories of your Self-Service account. **Do not email or post documents to the Postgraduate Admissions Office** and please do not email us to confirm uploading.

The Postgraduate Admissions Office (PAO) will assess the documents and if they are sufficient the condition will be marked as complete (see 3.2 for how long this might take).

If the documents are not sufficient to meet a condition, we will tell you what else you need to do. Such messages appear on the *Conditions of your Offer* page, under the 'Messages and warnings' heading. Please check here regularly, particularly after uploading documents.

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

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

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

#### 3.1 Deadlines for meeting your conditions

The deadline for meeting your conditions is stated in your offer certificate and in the table below.

Term of admission:	Deadline:
Michaelmas (1 October)	31 July (two months before admission)
Lent (5 January)	30 November
Easter (10 or 17 April)	10 March

It is your responsibility to meet all conditions **before** the deadline or your offer will be withdrawn.

If you have submitted documents ahead of the deadline but these have not yet been processed by us, you will not be withdrawn. There is no need to contact us in this circumstance.

If you need more time, you should consider applying to defer entry (see 15.3).

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

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

### 3.2 Timescales for processing your documents

PAO aims to assess all materials received within ten working days. However, during the busy period in late July and August, around the 31 July deadline, this may take longer. If documents (e.g. transcripts) have to be considered by your Department, this may need additional time.

We therefore encourage you to **upload documents as soon as you receive your conditional offer**. Note that many Colleges will not offer accommodation until all conditions are met, putting your College accommodation at risk if the College deadline to confirm accommodation falls shortly after 31 July.

We are unable to acknowledge receipt of documents. Your Self-Service account will be updated as soon as we have assessed those received.

### 3.3 Deadlines for accepting your offer

You can accept your offer via your Self-Service account and can do this before meeting your other conditions, including the finance condition.

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

We encourage you to accept your offer and to do so as soon as you are ready. You can accept the offer even if you are still waiting for a decision about funding, including from one of the University's [internal funders](#), such as Gates Cambridge, the Cambridge Trust, Cambridge administered UK Research Council funding or a College, which can follow. However, you should only accept if it is your firm intention to take-up your place at Cambridge.

If it later becomes necessary for you to cancel your acceptance, for example because you do not secure funding, you can do so by withdrawing your application at any time before your course begins. If you withdraw your application before registration you will not be liable for course fees ([for the Master's degree in Corporate Law there is a non-refundable reservation fee](#)). For how to withdraw see 15.1.

By accepting your offer, you agree to the University of Cambridge Postgraduate [Terms of Admission](#), which you should read carefully in advance and keep. Once registered, you will be bound by [the Statutes and Ordinances of the University, in particular as these relate to postgraduate degrees](#), and have responsibilities as set out in the [Code of Practice for Research Degrees](#) or the [Code of Practice for Master's Students](#), as appropriate.

[If you have any relevant, unspent criminal convictions](#), these must be declared at the same time as you accept your offer.

#### 3.3.1 Other Cambridge offers

When you accept an offer, you are expected to withdraw from any other Cambridge offers or

applications that you have.

The only exception is if you are waiting to hear about funding for a course which would be your first choice. If this is the case, you can accept more than one offer. This will prevent you being withdrawn from your preferred course while you wait for a funding decision (see 3.3). You must withdraw from your other offers before your admission can be confirmed (see 3) and by the deadline for meeting the other conditions of your offer (see 3.3).

### 3.3.2 Intellectual Property

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

## 4 Your academic condition

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

### 4.1 Documents accepted

If your institution has a secure electronic transcript system (e.g. Digitary or HEAR) you should request that the relevant system shares a link with us via [bgstranscripts@admin.cam.ac.uk](mailto:bgstranscripts@admin.cam.ac.uk). This is required for all transcripts issued by institutions in the USA and Canada.

If your institution does not have a secure system, you are required to upload a colour scan or photo of your original, **final** academic documents. If we are unable to validate the authenticity of the documents, we may request further information or contact the awarding institution directly.

For current Cambridge students, a separate system is in place, see 12.1.

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

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

- the **final** classification, average score and grade;
- any modules or scores that are requested as part of the offer condition;
- the date the degree was awarded or completed;
- the formal title of the degree;
- the name of the institution that awarded the degree;
- for degrees from outside the UK, an explanation, in English, of the marking scheme used.



If any of this information is absent, you must **also** upload a degree certificate. If the documents are not in English, you must **also** upload a translation (see 4.2).

## 4.2 Documents not in English

If your academic documents 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. **You must upload both the translation and the original documents together.** Do not write on academic documents yourself.

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

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

If you are not able to do this before the relevant deadline (see 3.1) and you have already completed a degree that is at least equivalent to a UK Bachelor's Honours degree Upper Second Class, then your Department may provisionally accept you based on the progress in your Master's degree, if that degree can be completed before the start of your Cambridge course. You should ask the Registrar of your current university to provide you with a formal letter (signed, and on headed paper) stating:

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

This letter should be uploaded to your Self-Service account. Note that you may be required to show that you achieved the grade set in your initial academic condition after confirmation of your offer. If you cannot do so, you may not be allowed to matriculate or you may be withdrawn from your course.

If you remain unable to meet your academic condition due to timing issues, you may either apply to defer your admission until it is met (see 15.3) or withdraw your application and re-apply for the next academic year.

## 4.4 Completion, intermission or withdrawal from current study (no specified grade)

Students registered for a full-time Cambridge degree may not simultaneously follow a degree level course at another institution. If you are currently registered on such a course but have not been set a condition to achieve a particular grade (including a pass), any offer made is conditional upon you completing, intermitting or withdrawing from it.

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

### 4.4.1 Completion

If you have been set a condition to complete your current degree, you should upload a copy of your final transcript and/or certificate to confirm completion.

If you will not complete your current course until after the offer conditions deadline, then you should upload the following two documents after 1 June, for Michaelmas term starters (those starting in other terms and facing the same issue should email [help@postgraduate.study.cam.ac.uk](mailto:help@postgraduate.study.cam.ac.uk)):

- a letter from your current university, dated no earlier than 1 June, confirming the date you are expected to complete (which must be before the start of your new course) and the date you are expected to receive your degree (this can be after the start of your new course);
- a completed and signed '[completion of current course of study declaration](#)'.

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

You must not commence your course at Cambridge if you have not completed your current course of study. You may be required to provide original documents evidencing that your degree has been awarded when you arrive in Cambridge. If you do not your offer may be withdrawn, you may not be allowed to matriculate, or disciplinary action may be taken against you resulting in you being withdrawn from your course; if applicable, your student visa sponsorship will be withdrawn.

#### **4.4.2 Intermission or withdrawal**

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

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

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

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

If you do not achieve the grade required in your academic condition, please upload a copy of your final transcript and certificate (where available), with a statement explaining that you have not met the condition and, if relevant, any mitigating circumstances (you should state if you have used your institutions exam appeal or mitigation process and, if not, why not).

Your Department will consider your results and make a final decision on whether or not to admit you. The outcome will be presented in your Self-Service account.

The same process applies to students currently studying at Cambridge.

## 4.6 Appeals

It is possible to appeal your rejection in some circumstances. The eligible grounds for an appeal are described on our [appeals and complaints webpage](#). In general, we will not consider an admissions appeal based on mitigating circumstances, or procedural irregularities, affecting your grades in an exam. It is therefore important that, where relevant, you use the exam mitigation, appeal or review process at the institution where you take your exams (including at Cambridge) so that these circumstances are taken into account in awarding your grade.

## 5 Your financial condition and the Financial Undertaking Form

To meet your financial condition, you must upload a completed [Financial Undertaking Form](#) along with any required documentation (see 5.5). Use the document type 'Financial Undertaking Form'.

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

**By uploading the form, you give an undertaking that you have sufficient funds to pay for your course fees and your living costs throughout your study.** Given this undertaking, neither the University nor your College commit to support you if you have financial difficulties as a student. Do not rely on gaining funding once you have taken up your place.

**Do not sign the form if you have any doubt about whether you have sufficient funds for your fees and living costs.** If you are waiting to hear the outcome of an external funding application, do not sign unless you can pay your fees and living costs yourself.

The form helps you calculate an estimate of the amount required, known as your '**minimum financial undertaking**'. However, you should also read the notes in this guide about how costs can vary and about inflation.

### 5.1 Your financial undertaking: duration

Enter the duration of your course into the Financial Undertaking Form. You can find this in the relevant [Course Directory](#) entry.

- If it is less than a year, enter '1'. (This is because the 'estimated total cost for the first year of your course' has already been reduced to take account of your shorter course duration.)
- If it is shown as a range (e.g. '3-4'), enter the lower figure ('3').

The following table may be useful.

Type of Course	Duration for Financial Undertaking	
	F/T	P/T
MPhil (up to 12 months duration); Postgraduate Diploma; Diploma;	1 year	2 years



Advanced Diploma; MAST; LLM; MCL, Certificate of Postgraduate Studies (CPGS) only (that is, not leading to a PhD), MRes only		
MLitt; MSc; or MPhil (2 year)	2 years	
PhD (probationary, CPGS as the probationary year to a PhD)	3 years	5 years
EngD, a four-year doctoral course, or an Integrated Doctoral Programme (1+3)	4 years	
Integrated Doctoral Programme (2+3)	5 years	

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

## 5.2 Your financial undertaking: calculating your ‘minimum financial undertaking’

If you are a prospective full-time student, enter the ‘estimated total costs for the first year of your course’ into the Financial Undertaking Form. For this, use the ‘Total Liability’ figure found under ‘Estimated Financial Liability of Offer for Year 1 of the course’ in the ‘Tracking Your Finances’ section of your self-service account. This combines your fees (UCF) and an estimate of your minimum living costs (‘Student Maintenance’) for the first year of your course. Multiplying this by your course duration gives your ‘minimum financial undertaking’.

If you are a prospective part-time student, your ‘Total Liability’ (under ‘Estimated Financial Liability of Offer for Year 1 of the course’ in the ‘Tracking Your Finances’ section of your self-service account) includes only your first-year fees (UCF) and any additional course costs, but not an estimate of your living costs. The ‘Total Liability’ figure should thus be entered into the Financial Undertaking Form as your fees for the first year of your course. A separate estimate is entered for your living costs, see 5.4.4. The form asks you to sum your fees and living costs for the whole of your course to give your ‘minimum financial undertaking’.

## 5.3 Your financial undertaking: course fees

You are required to pay a fee, the [University Composition Fee](#) (UCF), for the duration of your course (including any terms spent working away from Cambridge). Non-payment of fees will mean suspension or withdrawal from your course.

Your UCF for your first year is shown in the ‘Tracking Your Finances’ section of your Self-Service account, and is a component of the ‘Total Liability’. Your UCF reflects the fee status shown on your conditional offer certificate (see 2.9).

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

All full-time PhD students are liable to pay the UCF for a minimum of 3 years (4 years for part-time students). Students who remain registered beyond this (up to the maximum of 4 years for full-time

students and 7 years for part-time) are not normally charged the UCF during this period (but see 5.1 for the importance of budgeting for living costs).

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

If you have received a conditional offer for an Integrated Doctoral Programme (1+3 or 2+3) then your UCF will increase significantly from the Master's UCF to the PhD UCF in your second year (or third year for a 2+3). It will remain at that rate for the rest of the course. [The current UCF for your PhD course can be found on our website](#); the UCF that will apply when you join your PhD course will be published during your Master's study.

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

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

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

If you have been admitted to a 1+3 or 2+3 programme, you cannot re-apply for admission to the PhD in order to be considered in the University funding competition in a later year.

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

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

### **5.3.3 MAST**

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

### **5.3.4 Master of Architecture (M.Arch)**

The [M.Arch](#) is a two year course and the second year UCF may vary. The increase in fees is not reflected in the calculation of your 'minimum financial undertaking' and prospective students should make additional provision for this increase.

### 5.3.5 Additional costs

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

In addition to any such compulsory costs, you may have other research-related costs, for example for language training or conference attendance, and you should plan for these.

### 5.3.6 Members of Staff

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

### 5.3.7 Fee payment

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

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

### 5.4.1 Full-time students

The 'Student Maintenance' figure in the 'Tracking Your Finances' section of your Self-Service account gives an estimate of your annual living costs, and is the second component in your stated 'Total Liability'. If your course lasts less than twelve months, the estimate is for the period of your study. If your course lasts more than a year, the estimate is for your first year only.

The estimate represents an average student's expenditure on food, accommodation, personal items, social activities, study and additional costs. The [maintenance costs webpage](#) gives more information on how we calculated this amount. Your actual expenditure may be higher, depending on your own lifestyle and preferences.

Your living costs will rise with inflation. If your course lasts more than a year, you are not required to apply an inflationary increase to the living cost element within your 'Total Liability' when you calculate your 'minimum financial undertaking' for the whole course. You should, however, reckon for increases in living costs in your own financial planning.

You will need to pay for your living costs from when you first arrive in Cambridge, so it is important that you have instant access to your funds. Some students, especially those coming from overseas, will also have [additional costs associated with arrival](#).



### 5.4.2 Dependants

If you intend to bring your family to Cambridge, you will need to provide for their living costs too. This is not generally covered by scholarships and neither the University nor your College undertake to support your family.

For full-time students, estimated living costs for your dependants are shown under 'Tracking Your Finances', based on the information about dependants you supplied at application. Failure to provide accurate information about your dependants will be treated seriously by the University.

For children, these estimated costs do not cover childcare. The cost of childcare in Cambridge is extremely high, as indicated by [fees for University nurseries](#), and you are advised to ensure you can meet your childcare needs before submitting the Financial Undertaking Form.

Note that not all international students are eligible to bring family members to the UK on dependant visas. Check eligibility on the [International Students website](#).

### 5.4.3 Paid work

[Full-time students are restricted in the amount of paid work they may undertake](#) and should not expect to cover living costs in this way.

### 5.4.4 Part-time students

As a part-time student you will still need to cover your living costs on a full-time basis.

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

[Guidance on making an estimate of living costs is on our website](#).

The form requires you to enter your estimate as a single figure covering the duration of your course. Where this is a range, you should base your estimate on the minimum period but be aware that many students take longer to complete, up to seven years for a PhD, and you need a plan for your financial support in that circumstance. Your living costs will rise with inflation and while we do not ask you to include an inflationary increase in estimating your 'minimum financial undertaking', you should reckon for increases in your own financial planning.

## 5.5 Completing your financial undertaking form: documentation

### 5.5.1 Self-funding applicants

If you are self-funding, the only document you need to provide is a completed [Financial Undertaking Form](#). You do not need to upload bank statements. However, the University retains the right to ask for evidence that you can meet the 'minimum financial undertaking' and your College may request such evidence.

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

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

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

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

## 5.6 Applicants with internal funding

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

However, if you are an applicant for part-time study or if your award does not fully fund your fees and living costs then you must still complete and sign a Financial Undertaking Form.

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

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

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

## 5.7 Financial issues for international students

### 5.7.1 Foreign currency and exchange rate fluctuation

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

### 5.7.2 Financial requirements of student visa applications

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

## 6 Your language condition

[Full information on demonstrating English language competence is on our website](#). Offer holders are normally set a language condition; however, this may not be the case if your application shows that:

- You are a national of a majority English-speaking country, as defined by the UK government, and have been educated in English; or,
- You have three years of university level study in a majority English-speaking country, leading to the award of a degree, and this study ended less than two years before the start of your course in Cambridge.

If a language condition is set, we generally require that you successfully complete an IELTS or TOEFL language test to the level specified for your course (some courses also accept C1 Advanced and C2 Proficiency tests and you can check this in the [Course Directory](#)). However, you should read your language condition carefully and in full, as in some cases we may offer further options.

Please make arrangements to take the test as soon as possible.

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

For a test report to be acceptable it must show:

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

### 6.1 The University of Cambridge Language Centre

If you have taken an English language test and uploaded your scores but these do not meet your language condition, PAO **may** recommend you for an independent assessment by the [University of Cambridge Language Centre](#), if this is available for your course. This will show in your Self-Service account under your offer conditions. Do NOT contact the Language Centre or PAO for an assessment unless you are advised to do so.



Note that an individual applicant can only be assessed by the Language Centre once per academic year.

If your Language Centre assessment is successful you **may** be accepted on to your course with a recommendation that you complete the [Academic Development and Training for International Students \(ADTIS\) programme](#). There is a fee for this programme and, if you are recommended to attend, you will be sent details including cost.

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

## 7 Your College allocation and membership

It is a condition of your offer that you must accept membership from [a College of the University](#). If you do not accept the offer of College membership made to you, your admission will not be confirmed and you will be unable to take up your University place.

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

[If you named a first and second College preference on your application](#), these will consider you for membership, in order, as long as they have places still available. If neither accept you, or if you did not state a preference, you will be allocated to another College by an automatic process. Note that it is not possible to add or change your preferences once a conditional offer of admission from the University has been made. If you are an existing College member see 12.2).

Securing College membership does not mean that the University has confirmed your offer. You must receive a confirmation of admission certificate before you begin your study at Cambridge.

### 7.1 Changing your College allocation

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

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

## 7.2 Accommodation

College membership does NOT constitute an offer of accommodation, and this cannot be guaranteed. Your College will normally help you find accommodation, but many Colleges do not allocate College accommodation until an applicant's admission is confirmed.

You may find that you have to make your own accommodation arrangements. The University's [Accommodation Service](#) can help.

## 8 Your part-time study condition

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

If you require immigration permission to study in the UK, read the information on the [studying part-time](#) section of the International Students website. As outlined there, immigration options are limited and study arrangements need to meet specific requirements. You will be advised by the International Student Office during the admissions process which immigration route is applicable for your part-time study and the restrictions attached to this.

## 9 Your identity and nationality

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

If you are not a UK or Irish national, you must upload a scan of your passport. Please see section 10 for detailed requirements.

Do not send identity documents as an email attachment.

### 9.1 Uploading your photo

You will be set a photo condition unless you are a [continuing student](#). To meet the condition, upload a good quality, passport-style digital photo using the 'photograph' link in your Self Service (not the 'uploading document' link). [For help on uploading your photo, see \(3a\) of the Self-Service guide.](#)

The photo must include only you – no hats, scarves, eyewear or pets. [Full guidance, with examples of acceptable and unacceptable photos, is on our website.](#)

## 10 Conditions related to your passport and visa

### 10.1 Passport

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

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

All relevant pages should be uploaded so as to include:

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

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

For further visa information see section 11.

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

If you currently hold a UK visa or immigration status, or if you do not currently have a UK visa but were previously granted a Tier 4/Student visa, the University is required to gather information about this. Where this is a Tier 4 or Student visa, this should be for your current or most recent UK study, even if you did not commence or withdrew from the course. This is to help determine if you will require visa sponsorship for studies at Cambridge, include appropriate information in the Confirmation of Acceptance for Studies (CAS), and provide you with any relevant advice.

You will need to upload one of the following via your Self-Service account.

- A 'share code', if your current UK immigration permission or previous study visa was issued as a digital status (this can be requested from [www.gov.uk/view-prove-immigration-status](https://www.gov.uk/view-prove-immigration-status)). The share code must begin with S, so ensure you choose 'To prove my immigration status for anything else' as the reason you need the code – we are unable to verify your status using a right to work/right to rent code.

Or

- The Biometric Residence Permit (BRP) (not the temporary entry vignette in your passport). If your BRP expires on 31 December 2024 but your visa was granted for longer than this, also



upload the decision letter or email you received with the outcome of the application if you still have this.

If you currently hold a non-student visa, including a Graduate visa, but previously studied in the UK on a student visa, ensure you upload evidence of both this and your previous study visa. Please be aware that a Graduate or High Potential Individual (HPI) visa will not allow you to study a full-time degree course at Cambridge.

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

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

You must notify PAO if you obtain or intend to apply for an immigration status other than a student visa, or if you use a CAS from a different institution later in the admissions process including after your offer has been confirmed.

### 10.3 Academic Technology Approval Scheme (ATAS)

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

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

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

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

You should apply no more than 6 months before the start of your course but should make your application as early as possible within this period. The application is free. The FCDO indicates that it

normally considers complete applications within 20 working days, but this can extend to 30 days or more during the peak June to September period.

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

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

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

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

## **10.4 Members of staff**

If you are a member of staff and subject to immigration control, you may need specific advice regarding ATAS and visa documentation. You should inform PAO if you expect to be employed by the University during your course.

## **11 Applying for your visa**

If you do not hold UK or Irish citizenship, you may need to apply for a Student visa in order to study in the UK. If this is required:

- you will make your visa application after your offer is confirmed;
- you should aim to meet all your offer conditions as soon as possible to give time for the visa application process;
- you will need your visa documentation checked by your College after arrival and before starting your studies.

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

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

You should note that:

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

If you plan to bring family with you to Cambridge and require a visa to study, it is important you check eligibility and requirements for a [dependant visa](#). Not all students can bring family members to the UK on dependant visas.

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

You should also read the following information:

- [Academic Progression requirements, on the International Students website](#);
- [Responsibilities on a student visa holder](#);
- [Working during or after your studies](#);
- [Finishing your studies](#).

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

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

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

The CAS is prepared using information provided in your application for admission. It is your responsibility to check all the details on your CAS are correct and up to date before making your student visa application. Contact PAO, via [casinfo@admin.cam.ac.uk](mailto:casinfo@admin.cam.ac.uk), if you need to check any details, or for



changes or updates to be made prior to making your visa application. The University accepts no liability for problems caused by incorrect information on the CAS.

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

You are expected to join your course in Cambridge when it starts. If this is impossible, for example owing to a visa delay, there will be a latest start date stated in your CAS by which you must arrive in Cambridge to start your studies. This date will vary depending on your course.

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

If you currently hold a Tier 4/Student visa sponsored by the University of Cambridge and you are continuing onto a new course at Cambridge, when and where you can apply for your new student visa will depend on your current visa expiry date.

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

If there is gap of less than 28 days between your current visa expiring and your new course start date, you will be able to make your new student visa application in the UK either within 6 weeks of the official start date of the new course, or prior to your current visa expiring, whichever is earlier, as long as your offer has been confirmed before your current visa's expiry date.

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

## **12 Current and previous University of Cambridge students**

If you are resident in Cambridge, note that we do not handle enquiries or process offers in person. Please do not attend our offices; this will not get you a quicker response but will hinder our ability to help all applicants.

### **12.1 Your academic condition**

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

You should be aware that PAO will only complete the academic condition after the relevant Degree Committee meeting and with its approval. The meeting may be held after the offer conditions deadline and if so this deadline will not apply to your academic condition.

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 PAO. The outcome of this recommendation will be presented in your Self-Service account.

If you have previously been admitted via PAO for a postgraduate course you are classed a '[continuing student](#)'.

You are **not** able to take [a second degree of the same type at Cambridge](#), whatever the initial outcome. For example, if you have taken an MPhil at Cambridge, you may not be examined for an MPhil at Cambridge again. You must tell PAO if you are applying for a course that would create this circumstance. Exceptionally, you may be admitted to the course but will be awarded only a 'Certificate of satisfactory completion'.

## 12.2 College Membership

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

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

## 12.3 Visa application

See 11.2.

# 13 Disclosure and Barring Service (DBS) check

If you intend to conduct research or another activity as part of your course which involves regular contact with children or vulnerable adults, you may be required to obtain a check from the Disclosure and Barring Service (and/ or its overseas equivalent). Your Department will determine whether a check is needed and, if so, this will become a condition of your offer (all [Postgraduate Certificate in Education](#) (PGCE) students require a check). When you accept your offer, you will be contacted by the Student Registry about completing the check. You will need to pay the DBS check fee (unless this is covered by your Department) and engage with our third-party service provider. The check may take some time and you are advised to provide necessary information as soon as possible. The University's [disclosure and barring service webpage](#) gives more information on DBS checks, including fees.

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

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

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

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

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

## 15 Other information

### 15.1 Withdrawing your application or declining your offer

To withdraw your application, please tell us via your Self-Service account. You may also decline your offer, again via your Self-Service account, causing your application to be withdrawn. You will be asked to complete a short withdrawal survey.

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

If you wish to withdraw your application but have met your offer conditions and no longer have the necessary access to your Self-Service account, please contact the Postgraduate Admissions Office and we will arrange the process.



## 15.2 Changing your course

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

If you are considering changing course and require a Student visa, you should get advice about the change before making your visa application.

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

## 15.3 Deferring your admission

There are some constraints on [deferring your admission](#).

- [Deferral requests need to be before our stated deadlines](#).
- Deferral must be to another possible start date for your course, given in its [Course Directory](#) entry.
- Deferral cannot be to another academic year (running from October to September); If you want to delay entry across academic years, you will need to reapply and your new application will be considered against the cohort in the resubmission year.

Before confirmation of your offer, you can apply to defer via your Self-Service account under the 'Defer Your Application' section. You will need to indicate the term in which you would like to start.

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

Once a request is submitted, we will refer it to your Department or Faculty and your College, and you will be able to follow its progress in your Self-Service account. If it is approved, you will need, where applicable, to upload a letter from your funding body confirming their award is valid for the new start date. You will not normally have to resubmit other documents. If you have received a CAS for your course and subsequently defer your entry, visa sponsorship will be withdrawn, even if your visa has already been granted, and you will need to make a new visa application for the deferred start date. A new CAS will be used after the deferral process is complete.

## 15.4 Changes to your course and related services and facilities

Contractual information about changes to your course and related services and facilities is given in the Terms of Admission, which you are advised to read. In summary, we will provide the course, services and facilities described to you on the University website when you accept your conditional offer; however, there may be circumstances outside our control which make change necessary. Areas that such change might affect include the content, timetable and location of a course, topics of research,

supervision arrangements, placements, teaching and assessment methods, and the location and delivery of services and facilities.

We will keep any such changes to a minimum. We will make you aware of them as soon as practicable and you will be able to register a concern or complaint. Where a substantive change to your course is proposed, your Faculty or Department will consult students prior to implementation.

## 16 Contacting the Postgraduate Admissions Office

### 16.1 Enquiries

Before contacting us with a question, please check if the answer is on our [website](#), in the [FAQs](#) on our Help Centre, or in other documents that we have sent you.

Only then fill out the online [contact form](#), email us ([help@postgraduate.study.cam.ac.uk](mailto:help@postgraduate.study.cam.ac.uk)) or use our [live chat](#). Write in English, being clear and brief. We recommend you use the contact form. This captures the details we need and helps us answer your query as quickly as possible.

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

We do **not** handle enquiries or resolve issues by phone or in person. If you try to contact us in these ways, we will ask you to complete a written enquiry. That ensures we have the details needed to deal with your issue accurately and to prioritise it fairly alongside others. Phone or in person contact will not get you a quicker response but will hinder our ability to help all applicants.

### 16.2 Offer holder communication

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

### 16.3 Third Parties

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

Title:	Your offer and its conditions: entry in the academic year 2024/25 v.1.3
Approval History (including dates):	v.1.0 PAC 14 Sept 23 v.1.1 JW 21 Sept 23 v.1.2 MC 23 Nov 23 v.1.3 MC 19 Jan 24
Date of Implementation	22 Jan 24
Date for Review:	Easter Term 2024
Related internal documents	Terms of Admission: entry in the academic year 2024/25 Conditional offer certificate 2024/25