

How to make your application for graduate study at Cambridge



UNIVERSITY OF
CAMBRIDGE

Board of Graduate Studies

Making an application to Cambridge is a complicated process, but if you take care you will greatly improve your chances of gaining a place as a graduate student at the University.

So that we can make a careful decision about whether or not we can offer you a place on the course of your choice, we need to have the information we ask for in this pack. It is very important that you read all the following instructions when preparing your application pack.

Don't leave everything to the last minute! Start to prepare your application now. You should post it at least one month before the closing date of the course that you are applying for.

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1 ***What are the documents we ask for?***

Why do we ask for so many copies of the application form and all the papers? Cambridge is a federal university; it consists of departments, faculties and colleges. One set of the papers you send will be used by a faculty or department, to decide whether or not we should make you an academic offer to study at Cambridge. If you receive an offer, these papers will be kept at the Board of Graduate Studies. The second set of papers will be used by the colleges you nominate on your application. The college that accepts you will keep the second set of papers. The third set, for Overseas and EU applicants only, will be used by the Cambridge Trusts. The extra copy of page 1 of the application form will be used by the University Card Service to produce your ID card.

The Graduate Application Form (required)

This contains the information we need to know about you and the course you are applying for. You must always use it. Do not, under any circumstances, send a CV as a substitute for the application form.

The Supporting Reference Instruction Forms (required)

You will need to have references (or recommendations) from two people. The supporting reference forms ask your referees (recommenders) for basic information about you, and give them instructions on completing the reference. References must be written in English.

The Application Cover and Packing List (required)

This is for you to complete when you are ready to send your application to us. By following the instructions on it carefully you will enable us to process your application more swiftly.

Transcripts (required)

A transcript is a list of all the courses you have taken during a programme of study, with the result you obtained, and sometimes the credit value of each course. If you are currently studying, your university registry will be able to produce a transcript of courses you have taken so far. If you have completed your study, the transcript will also show your final award (usually as a class or CGPA).

If you do not have transcripts for your courses, please obtain them from the university where you took the course. You may be charged for this.

Degree Certificates (required for completed degrees you tell us about)

If you have already completed higher education study and received your degree, you will have a degree certificate (sometimes called a diploma). You must send a copy of the certificate for each completed degree you list in section 13 (prior degree-level study) of the application form.

English Language Proficiency Certification (if needed and if available)

If your first language is not English, and you do not have experience of English language use in higher education, we will expect you to take an IELTS test. Only if IELTS is not available may you take a TOEFL test. We also accept the Cambridge Proficiency Examination. If you have achieved the level we require for admission, you can send your score sheet to us with your application. If you have not yet reached the level we require, you will have to take the test again and send your score later on. We do not accept test results that will be more than two years old on the date your proposed course starts.

Funding Letters (if available at this stage)

If you have already applied for a scholarship and the award body has written to you, please send copies of those letters with your application.

Research Proposal (required for some courses)

Some faculties and departments ask you to provide a detailed proposal of research so that they have a clearer idea of what your research or study aim will be if you come to Cambridge. It will also help them to match you to an appropriate supervisor. The application instructions boxes in the 'Courses and subjects' section show which courses require this. **Do not** send a research proposal unless your course specifically asks for it; the department will not use it when assessing your application unless it is required.

Written Work (required for some courses)

Some faculties and departments ask you to provide written work so that they can make an assessment of your knowledge and the level at which you are working. The application instructions boxes in the departments section show which courses require this. **Do not** send written work unless your course specifically asks for it; the department will not use it when assessing your application unless it is required.

Curriculum Vitae (required for some courses)

You may be asked to provide a Curriculum Vitae (CV) by some faculties or departments. This is in addition to the application form, and must not be sent instead of it. The application instructions boxes in the 'Courses and subjects' section show which courses require this. **Do not** send a CV unless your course specifically asks for it; the department will not use it when assessing your application unless it is required.

Letter from employer (part-time research degree only)

You will need to provide a letter from your employer (if any) confirming that you may have time off, if necessary, to attend the university for the whole duration of your course.

2 Authentication and translation

Any transcript, certificate, diploma, or English language test result you send to us must be an original document or a **certified** copy. Your university will certify copies of documents by stamping them with the university stamp. If your university cannot do this, you must get the copies endorsed by a public notary or a lawyer who has seen the original documents. The British Council offices will certify photocopies of language test results. There might be a charge for these services.

Do not write on any of your documents. If you do, we will not accept them.

If your documents are not in English, you must send, in addition, a full translation of each document, translated by a registered translator. There will be a charge for this service. Do not translate the documents yourself.

3 Formatting your own documents

If you submit a *Research Proposal*, *Written Work* or a *CV*, they must be word-processed. The top of every page of the document should show your name and a heading that describes it (e.g. "Anne Other – Research Proposal for Biochemistry"). Every page should be numbered and dated at the bottom.

If you are asked to send a piece of marked work, please make a photocopy of the original document, and write your details on the top of each page.

4 How to get your references

You should notify your referees (recommenders) immediately you decide to apply to Cambridge so that they can start to prepare your references. There are two copies of the Supporting Reference Instructions in this pack. Fill in Part I of each form and give them to your respective referees. Tell them that they must give the references back **to you** in a sealed envelope, and they should have signed their name across the seal. If the envelope seal is broken, or the signature missing, we will not accept the references.

The table below shows who you should ask for your references:

You are:	Your First Referee:	Your Second Referee:
A current undergraduate student	A tutor from your course	A second tutor from your course
A recent graduate with a first degree	As above	As above
A current graduate student	A tutor or supervisor from your graduate course	A tutor from your undergraduate course or present graduate tutor
A research student	Your present supervisor	A tutor or supervisor from one of your previous courses
Working and have not recently studied	A member of academic staff from the most recent higher education course you took	Your employer or another person who can testify to your <i>academic</i> ability in a formal context

Do not, under any circumstances, write the reference yourself and ask your referee to sign it. If we suspect this has happened, we may contact your referees directly and may discontinue your application. **Applications for part-time study:** please note that referees will be asked to comment on your ability to manage different responsibilities simultaneously.

5 How to get your transcripts

You should request these as soon as you can, so that they are ready when you have completed your application form. Go to the academic registry at your university (or write to the Registrar if you are no longer there) and order copies of your transcripts. Tell the staff that they should give the transcripts to you in a sealed envelope. They may charge you for this service. If you are unable to get new transcripts, you must send authenticated copies. See (2) above for details on how to do this.

6 Adding extra materials to your application

Check the application instructions in the 'Courses and subjects' section in the Prospectus to find out if the faculty or department you are applying to requires extra materials for the course that interests you. If it does, you will need to prepare the documents indicated in the table. Format them using the instructions in (3) above. You should send **one** copy only of each extra document. Make sure that they are no longer than required.

Do not send extra materials unless you are specifically asked to do so; the department will not use them when assessing your application unless they are required.

7 Closing dates

Check the application instructions in the 'Courses and subjects' section to find out if your course has a closing date. If it does, you must make sure your application reaches us before that date. If there is no closing date shown, you should make sure that your application arrives by the end of March if you wish to begin study in October. If you wish to start in January or at Easter, it should arrive at least two months before your intended start date. To guarantee that your packet reaches us in time, you should make sure that you post it early. **Don't leave everything until the last minute!** Remember competition can be fierce and some courses fill up quickly.

8 How to complete your course application form

We recommend that you photocopy the application form to use as a draft. When you are happy, complete the forms you are going to send to us.

- Use BLOCK CAPITALS in the small boxes, and neat handwriting in the large boxes
- Write only in the space provided;
- Complete all the boxes; if you have no information to put in a box, write "N/A"
- Write only in English
- Do not use a CV as an alternative to this form

Sections (1) to (6): Put your personal and contact details here. We will send all information to the address you show as your correspondence address, so it is important to tell us in the *valid until* box when you will leave that address.

Section (7): Your country of permanent residence is where you normally live, not where you are visiting. Your nationality is as shown on your passport. Please give only one nationality. UK Visa Status: If you are not a UK national, but have one of the following, please indicate in the box: Fixed-term visa, write TEMPORARY; Indefinite leave to remain, write ILR, British Passport holder, write BPH; otherwise leave the box blank.

- Section (8): Consult the Prospectus before ticking the appropriate box. Please note that most Cambridge courses start in October.
- Section (9): Write here the course of study you wish to undertake. Use the Graduate Studies Prospectus as a guide:
Degree type: should be as described in the prospectus for the course that interests you, for example, "MPhil", or "LLM";
Programme of study or research area: if you are applying for a one-year course, this should be the course title, as listed in the Prospectus, for example, "Historical Studies" or "Technology Policy"; if you are applying to be a research student, you should write here, in the shortest form possible, the area of your research interest.
Department: the name of the department where you wish to undertake your course, for example, "Molecular Biology" or "Earth Sciences"
Final award: If you intend to take a taught course for the first year of your study, and continue to another if you are successful, you should write the name of the final award here, for example "PhD", or "DipArch"
Duration: write here the total length of time you expect to spend studying in Cambridge. For one-year courses write "1 year", for MPhil+PhD you should write "4 years".
Study mode: tick full- or part-time. NB. Some courses are available by one mode only - see Prospectus.
It is generally not possible to gain a visa to undertake part-time study.
- Section (10): If you have previously applied to Cambridge, studied or worked here, please indicate which. If not, please tick the last box.
- Section (11): If you have previously been a member of a Cambridge college, indicate which. If you specify no other choice, we will forward your papers to this college for consideration. (Part-time: if the college accepts part-time students).
If you have not previously been a member of a Cambridge college, or you do not wish to or cannot re-apply to your old college, please indicate two colleges at which you would like to be considered for membership. Do not tick the boxes, write the number of your choice next to each preferred college.
If you do not indicate a choice, the Board of Graduate Studies will choose on your behalf. **You may not amend these choices after you have submitted your application.**
- Section (12): If you are currently undertaking a higher education course, or research at university, please complete this section. If you are not currently studying, write "N/A" in the *Degree* box.
- Section (13): Give details of your previous study here. There is room for two courses only. You should list only the most important and relevant to your proposed study at Cambridge.
- Section (14): Write here the details of any scholarships or prizes you have won in your previous or current study. Only list the three most important. If you have none, write "N/A"; this will not prejudice your application.
- Section (15): Write here the names of your referees or recommenders. Please give their full names, titles and contact details. We will expect the references enclosed with your form to be from these people, and might contact them to confirm details of your application.
- Section (16): If you are applying for a research qualification, you should already have identified the person you would like to be your supervisor. Write the name of that person here. If the course you are applying for asks for a separate research proposal, write "See separate proposal" in the first line of the statement box. Otherwise, write your proposal in this box, and do not continue it on separate sheets. You can also use this section to explain why you wish to undertake a taught course.
- Section (17): If you propose to undertake a part-time research degree, please explain your reason for choosing a part-time course here. Note that difficulty in securing funding for full-time study is not normally an adequate reason for requesting part-time study.
- Section (18): Please write here your non-academic activities. If you have been working, please give very brief details in this section of the dates and nature of the employment. DO NOT enclose a CV or extra page, unless asked elsewhere. Be as brief as the box permits.
- Section (19): If you receive an offer, you will be expected to provide evidence that you are able to pay your University Composition and College Fees, and maintenance *for the entire duration of your course*. This can be from bursaries or scholarships. Please write here the details of any bursaries, scholarships or other financial awards you hold to study at Cambridge, and any for which you intend to apply.
If you intend to pay your own maintenance and fee costs, you will have to do this from a capital sum invested in a bank account or other accessible cash fund. Please note that property and income are not eligible for this purpose.
- Section (20): Write here any other applications you have made for admission to Cambridge in the same academic year. This will help us to match your papers with any we already have. You must complete this section if you have made multiple applications.
- Section (21): Write here details of applications you have made to other institutions.
- Section (22): If you expect to bring members of your family with you when you come to Cambridge, please give their details here, otherwise tick the *unaccompanied* box. If we make you an offer, we will increase the amount of maintenance required for each additional family member. Please see the tables in the

Graduate Studies Prospectus for further information. Please also provide next of kin details. We will only use these if there is an emergency while you are at Cambridge

Section (23): If you have special needs, it is important that you tell us, so that the department and college accepting you can prepare for your stay. It might not be possible for some departments to accept particular types of need, so you should contact those which interest you to make sure that they will be able to make provision for you.

Section (24): This declaration is very important. Read it carefully. By signing it, you are telling us that you have been honest and accurate in completing your application and that any additional materials are your own work. You are also giving us permission to use the information you have provided to manage the process of your application.

Note that if your application is unsuccessful, we will destroy the papers relating to it. They will not be available to you for resubmission in a later year, nor be returned.

9 Packing and sending your application

The last sheet of this pack is your packing list. Read it carefully. You are asked to send us all the information relating to your application in a single packet. Do not split your application into separate packets. Because it is important to submit everything at once, you should make sure that you begin collecting materials for your application as soon as possible. **Don't leave everything until the last minute!**

By now, you will have collected the following documents:

- Your completed application form, with a passport photograph attached to the front
- Two photocopies of the entire application form, with a passport photograph attached to the front of each
- A photocopy of page 1 of the application form, with a passport photograph attached to the front
- Three copies of each of your references, and three copies of the referee's cover sheets, sealed in envelopes, with the referee's signature across the seal
- Three authenticated copies of your transcript(s), with translations into English (by a registered translator) if required. (Not required for graduates of the University of Cambridge).

UK applicants need only provide two sets of the above information.

This is the minimum amount of documentation you will need to send. Please include the following documents at this stage, if they are available:

- Three authenticated copies of your degree certificate(s), with translations into English (by a registered translator) if required
- Three copies of English language test results, certified by the British Council, or a public notary
- Three copies of any letters confirming funding for your study at Cambridge.

UK applicants need only provide two sets of the above information.

For some courses, you will also have to provide extra information. The application instructions in the 'Courses and subjects' section of the Graduate Studies Prospectus will tell you what you need. These might be:

- Research proposal (two copies, if required as part of your application)
- Written work
- Curriculum vitae
- For part-time research degrees, a letter of support from your employer.

Assembling the application

- 1 **Do not** staple or fix the sheets of the application form together, or put them in a plastic wallet.
- 2 Put the original application form sheets in order, put the copy forms in order behind it, and the extra copy of page 1 behind those.
- 3 Put your references behind the application.
- 4 Put your transcripts behind the references.
- 5 Add any further documents behind the transcripts. You may staple your research proposal or written work, but do not staple any other materials.
- 6 Check against your packing list to make sure that you have everything; complete and sign the packing list and put it at the front of your papers.
- 7 Put your pack in a C4 size envelope. **Please do not fold the documents.** Address it to the Board of Graduate Studies and take it to your local carrier.
- 8 Make sure you pay an adequate delivery fee – we do not accept under-paid packets.
- 9 Make sure you allow plenty of time for your packet to reach us – send it at least three weeks before any deadline if you are posting from abroad, and two weeks before if you are sending from a UK address.

10 What happens next? Your application timetable and checklist

Use this to track preparation of your packet, as well as keeping a log of what happens after you send it. This process might take as long as six months, depending upon which course you apply for.

Collecting the application:	Date completed:
Requested first reference	
First reference received	
Requested second reference	
Second reference received	
Requested transcripts or asked for authenticated copies	
Transcripts received	
Requested authenticated copies of degree certificates	
Copies of degree certificates received	
Other materials (requested work, research proposal, CV, employers letter) collected	
Application form completed	
Application packet posted	
Processing at the University of Cambridge:	Date sent or received:
<p>Between three and six weeks after posting, we will send an acknowledgement letter. This will tell you if your packet is complete and we are able to process it. Please do not telephone or email us to find out if your packet has arrived unless it is more than six weeks since you sent it.</p> <p>If you sent your packet by courier, and that courier has informed you that it arrived, please do not telephone or email us.</p>	
<p>We will forward your application to the appropriate department for consideration. When we have a decision, we will write to let you know. Please note that for admission in October, most departments make their decisions in April and May. You might hear nothing from us until then, but the department may contact you directly to ask for further information, or to invite you to interview. When we receive the department decision, we will write to you again.</p>	
<p>No offer: If the decision is not to make an offer, this will be the end of the process. Unfortunately, we are not able to keep unsuccessful applications, and will destroy them shortly after the start of the academic year.</p>	
<p>Offer: If you receive an offer, we will send you details of the conditions. It is up to you to satisfy the conditions of the offer.</p>	
Academic requirements sent to Cambridge	
English language requirements sent to Cambridge	
Financial requirements sent to Cambridge	
Other requirements (see offer letter for details) sent to Cambridge	
Notification of college membership received from Cambridge	
Confirmation of admission letter received from Cambridge	
<p>You may now make your preparations for travel; particularly, make sure your visa is in order if you need one.</p> <p>Also make sure that your finances are secured. If your financial guarantee cannot be honoured, we will ask you to return home and you will not be permitted to continue your study.</p> <p>You can track the progress of your application on line at: www.admin.cam.ac.uk/offices/gradstud/admissions/check.html</p>	

Graduate Application Form



UNIVERSITY OF CAMBRIDGE

Board of Graduate Studies

APPLICATION FOR ADMISSION AS A GRADUATE STUDENT OR TO A POSTGRADUATE COURSE PAGE 1 OF 4

Fix your passport photo here. The photograph must be no larger than this box and of high quality.

Please complete this form in full. Do not omit any section. Do not send a CV instead. Make sure you have read the instructions for completion thoroughly and checked the details of your intended route of study in the appropriate application instructions box for the course you are applying for.

If you are or have been a graduate student (MPhil, DipEcon or DipLegal Studies) at Cambridge, DO NOT use this form. Instead you should submit an **Application to Continue as a Graduate Student**. Download the form from www.admin.cam.ac.uk/offices/gradstud/current

(1) Name (legal)

Last (family)	First and other (personal)	Title (Mr/Mrs/Miss/Dr etc)

Sex Male Female

(2) Address

Correspondence address Town or city County, province or state Postal code Country	Permanent address (if different) Town or city County, province or state Postal code Country
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Valid until DD MM YYYY **(3) Email**

(4) Telephone

(5) Date of birth DD MM YYYY **(6) Fax**

(7) Nationality and residence

Country of permanent residence	Nationality	Country of birth	UK visa status

If you think you should be classified as a "home" student please tick here. You will be required to provide full documentary evidence with your application.

(8) Date you wish to start 1 Oct 2004 5 Jan 2005 10 Apr 2005

(9) Details of your programme of study. Consult the appropriate entry in the Graduate Studies Prospectus before completing the fields in this section.

Degree type	Programme of study or research area	Department	Final award	Duration

Research degree study mode (PhD, MLitt, MSc) Full-time Part-time (tick one only)
 Please note: it is generally not possible to obtain a student visa to study part-time; not all courses are available part-time - see Prospectus

(10) Previous Cambridge connection, tick one box only and complete the supplementary details

<input type="checkbox"/> I am or have been a student at Cambridge <input type="checkbox"/> I have worked in a Cambridge department or been a visiting scholar <input type="checkbox"/> I have attended a Cambridge summer school <input type="checkbox"/> I have applied to Cambridge before but did not attend <input type="checkbox"/> No previous contact	Year of graduation (BA) <input type="text"/> Dept/college <input type="text"/> Programme <input type="text"/> Year of application <input type="text"/>
--	---

(11) College membership

If you are a member of a Cambridge college, state which:

Please indicate below which Cambridge colleges you wish to consider your application. Choose two, write "1" against your first choice, and "2" against your second. Do not tick the boxes. **If you do not make a choice here, the Board of Graduate Studies will choose for you. You may not amend these choices after you have submitted your application.**

Christ's		Churchill		Clare		Clare Hall	
Corpus Christi		Darwin		Downing		Emmanuel	
Fitzwilliam		Girton		Gonville and Caius		Homerton	
Hughes Hall		Jesus		King's		Lucy Cavendish*	
Magdalene		New Hall*		Newnham*		Pembroke	
Peterhouse		Queens'		Robinson		St Catharine's	
St Edmund's		St John's		Selwyn		Sidney Sussex	
Trinity		Trinity Hall		Wolfson			

* Colleges for women only

(12) Current study:

Degree	Major subject	Start date	Expected completion date	Expected grade
Institution name		Faculty		Country

(13) Previous degree-level study (most recent first):

Degree	Major subject	Start date	Completion date	Grade
Institution name		Faculty		Country

Degree	Major subject	Start date	Completion date	Grade
Institution name		Faculty		Country

(14) Scholarships, prizes and other distinctions obtained (list only the most important):

	Name of prize	Reason for award	Date of award	Value of scholarship
1				
2				
3				

(15) Names and addresses of your referees:

	First referee	Second referee
Name	<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>
Title	<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>
Address	<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>
Town or city	<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>
County/state or province	<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>
Country	<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>
Postal code	<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>
Email	<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>

(20) If you have made other applications to Cambridge this year, give details here:

	Degree	Programme of study or research area	Department
1			
2			

(21) If you have made applications to other institutions this year, give details here:

	Degree	Major subject	Institution	Faculty	Country
1					
2					

(22) About your family while you are in Cambridge

Who will come with you to Cambridge when you study?

No-one, I will be unaccompanied	<input type="checkbox"/>		
Partner or spouse	<input type="checkbox"/>	Name	<input type="text"/>
One child	<input type="checkbox"/>	Age	<input type="text"/>
A second child	<input type="checkbox"/>	Age	<input type="text"/>
A third child	<input type="checkbox"/>	Age	<input type="text"/>

We will assume that all the people indicated here are financially dependent on you.

Next of kin:
 Address

 Town or City

 County, province or state

 Post code
 Country

 Telephone

(23) Special needs (optional):

Please indicate, by ticking the appropriate box, if you have any special need of which the University and colleges need to be aware.

I have no disability (00)	<input type="checkbox"/>	I am a wheelchair user or have mobility difficulties (04)	<input type="checkbox"/>	I have two or more of the above (08)	<input type="checkbox"/>
I have dyslexia (01)	<input type="checkbox"/>	I need personal care support (05)	<input type="checkbox"/>	I have a disability not listed above (09)	<input type="checkbox"/>
I am blind/partially sighted (02)	<input type="checkbox"/>	I have mental health difficulties (06)	<input type="checkbox"/>		
I am deaf/hearing impaired (03)	<input type="checkbox"/>	I have an unseen disability (07)	<input type="checkbox"/>		

(24) Declaration and Data Protection

This document forms the legal basis of your application to Cambridge. We reserve the right to refuse admission in the event of any misrepresentation by you. Submission of an application does not imply an offer of admission. Read the following statement carefully before you sign your application.

- DATA PROTECTION ACT (1998): I agree to the University of Cambridge, colleges of the University of Cambridge, Gates Cambridge Trust and the Cambridge Commonwealth, European or Overseas Trust (as appropriate) processing personal data contained in my application papers whether provided in confidence or not by other individuals or institutions, in support of my application, as part of the admissions, registration and funding processes. I recognise that some of the information received by the University of Cambridge, colleges of the University of Cambridge, Gates Cambridge Trust and the Cambridge Commonwealth, European or Overseas Trust (as appropriate) will have been provided confidentially. I also accept that, should I be made an offer of a place and subsequently register as a student of the University, this information will be retained during and following my studies for administering my progress and for the provision of anonymous statistical returns.
- I certify that all the information given in this application is complete and accurate, and I understand that if I have given false or misleading information the University of Cambridge will not admit me as a Graduate or Postgraduate student, and may take legal action against me.
- I certify that I am the original and sole author of all work submitted as part of this application, except where clearly indicated otherwise.
- I understand that if my application is unsuccessful, the papers relating to it will be destroyed, and that the University will not return them to me under any circumstances.

NAME (PRINT)	SIGNATURE	DATE (DD/MM/YYYY)
<input type="text"/>	<input type="text"/>	<input type="text"/>

(25) SUBMISSION

This form is only part of your application to Cambridge. Do not submit it without the other information we require. Read the instructions for completion of your application before submitting any materials.

Graduate Application Cover and Packing List



UNIVERSITY OF CAMBRIDGE

Board of Graduate Studies

APPLICATION COVER AND PACKING LIST

Complete all the information required below; do not omit any information

Your application cannot be processed unless it is complete

Name (legal) _____
 Last (family) _____ First and other (personal) _____ Title (Mr/Mrs/Miss/Dr etc) _____

Date of Birth _____
 DD MM YYYY

Complete the table below, showing which items are included in your application pack. The application instruction tables in the 'Courses and subjects' section of the Graduate Studies Prospectus tell you if extra materials are required for your course.

ITEM	ENCLOSED ?		
	YES	NO	
1			ITEMS 1-6 MUST BE ENCLOSED WITH YOUR APPLICATION NB UK Nationals and applicants who will be regarded as Home students for the purpose of paying University Composition Fees need only submit two sets of items 1-9 and page 1 for the Card Service.
2			
3			
4			
5			
6			
7			Items 7-9 will help us reach a decision about your application more quickly. If they are not present and we decide to make you a conditional offer, they may be required before your admission can be confirmed.
8			
9			
10			You must only include extra materials if they are required for your course. The application instructions for your course will tell you this.
11			
12			Do not include material if we do not ask for it.
13			Part-time research degrees only

Assembling your application packet

We strongly advise you to make a copy of the materials you are sending to keep for your own reference. We cannot return any information.

- Sort all the materials required for your application in the order shown in the table above
- Put them into a single C4 envelope (if you have a printed Prospectus, use the one we provide); please do not fold
- Read carefully and sign the declaration below
- Add this form to the front of the pack
- Seal the envelope and post it to:

University of Cambridge
 Board of Graduate Studies
 PO Box 338
 Cambridge
 United Kingdom
 CB2 1YP

Please see special instructions and delivery addresses for applications to the Faculties of Economics and Politics, History, and Land Economy.

DECLARATION

- 1 I have made sure that all the information and documents required for my application are enclosed in a single packet with this checklist. I confirm that items 1-6 are all present and understand that my application will not be processed if any of them are missing.
- 2 I understand that no materials will be returned, and that they will be destroyed.

 Signature Date

Supporting Reference Instruction Form 1



UNIVERSITY OF CAMBRIDGE

Board of Graduate Studies

INSTRUCTIONS FOR A REFEREE SUPPORTING AN APPLICATION TO A GRADUATE OR POSTGRADUATE COURSE

(1) To be completed by the applicant

Name (legal)	Last (family)		First and other (personal)		Title (Mr/Mrs/Miss/Dr etc)
Date of birth	DD	MM	YYYY	Sex: Male <input type="checkbox"/>	Female <input type="checkbox"/>
Email	Telephone				
Proposed Study	Degree type	Full-time or Part-time	Programme of study or research area		Department
Name (print)		Applicant's signature		Date (DD/MM/YYYY)	

(2) To be completed by the referee

Please answer the following questions:

Referee	Name		Position		
Institution	Name		Faculty		
Address	Telephone		Email		
City	Email				
Country					
How long have you known the applicant?		In what context do you know them?			

This form is not the reference. Please now write your reference or recommendation **in English** on a separate sheet of paper. **The paper should be the letterhead of your institution: if you are not able to use a letterhead, please attach your business card. Please address references to 'The Secretary of the Board of Graduate Studies' and make sure you sign and date the reference.**

Please comment on the applicant's academic fitness and general suitability to undertake the proposed course of research or study, in relation to the qualification sought. Also include any other information which you think is relevant to the application. If the applicant's native language is not English, please state the level of proficiency that the applicant has reached. If the applicant is intending to study part-time, please include a statement about his/her ability to manage different responsibilities simultaneously.

(3) DECLARATION AND DATA PROTECTION

DATA PROTECTION ACT (1998): Please indicate, by ticking one of the boxes below, whether or not you agree to this reference being released to the person in respect of whom it is written, should that person seek its disclosure. If you do not indicate a preference below, we will assume that you do not agree to the disclosure of your reference if the person concerned seeks its disclosure. Please note that there might be circumstances under which the University would be required to make a disclosure irrespective of your wishes. In such a case, your name would not be disclosed. However, the University will treat your reference in strict confidence insofar as the law permits.

I DO NOT agree to the release of this reference if the person concerned seeks disclosure

I agree to the release of this reference if the person concerned seeks disclosure

I confirm that the information given above and on the appended reference letter is accurate to the best of my knowledge and understand that the University of Cambridge may refuse admission if it discovers that any information given has been falsified or is inaccurate.

Referee's signature	Date
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(4) To deliver, please:

- 1 Enclose this form and three copies of your reference or recommendation in a SEALED envelope.
- 2 Sign your name across the seal and cover it with clear tape.
- 3 Return the envelope to the applicant. **Please do not send it direct to the University of Cambridge.**

Supporting Reference Instruction Form 2



UNIVERSITY OF CAMBRIDGE

Board of Graduate Studies

INSTRUCTIONS FOR A REFEREE SUPPORTING AN APPLICATION TO A GRADUATE OR POSTGRADUATE COURSE

(1) To be completed by the applicant

Name (legal)	Last (family)		First and other (personal)		Title (Mr/Mrs/Miss/Dr etc)
Date of birth	DD	MM	YYYY	Sex: Male <input type="checkbox"/>	Female <input type="checkbox"/>
Email	Telephone				
Proposed Study	Degree type	Full-time or Part-time	Programme of study or research area		Department
Name (print)		Applicant's signature			Date (DD/MM/YYYY)

(2) To be completed by the referee

Please answer the following questions:

Referee	Name		Position	
Institution	Name		Faculty	
Address	Telephone	Email		
City				
Country				
How long have you known the applicant?		In what context do you know them?		

This form is not the reference. Please now write your reference or recommendation **in English** on a separate sheet of paper. **The paper should be the letterhead of your institution: if you are not able to use a letterhead, please attach your business card. Please address references to 'The Secretary of the Board of Graduate Studies' and make sure you sign and date the reference.**

Please comment on the applicant's academic fitness and general suitability to undertake the proposed course of research or study, in relation to the qualification sought. Also include any other information which you think is relevant to the application. If the applicant's native language is not English, please state the level of proficiency that the applicant has reached. If the applicant is intending to study part-time, please include a statement about his/her ability to manage different responsibilities simultaneously.

(3) DECLARATION AND DATA PROTECTION

DATA PROTECTION ACT (1998): Please indicate, by ticking one of the boxes below, whether or not you agree to this reference being released to the person in respect of whom it is written, should that person seek its disclosure. If you do not indicate a preference below, we will assume that you do not agree to the disclosure of your reference if the person concerned seeks its disclosure. Please note that there might be circumstances under which the University would be required to make a disclosure irrespective of your wishes. In such a case, your name would not be disclosed. However, the University will treat your reference in strict confidence insofar as the law permits.

I DO NOT agree to the release of this reference if the person concerned seeks disclosure

I agree to the release of this reference if the person concerned seeks disclosure

I confirm that the information given above and on the appended reference letter is accurate to the best of my knowledge and understand that the University of Cambridge may refuse admission if it discovers that any information given has been falsified or is inaccurate.

Referee's signature	Date
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(4) To deliver, please:

- 1 Enclose this form and three copies of your reference or recommendation in a SEALED envelope.
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