

How to make your application for graduate study at Cambridge



UNIVERSITY OF
CAMBRIDGE

Board of Graduate Studies

How to make your application for graduate study at Cambridge.

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.

There are three ways of applying:

- If you are or have been a graduate student at Cambridge on one of the following courses: MPhil, MSt, DiplEcon, DipLegal Studies, submit an Application to Continue as a Graduate Student. Download the form from www.admin.cam.ac.uk/offices/gradstud/current. You do not need to read the rest of these instructions
- If you have not been a graduate student at Cambridge on one of the above courses, you may apply on line by going to www.admin.cam.ac.uk/offices/gradstud and following the links
- If you cannot or prefer not to apply online, use the paper application form enclosed with paper versions of this Prospectus or download a copy of the application form from the website.

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 below. It is very important that you read all the following instructions when preparing your application.

Don't leave everything to the last minute! Start to prepare your application now. Even if you are doing it online, you can do it a little at a time. You should aim to post or submit your application at least one month before the closing date of the course that you are applying for: remember, competition can be fierce and some places may be allocated on a first-come, first-served basis.

Please note, however, that we cannot accept applications for 2005 entry before 1 October 2004.

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1 What are the documents we ask for?

Why do we ask for so many copies of all the application 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 paper application form will be used by the University Card Service to produce your ID card.

The Graduate Application Form (on-line or paper version: 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 with paper applications; on-line applicants will have different arrangements)

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 for all degree level courses you have taken at universities other than Cambridge University)

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 other than those awarded by the University of Cambridge)

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 an authenticated copy of the certificate for each completed degree you list in section 8 (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 recent 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, arrange for your score sheet to be sent to us immediately. 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 us copies of those letters.

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 CV (Curriculum Vitae, or resumé) 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 and as required, 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 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 attached to these instructions. 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. Each envelope should contain one copy of the cover sheet and three copies of the reference.

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.

4 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.

5 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, such as a Research Proposal, written work or CV. These documents 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. Make sure that additional documents 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.

6 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 application reaches us in time, you should make sure that you post or submit it early. **However, do not send an application for admission in 2005–06 before 1 October 2004.** Competition can be fierce and some courses fill up quickly.

7 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:
Application form completed (including personal data sheet)	
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 posted/submitted (not to arrive before 1 October 2004)	
Application supporting materials posted	
Processing at the University of Cambridge:	Date sent or received:
<p>When we receive your application, we will send an acknowledgement email, followed by a letter, telling you what to do next. Please do not telephone or email us to find out if your application has arrived unless it is more than three days (on line application) or six weeks (postal application) 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>When you have received your confirmation of admission letter, you may 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</p>	

8 How to complete the paper Graduate Application Form (GAF)

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

- Q (1): 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. If you have an email address, we will use it.
- Q (2): 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.
- Q (3): Consult the Prospectus before ticking the appropriate box. Please note that most Cambridge courses start in October.
- Q (4): 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".
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.**
- Q (5): Please indicate up to 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 make your papers available to suitable colleges.
If you have previously been a member of a Cambridge college, please indicate which. Your application will not be considered by that college, however, unless you give it as one of your two choices.
Not all the Colleges accept part-time research students. If you are applying for a part-time research degree, please check the Graduate Studies Prospectus before making your College choices.
You will not be able to amend your College choices after submitting your application.
- Q (6): 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.
- Q (7): If you have been working, please give very brief details in this section of the dates and nature of the employment.
- Q (8): 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.
- Q (9): 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.
- Q (10): 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.

- Q (11): 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.
- Q (12): 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.
- Q (13): Please write here your non-academic activities. DO NOT enclose a CV or extra page, unless asked elsewhere. Be as brief as the box permits.
- Q (14): 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.
- Q (15): You must complete this section if you have made multiple applications.
- Q (16): Write here details of applications you have made to other institutions.
- Q (17): The next of kin details are for us to use if there is an emergency while you are at Cambridge.
- Q (18): 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.

Personal Data Sheet: This is part of the application form and must be completed and signed by each applicant.

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!**

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 an extra copy of page 1 behind those.
- 3 Put your references behind the application.
- 4 Put your transcripts behind the references.
- 5 Put your personal data sheets behind the transcripts.
- 6 Add any further documents behind the personal data sheets. You may staple your research proposal or written work, but do not staple any other materials.
- 7 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.
- 8 Put your pack in a C4 size envelope. **Please do not fold the documents.** Address it to the Board of Graduate Studies, PO Box 338, Cambridge CB2 1YP, UK **unless** you are applying to Economics and Politics (see special instruction on Packing List). Faxed applications are **not** acceptable.
- 9 Make sure you pay an adequate delivery fee – we do not accept under-paid packets. If you are using couriers or special delivery services, particularly from overseas, please be aware that you must pay all customs, tax, administration or other charges associated with sending your application. The Board of Graduate Studies cannot accept any applications where such charges have not been paid in full by the sender.
- 10 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.

Graduate Application Form (GAF)



UNIVERSITY OF
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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 in the Graduate Studies Prospectus for the course you are applying for.

If you are or have been a graduate student on one of the following courses at Cambridge: MPhil, MSt DipEcon or DipLegal Studies, 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) Personal and Contact Information

Name (legal)

Last (family)

First and other (personal)

Title (Mr/Mrs/Miss/Dr etc)

Name (previous)

Last (family)

First and other (personal)

Title (Mr/Mrs/Miss/Dr etc)

Sex

Male ☐

Female ☐

Date of Birth

DD

MM

YYYY

Address

Correspondence address

Permanent address (if different)

Town or city

County/province/state

Postal code

Country

Telephone (landline)

Valid until

DD

MM

YYYY

Mobile phone

Fax

Email

(2) Nationality and residence

Country of permanent residence

Nationality

Country of birth

UK visa status

(3) Date you wish to start

1 Oct 2005 ☐

5 Jan 2006 ☐

10 Apr 2006 ☐

(4) 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) applicants only

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

(5) 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 up to 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 allocate for you. You may not amend these choices after you have submitted your application.**

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

(6) Current study:

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

(7) If you are not currently studying, state what you have been doing since your last degree-level study:

(8) 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

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

	Name of award	Reason for award	Date of award	Value of award, if any
1				
2				
3				

(10) Names and addresses of your referees:

	First referee	Second referee
Name		
Title		
Address		
Town or city		
County/state or province		
Country		
Postal code		
Email		

(11) Summary details of research proposal or reason for applying for a taught course

If you wish to work under a particular supervisor, state that person's name here:

--

Statement of your research degree proposal, or reason for wanting to undertake a taught course:

(12) Part-time research degrees If you propose to study for a part-time research degree, please state your reasons here. If you intend to remain in employment while studying, give details.

(13) Additional information in support of your application

(14) Financial support for your course at Cambridge

Scholarships or awards you have already won in order to study at Cambridge:

	Awarding body	Value of award (£)	Start date	Duration (years)
1				
2				

Awards for which you intend to apply:

	Awarding body	Start date	Duration (years)
1			
2			

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

	Degree	Programme of study or research area	Department
1			
2			

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

	Degree	Major subject	Institution	Faculty	Country
1					
2					

(17) Next of kin

Name

Address

Town or City

County, province or state

Post code/Country

Telephone

(18) 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.

- 1 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.
- 2 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.
- 3 I certify that I am the original and sole author of all work submitted as part of this application, except where clearly indicated otherwise.
- 4 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.

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

(19) 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.

Please note that we cannot accept applications for entry in 2005–06 earlier than 1 October 2004.

Personal Data Sheet



**UNIVERSITY OF
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The information on this sheet is personal and will not be made available to any faculty, department or college unless or until an offer of admission has been made to you. See p 11 of the Prospectus for further information about support for students with disabilities. Note: there are two sides to this form.

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

1 About your family while you are in Cambridge (required information)

Please give details here by ticking the appropriate boxes and giving the further information requested. If we make you an offer, we shall increase the amount of maintenance required for each additional dependent family member (see the tables in the Prospectus (p 179) for further information).

I will be unaccompanied	<input type="checkbox"/>		
I shall bring a partner or spouse	<input type="checkbox"/>	Name*	
Is he/she also applying for graduate study at Cambridge? (tick box)	<input type="checkbox"/>		
I shall bring one child	<input type="checkbox"/>	Date of birth	
I shall bring a second child	<input type="checkbox"/>	Date of birth	
I shall bring a third child	<input type="checkbox"/>	Date of birth	

*If your partner is either an applicant to the University of Cambridge or already in residence, please give the name they have used in their application.

Will all the people indicated be financially dependent on you? Yes ☐ No ☐
 (if no, please give details:)

2 Support needs relating to disability or chronic illness (optional):

By completing this section you will be put in contact with the Disability Resource Centre to establish what support, if any, is required to enable you to study effectively. Please tick the appropriate box.

I have no disability (00)	<input type="checkbox"/>	I am a wheelchair user or have mobility difficulties (04)	<input type="checkbox"/>	I have an Autistic Spectrum Disorder or Asperger's Syndrome (T)	<input type="checkbox"/>
I have a Specific Learning Difficulty (eg. Dyslexia/Dyspraxia) (01)	<input type="checkbox"/>	I need personal care support (05)	<input type="checkbox"/>	I have two or more of the above (08)	<input type="checkbox"/>
I am blind/partially sighted (02)	<input type="checkbox"/>	I have mental health difficulties (06)	<input type="checkbox"/>	I have a disability not listed above (09)	<input type="checkbox"/>
I am deaf/hearing impaired (03)	<input type="checkbox"/>	I have an unseen disability (07)	<input type="checkbox"/>		<input type="checkbox"/>

3 Ethnic Origin (optional)

Choose ONE section from A to E, then tick the appropriate box to indicate your background.

A White:

- ☐ White – British
- ☐ White – Irish
- ☐ White – Other white background

B Mixed:

- ☐ White and Black Caribbean
- ☐ White and Black African
- ☐ White and Asian
- ☐ Any other mixed background

C Asian or Asian British:

- ☐ Pakistani
- ☐ Bangladeshi
- ☐ Any other Asian background
- ☐ Indian

D Black or Black British:

- ☐ Caribbean
- ☐ African
- ☐ Other Black background

E Chinese or Chinese British or other ethnic group:

- ☐ Chinese
- ☐ Any other background

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	
(if already available) the application number for this application						
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	
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

(4) To deliver, please:

- 1 Enclose one copy of 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	
(if already available) the application number for this application						
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	
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.

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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 one copy of 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.**

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.

				ENCLOSED ?	
	ITEM	No. of copies		YES	NO
		Home	O'Seas		
1	Your original application form with a photograph fixed to page 1	1	1		ITEMS 1-7 MUST BE ENCLOSED WITH YOUR APPLICATION
2	Further copies of the full application form , each with a photograph fixed to page 1	1	2		
3	A copy of page 1 only of the application form with a photograph fixed to it	1	1		
4	A sealed envelope containing number stated of Reference One	2	3		
5	A sealed envelope containing number stated of Reference Two	2	3		
6	Copies of your Transcripts	2	3		
7	Personal Data Sheet	3	3		
8	Authenticated copies of degree certificates	2	3		Items 8-10 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.
9	Copies of your English language proficiency test results (if required)	–	3		
10	Copies of letters showing scholarship funding you have already obtained	2	3		
11	Copies of your research proposal	2	3		You must only include extra materials if they are required for your course. The application instructions for your course will tell you this.
12	Samples of your written work	1	1		
13	Curriculum vitae	1	1		Do not include material if we do not ask for it.
14	Two copies of your employer's letter (if applicable)	2	2		Part-time research degrees only; see p187

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.

Please do not submit an application for admission in 2005-06 before 1 October 2004.

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 1-7 are all present and understand that my application will not be processed if any of them is missing.
- 2 I understand that no materials will be returned, and that they will be destroyed.

Signature Date

The Cambridge Trusts UNIVERSITY OF CAMBRIDGE

Scholarships and Grants for OVERSEAS and EUROPEAN UNION Applicants (excluding the United Kingdom) for Graduate Study at the University of Cambridge October 2005

Scholarship Application Form Instructions

Part I: To be completed by the APPLICANT

Applicants for awards from the Cambridge Trusts must complete **Part I** of the Scholarship Application Form.

As soon as the applicant has completed Part I of the Scholarship Application Form, they must request a referee who has personal knowledge of their qualifications, both academic and extra-curricular, to complete Part II of the form and send the **entire form**, both Part 1 and Part 2 to **The Secretary, Board of Graduate Studies, PO Box 338, Cambridge, CB2 1YP, England as soon as possible and NO LATER THAN 28 FEBRUARY 2005.**

NOTE: Applicants from the **USA** who have not previously studied at Cambridge must complete and return a USASAF 2005 form (available from www.gates.scholarships.cam.ac.uk), together with their Graduate Application Form, to the Board of Graduate Studies by **1 NOVEMBER 2004** if they wish to be considered for the Gates Cambridge Scholarships.

NOTE: Question 13 in Part I of the SAF should only be completed by applicants from **developing countries of the Commonwealth** eligible to be considered for a DFID Cambridge Scholarship. To be eligible to be considered for the DFID Cambridge Scholarships candidates must meet **all** of the following criteria:

- be a citizen of a *developing* country of the *Commonwealth*
- gain an offer of admission to pursue a one-year course of study at the University of Cambridge
- be under the age of 35 on 1 October 2005, with priority given to those candidates under the age of 30
- undertake to return to their own country to work or study after completing the course at Cambridge
- not at present be living or studying in a developed country
- not have undertaken studies lasting a year or more in a developed country
- priority will be given to candidates wishing to pursue a course of study related to the economic and social development of their country

If you DO NOT meet ALL of the above criteria, please do not complete this question.

Applicants are reminded to sign and date the Scholarship Application Form in question 17 before they send it to their referee.

Part II – To be completed by the PERSONAL REFEREE

Part II of the Scholarship Application Form must be filled in by a referee who has personal knowledge of the applicant's qualifications, both academic and extra-curricular, for an award from the Trusts. The referee may be chosen from someone who knows the candidate and has taught them, or someone of appropriate standing who knows the candidate well.

The referee is kindly asked to return the **entire form**, both Part I and Part II, to **The Secretary, Board of Graduate Studies, PO Box 338, Cambridge, CB2 1YP, England as soon as possible and NO LATER THAN 28 FEBRUARY 2005.**

Decisions on awards

The Cambridge Trusts consider applications for funding on timetables which vary from scheme to scheme, and depend on many factors, including decisions from the Board of Graduate Studies, interviews and timetables of collaborators. The Cambridge Trusts consider well over 3,000 applications each year, so candidates may not hear from the Trusts until quite late in the day. The Trusts will make every effort to keep candidates informed, but seek the indulgence of applicants in being patient in waiting for a reply. It would be a kindness if applicants only contact the Trusts if absolutely necessary and, in the first instance, by e-mail (info@overseastrusts.cam.ac.uk) or by fax (00 44 1223 351449). Telephonic enquiries are to be avoided, except in the gravest emergency.

1 Last/family name (as on passport): BLOCK CAPITALS		Nationality:	
Other names (personal):	Title (Mr, Ms, Dr)	Country of residence:	
Full address: for correspondence If a PO Box address, you must provide a telephone number		Country of birth:	
		Date of birth: Day Month Year / /19	
Tel: Fax: Email:		Male/female:	
		Single/married*: number of children, if any:	
* All full-cost awards offered by the Cambridge Trusts provide a maintenance allowance at the single student rate only . Students who intend to bring a spouse and/or children to Cambridge will need to make separate financial provision for their dependants. See the Graduate Studies Prospectus for details.			
2 Candidates shortlisted for a Gates Cambridge Scholarship may be called to attend an interview. Please give below details of the best address for this purpose (if different from the above) at which you can be contacted between March and June 2005.			
Available for interview?		Contact details for March to June 2005	
<div>YES <input type="checkbox"/></div> <div>please tick one</div> <div>NO <input type="checkbox"/></div>		Address: Tel: Fax: E-mail:	
3 Proposed course of study at Cambridge			
Degree (e.g. MPhil, PhD)		Subject (e.g. Archaeology, Engineering etc.)	
Length of course	Date of commencement if not October 2005	Month Year /	College (if known)
Brief statement of proposed subject:			

4 Brief particulars of educational qualifications					
Name of university	Subject		Degree	Class/GPA	Date obtained/ to be obtained
5 Please give full details of your employment history to date					
From	To	Post held	Name and address of employer		
Are you currently employed? <input type="checkbox"/> Yes/No					
6 Please give an outline of your future career plans and intentions.					
7 Have you applied to the Cambridge Trusts for a scholarship/bursary before?					
If yes, for which year of entry to the University?					
8 Have you received a scholarship/bursary from the Cambridge Trusts before?					
If yes, please specify below with details and dates.					
9 Are you currently, or have you been, a Cambridge student?					
If yes, please specify dates, course and results (if known or when expected).					

- 10 Applicants who are not successful in winning a Gates, or other substantial, scholarship will be considered for a means-tested part-cost grant. The value of the award will be determined in the light of the financial circumstances of the applicant. The Trusts will take into account not only the financial contributions from family, personal funds, and loans, but also other scholarships and grants for which the candidate has applied. Candidates are urged to apply to other sources which might contribute, wholly or partially, to the funding of their studies at Cambridge.**

It is, therefore, essential that questions 10 and 11 below be completed as fully, and as accurately, as possible, if you wish to be considered for a part-cost award from the trusts.

FINANCIAL GUARANTEE

£ a year

Total financial guarantee required by the Board of Graduate Studies:

If you have not yet received an offer of a place from the Board of Graduate Studies, please see the Graduate Studies Prospectus for details. The amount of the guarantee will represent the total amount each year of the University Composition Fee, College fees and a maintenance allowance sufficient to meet your living costs in Cambridge.

FUNDS YOU ARE CONFIDENT OF RAISING ANNUALLY

Please give as much detail as possible of the funds you are able to raise annually

Source **£ a year**

Family contribution

please give source, i.e. from income, savings, capital, etc.

Personal funds

please give source, i.e. from income, savings, capital, etc.

Loans

please give source, i.e. government, student, or bank loan, other etc.

Other sources

including other scholarships/grants (summarise here the answers to question 11 below)

TOTAL FUNDS AVAILABLE ANNUALLY towards guarantee

£

ANTICIPATED SHORTFALL, if any, between funds available and financial guarantee

£

11 Applications for other scholarships/awards

Have you applied for any other awards? *If 'yes' please give details below*

Awarding body

Tenable at Cambridge?

Tenure (years)

Date awarded/ to be awarded

Annual value £

Note: Applicants must keep the Trusts and the Board of Graduate Studies informed if there are **any** changes to the information given in **questions 10 and 11**. In particular, they must inform both the Trusts and the Board, with full monetary particulars, if they win any award tenable at Cambridge for which they have already applied or which they are awarded subsequent to this application.

- 12 In not more than 500 words, please describe below how your interests and achievements, both academic and extra-curricular, demonstrate a capacity for leadership, commitment to using your knowledge to serve your community and to applying your talents to improve the lives of others. Please also explain how your proposed studies in Cambridge will help you with the aims of your future career. Candidates wishing to be considered for a Gates Cambridge Scholarship MUST complete this question.**

13 DFID CAMBRIDGE SCHOLARSHIPS

Applicants from **developing countries of the Commonwealth** who intend to pursue a **one-year postgraduate course of study** at Cambridge are eligible to be considered for a **DFID Cambridge Scholarship**. Applicants who meet ALL of the criteria set out below should complete and sign the following section. Candidates who do NOT meet ALL of the criteria should NOT complete question 13 *and go directly to question 14*.

I, (insert full name) _____

declare that:

- (i) I am a national of (or permanently domiciled in) a developing country of the Commonwealth (please state country below) and that I am not at present living or studying in a developed country;

Country _____

- (ii) I have not undertaken studies lasting one year or more in a developed country;

tick	
------	--

- (iii) neither I nor my family have sufficient funds to pay for my study in the United Kingdom and without this scholarship award I should not be able to undertake this study;

tick	
------	--

- (iv) I shall return to my home country to seek employment or to work or study as soon as the proposed Cambridge DFID Scholarship ends.

tick	
------	--

Signed: _____ **Date:** _____

Candidates are advised that false declarations will cause DFID to cancel the scholarship, even if the scholar has come into residence. The making of false declarations or the failure of successful candidates to fulfil the commitment made in paragraph (iv) above, will be treated as a grave offence and scholars will be required to refund any payments already made by DFID and the Trust.

14 English Language

Candidates from countries where English is not the first language or the medium of instruction will usually be required to take an English language test as one of the requirements of admission set by the Board of Graduate Studies. If you have taken an English language test (IELTS or TOEFL with TWE) please give below the date taken and the scores achieved.

Test	Date taken	Score

If you have not taken a test, please specify the test you intend to take and when the results of the test will be available.

15 Please briefly summarise your reasons for applying for the particular course of study at Cambridge and explain how this will help you to contribute to the development of your country.**16 Please describe, briefly, your most significant current and past activities and responsibilities.****ALL APPLICANTS MUST SIGN THE DECLARATION BELOW****17 I understand that my application will be considered for all the awards offered by the Cambridge Trusts for which I am eligible, and that I have answered as fully as possible the questions contained in this application form. I also undertake to keep the Trusts informed of material changes in this information.**

Name of applicant:
(in block capitals)

Signature of applicant:

Date:

CONFIDENTIAL

Part II: Personal Reference

(to be completed by a referee who has personal knowledge of the applicant and the requisite experience and standing to assess the applicant)

Please give below your candid assessment of the applicant's personal and social qualities, achievements, future plans and any other factors relevant to the application for awards from the Trusts.

The Trustees are looking for applicants with outstanding academic records but also with personal qualities which mark them out as potential leaders capable of making significant contributions to society.

Unqualified praise, without due evidence to support it, is unlikely to help the Trusts identify the best candidates for these awards. Even exceptional candidates have weaknesses as well as strengths and the Trustees need as full and as frank a view of the applicant as the referee can provide from personal knowledge.

The Trustees attach the greatest importance to the personal reference, warmly thank referees in advance for their help and apologise that the number of applications prevents them from acknowledging receipt of this reference.

1 Name of referee: <i>(in block capitals)</i>		
2 Address:		
	<div style="margin-bottom: 5px;">Tel: <input style="width: 90%;" type="text"/></div> <div style="margin-bottom: 5px;">Fax: <input style="width: 90%;" type="text"/></div> <div style="margin-bottom: 5px;">Email: <input style="width: 90%;" type="text"/></div>	
3 Name of applicant for whom this reference is being provided:		
4 In what capacity and for how long have you known the applicant?		
5 How highly, by the most stringent worldwide standards, would you rate the applicant for an award from the Trusts, bearing in mind the strength of the competition?		
(tick) Comments		
Exceptional	<input type="checkbox"/>	
Strong	<input type="checkbox"/>	
Respectable	<input type="checkbox"/>	
Not strong	<input type="checkbox"/>	
6 Are the applicant's qualifications appropriate for the course of graduate study or research at Cambridge, and in what ways will the proposed study be relevant to the needs of the applicant's country?		

- 7** In not more than 300 words with a brief summary, please give below your candid assessment of the applicant's academic merit and potential, together with comments on his or her social commitment, achievements and future plans. Leadership potential and a commitment to help society will be as significant factors as academic merit in identifying and shortlisting the best candidates for awards from the Cambridge Trusts.

Summary/Precis:

8 Signature of referee:

Date: