



UNIVERSITY OF
CAMBRIDGE

Guide to Completing the Cambridge Online Preliminary Application (COPA)

2015/16 Entry

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Introduction

The Cambridge Online Preliminary Application (COPA) is a required part of the application process for anyone applying from outside the European Union, or for anyone wishing to be considered for an Organ Scholarship. Whether or not you are required to complete the COPA is based on where you are at the time of application and is not related to fee status. The COPA should be completed **in addition** to a UCAS application – your application will not be valid unless both are received by the relevant deadline.

The COPA allows us to collect information that is not part of your UCAS application, and to make arrangements for overseas interviews and Organ Trials. This guide gives detailed information about the COPA in order to help applicants know what to expect before starting the questionnaire.

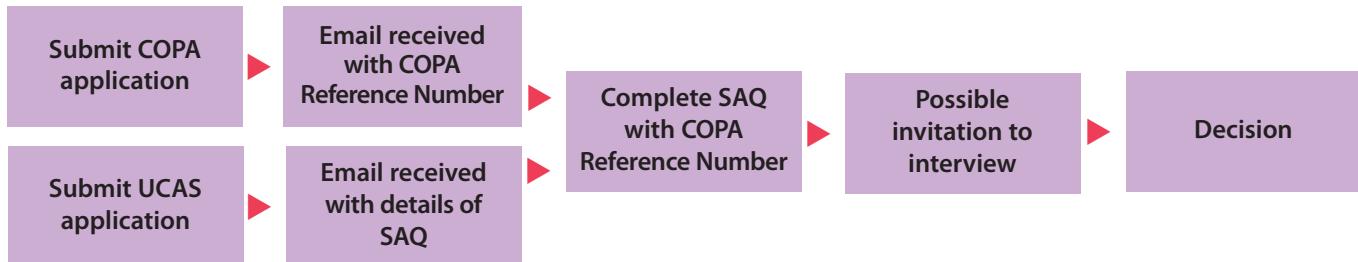
If you are unable to complete the COPA online (for example because you do not have a valid email address, or as a result of a disability), please contact the Cambridge Admissions Office as soon as possible (telephone: +44 (0) 1223 333308; email: copahelp@admin.cam.ac.uk) and we will send you a paper version of the COPA to complete.

We strongly recommend that you do not leave any part of your application submission to the last minute in case you encounter difficulties that may take some time to resolve and which may cause you to miss a deadline as a result.

Overseas Applicants

If you are applying from outside the European Union, you should submit both a COPA and a UCAS application by the relevant application deadline – if you wish to be considered for interview outside Cambridge, an earlier deadline may apply (see p13). After you submit your UCAS application, you will receive an email from us directing you to complete the Supplementary Application Questionnaire (SAQ). You must log in to the SAQ and enter the COPA Reference Number you received when you submitted your COPA. It does not matter which of your COPA or UCAS application you submit first. However, your application will not be valid until you have submitted the SAQ as well.

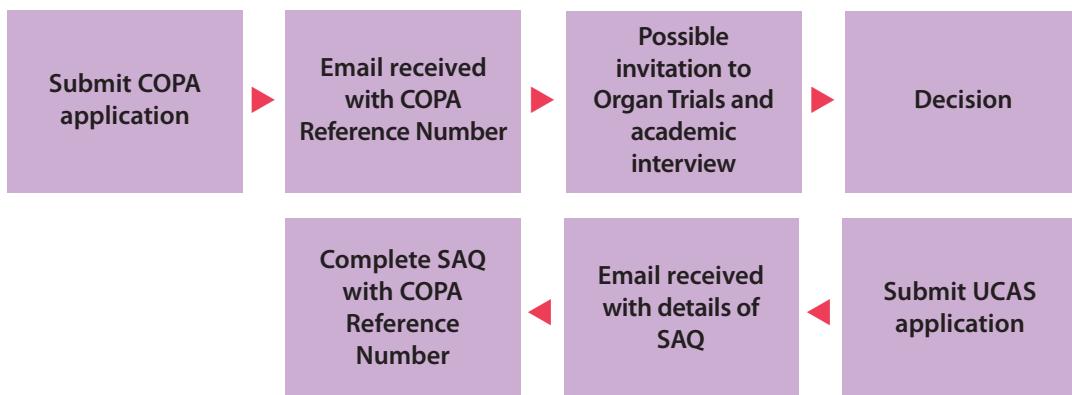
The application process looks like this:



Organ Scholarship Applicants

If you wish to be considered for an Organ Scholarship, you must submit a COPA by 1 September 2014. You may then be invited to the Organ Trials, which will test your musical ability and will include an academic interview. You will hear whether you have been successful in securing an Organ Scholarship after these trials. You must also submit a UCAS application by 15 October 2014. Once this is received, we will send you an email directing you to complete the Supplementary Application Questionnaire (SAQ). You must log in to the SAQ and enter the COPA Reference Number you received when you submitted your COPA, or your application will not be valid.

The application process looks like this:



If you are unsuccessful in securing an Organ Scholarship place, you may choose to withdraw your application. Alternatively, you may choose to continue with your application and submit a UCAS application to be considered as a standard applicant – in this case, you may be asked to return to Cambridge for an academic interview in late November or December.

Please note: it may take up to 24 hours for the email containing your COPA Reference Number to come through. It will also take a short time for your UCAS application to be processed, so you will not receive the email containing details of the SAQ immediately. In both instances, please regularly check both the email inbox and 'junk'/'spam' folder of the email account you have given in your UCAS application and COPA.

As we will be contacting you by email at various stages of your application to send you important information and reminders to the address you have provided, it is essential that your email account is configured so that emails sent from the University are not rejected or filtered into your 'junk'/'spam' folder by your email provider (see p29 for set-up instructions).

You may be required to submit academic transcripts for your application to the University to be complete (see p30 and p31).

See also Frequently Asked Questions (p29, 30 and 31)

- *What is my COPA Reference Number and where can I find it?*
- *Receiving emails from the University of Cambridge*
- *What do you mean by a 'High School Transcript'?*
- *Am I required to submit a High School Transcript?*

Overview

At a Glance

- The COPA is divided into eight or nine sections, depending on your type of application:

Application Type
Personal Details
Application Details
Education
Qualifications
Organ (only if you are applying for an Organ Scholarship)
Fees & Funding
Additional Information
Pay & Submit

Each section is made up of one or more pages. Some pages are only relevant to overseas applicants or to Organ Scholarship applicants. If pages are not relevant to you, they will not be displayed. More information about each section, and the questions that you will be asked in each, is given on p8–27.

- You do not have to complete the COPA in one go. You can log in as often as you like to continue completing the COPA until you submit it. The first time you access the COPA, you will be asked to register by providing a valid email address, a password and your ten-digit UCAS Personal ID number. It is **very** important that you enter your UCAS Personal ID number **exactly** as UCAS has given it to you at registration.
- In addition to the information in this guide, you will find guidance in the ‘Help Text’ panel on each page of the COPA itself.
- Not all questions will be applicable to you, for example some questions may apply to a particular course or to particular qualifications. If a question definitely does not apply, the answer box will not be displayed (although you will still be able to see the question text).
- Some questions are compulsory and you will not be able to submit your COPA until you have answered them. Compulsory questions are indicated with an asterisk next to the question number (eg *D2.1). There are also some follow-up questions which are only compulsory if you have answered ‘Yes’ to the previous question – these are also marked with an asterisk. For example, if you answer ‘Yes’ to question *D2.1, you must also provide an answer to *D2.1a.
- You can move between pages and sections of the COPA using the navigation bar which runs across the top of each page, as well as by clicking the ‘Previous Page’ and ‘Next Page’ buttons. You must complete the ‘Application Type’ section before completing the rest of the COPA.
- Every time you move to a different page in the COPA, all your work is saved automatically. Alternatively, you can click the ‘Save’ button at any time. If your application is inactive for more than 60 minutes, you will be logged out automatically and will lose any unsaved work.
- You can view all your answers at any time by using the ‘Review My Answers’ button. This overview will also show you which questions have not been answered yet and if there are any problems with the answers you have provided.
- Firefox (www.mozilla.com/firefox/) is the preferred web browser to use when completing the COPA.

Information Required

There are a number of pieces of information you will need in order to complete the COPA:

- your UCAS Personal ID number
- a valid, personal email address
- a passport-style digital photograph of yourself
- your BMAT registration number (if applicable)
- details of the qualifications you have completed/are completing including UMS results/percentage uniform marks, if you have taken/are taking modular AS/A Levels
- a copy of the personal statement that you have included or intend to include in your UCAS application
- contact details for your UCAS referee (and for your musical referee if you are making an Organ Scholarship application)
- a valid debit or credit card
- a copy of your High School Transcript if you are attending/have attended a school/college outside the UK and have not taken IGCSEs and either A Levels or the International Baccalaureate Diploma (IB). Further information can be found at www.study.cam.ac.uk/undergraduate/apply/transcript/
- a copy of your University Transcript (if applicable). Further information can be found at www.study.cam.ac.uk/undergraduate/apply/transcript/

You may also find it helpful to think about your answers to the questions with free-text boxes, such as your optional additional personal statement and how you have kept up your interest in the subject you are applying for outside your normal school work. You can familiarise yourself with these questions by reviewing p8–27 of this guide.

If you have all the above information to hand and have thought about your answers to those questions requiring a comment or statement, we estimate that you could complete the COPA in approximately two hours.

Example pages

Cambridge Online Preliminary Application

A → Application type → Personal details → Application details → Education → Qualifications → Organ → Fees & Funding → Additional Information → Pay & Submit → Log out

B → D1.2 If you are thinking of changing course in the second/third year, please indicate here

C → D1.2a If so, please outline briefly your reasons for wishing to change course (max. 300 characters including spaces)

E → A large bracket on the right side of the page, covering the 'Help Text' and 'Question D1.1' through 'Question D1.5' sections.

F → Application type → Personal details → Application details → Education → Qualifications → Fees & Funding → Additional Information → Pay & Submit → Log out

D → A2.1 Count 0 Characters
Optional additional personal statement (max. 1200 characters including spaces)

G → A2.2 Count 0 Characters
Do you have any specific career plans? (max. 300 characters including spaces)

H → G, H, J → Indicate compulsory question

I → Previous Page | Next Page | Save | Review My Answers | Guide to Completing the COPA | Change your Email or Password

J → If you require assistance please email copahelp@admin.cam.ac.uk | Help | About this site

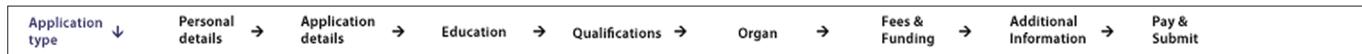
K → A large bracket on the right side of the page, covering the 'Help Text' and 'Question A2.1' through 'Question A2.2' sections.

Feature		Notes
A	Current section	This highlights which of the sections you are currently in. It also indicates which page within the section you are on.
B	Question	Each section of the COPA has been given a letter (eg P is used for the Personal Details section). The questions within each section are also numbered 1.1, 1.2, etc. Please ensure that you use both the question letter and number if you need to contact the University with any queries. Compulsory questions are identified by an asterisk.
C	Answer box	Depending on the question, you will either be given Yes, No, N/A (not applicable) buttons to choose from, a drop-down list to select from, or a text box to type your answer into. If a question is definitely not applicable to your type of application, you will not be able to answer the question, although the question text will still be visible.
D	Count button	There are limits to the length of some answers (defined in terms of the number of characters). Where appropriate, a 'Count' button can be found next to the answer box. You can use this to calculate how many characters you have used so far in your answer.
E	Help Text panel	On most pages, help text for each question will appear on the right-hand side of the screen; on some pages, it will appear above the question. If you need extra help, click on the link at the bottom right of the page, which will take you to a copy of this guide.
F	Navigation bar	The sections of the COPA are represented in the navigation bar along the top of each page. The label for the section you are on is purple with a downwards pointing arrow. You can jump to a given section by clicking on the appropriate section within the navigation bar.
G	Next Page/ Previous Page	These buttons allow you to move to the next/previous page within a section. If you are on the final/first page of a particular section, the buttons will take you to the next/previous section.
H	Save	Every time you move to a different page in the COPA, all your work is saved automatically. Alternatively, you can click the 'Save' button at any time.
I	Log out	You will have the option to log out at any time using the link in the top right hand corner of your screen. Before you log out, please use the 'Save' button to avoid losing any work on the current page.
J	Review My Answers	This button takes you to an overview of all the answers you have provided and allows you to see which questions have not yet been answered. This page will also highlight any compulsory questions that have not been answered, as well as any problems with the answers you have already provided.
K	Submit	Once you have completed the questions relevant to you and you are happy with your answers, you can submit your COPA.

Moving Between Pages and Sections

Navigating the COPA is straightforward. You can either use the 'Next Page' and 'Previous Page' buttons at the bottom of each page to move between pages and sections of the questionnaire or you can use the navigation bar, which runs across the top of each page. You must complete the 'Application Type' section in order to access the rest of the questionnaire.

Navigation Bar



Monitoring Your Progress

You can review the answers you have given and which questions you still have to complete by using the 'Review My Answers' button at any time. This will take you to the 'Review My Answers' screen shown below. Unanswered compulsory questions are highlighted by error messages to the right hand side of the page. You can change any of your answers by using the 'Edit' link. This will take you straight to the relevant page in the COPA.

Review My Answers Page

This page displays an overview of all your answers. You can also see which questions you have not answered. Unanswered compulsory questions are highlighted by warnings to the right. If you want to change any of your answers click on the 'Edit' link. You can generate a version of this information suitable for printing by clicking the 'Generate Printable Version' button.

You only have one opportunity to submit your transcript.

Please check and make sure that the transcript PDF that you upload is the correct file.

Once you have submitted your COPA and transcript, you will not be able to make any changes or upload another transcript PDF.

[Return to last page viewed](#)

[Generate Printable Version](#)

[Add Transcript](#)

There are 5 questions with errors in your application. These are highlighted in red below.

Personal Information

Name Prefix	Mr	Day of Birth	1 September 1997
First Name	John	Course	Modern and Medieval Languages (R800)
Middle Name		College	St Catharine's College
Last Name	Smith		

Application Type

No.	Question	Answer	Edit	Errors
T1.1	Date of birth	1 September 1997	Edit	
T1.2	Proposed year of entry	2015	Edit	
T1.3	I am making an overseas application	Yes	Edit	
T1.4	I am making an Organ Scholarship application	No	Edit	

Registering and Logging In

You can access the COPA via a link on the Undergraduate Study website (www.cam.ac.uk/copa). The first time you access the COPA, you must register to make a new application. You do not need to complete your COPA application in one sitting, and can return at any time to amend your answers up to the point of submission.

Please note that you must make only one COPA application a year, and you can only apply for one course at one College in any given application cycle. If you make more than one application, all your applications will become invalid and you will not be considered for admission. If you encounter any difficulties or problems with your COPA application, please contact the Cambridge Admissions Office (telephone: +44 (0) 1223 333308; email: copahelp@admin.cam.ac.uk) for support.

Registering

Register for Cambridge Online Preliminary Application		Help Text
<p>Welcome to Cambridge Online Preliminary Application registration.</p> <p>Please complete the form below to register a new application.</p>		
Email Address	<input type="text" value="copahelp@admin.cam.ac.uk"/>	
Confirm Email Address	<input type="text" value="copahelp@admin.cam.ac.uk"/>	
Password	<input type="password" value="*****"/>	
Confirm Password	<input type="password" value="*****"/>	
UCAS Personal ID	<input type="text" value="0123456789"/>	
Confirm UCAS Personal ID	<input type="text" value="0123456789"/>	
Click here to read the terms and conditions and view application deadlines		
Please tick this box if you have read and accept the terms and conditions <input checked="" type="checkbox"/>		
Validation image		
Please type the text displayed above into the box below.		
Validation Text	<input type="text" value="2L3VXF"/>	(case-sensitive)
<input type="button" value="Register"/>		<input type="button" value="Return to log in"/>

The first time you access the COPA, you will need to register to make a new application, by clicking on the 'Please click here to register' link on the log-in screen. To register, you will need to provide an email address, a password (at least eight characters, with at least one letter and one number) and your UCAS Personal ID number. It is very important that you use your personal email address, not one you share with other people, since we will use this email address to communicate with you once you submit your application. **Please make sure your email address is correctly entered;** otherwise you will not receive confirmation that you have submitted your application. You will need this confirmation email at a later stage in the application process.

UCAS Personal ID: you need to submit a UCAS application (see www.ucas.com) in addition to your COPA. Please register with UCAS before beginning the COPA, and provide us with the ten-digit Personal ID number that UCAS gives you.

Terms and conditions: please make sure you read these carefully before beginning your application. It is particularly important that you are aware of the relevant deadline for your application. If you submit your application after the deadline has passed, it will be invalid and you will not be considered for admission.

Logging In

<p>Cambridge Online Preliminary Application</p> <p>Welcome to the Cambridge Online Preliminary Application.</p> <p>Please click here to register if this is your first visit to the COPA.</p> <p>If you have already registered, please enter your log-in details below:</p> <p>Email Address <input type="text" value="copahelp@admin.cam.ac.uk"/></p> <p>Password <input type="password" value="*****"/></p> <p>I have forgotten my password</p> <p>Log In</p> <p>The University of Cambridge needs to temporarily place cookies on your computer to make this website work. To find out more about these cookies, see our cookies policy</p>	<p>Help Text</p> <p>We recommend you use the Firefox browser to fill in your COPA.</p> <p>How to log in: If this is your first log-in, please click the link opposite to register. If you have already registered this year, please enter the email address and password you registered with.</p> <p>If you cannot register or log in you should contact Cambridge Admissions Office or phone +44 (0)1223 333308.</p> <p>If you have forgotten your password, please enter your email and click on 'I have forgotten my password'.</p> <p>Guide to Completing the COPA (pdf)</p>
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When you want to resume your COPA, you will be able to log in using the details you provided as part of the registration process. Do not worry if you have forgotten your password – if you enter your email address and click on the 'I have forgotten my password' link, we will email you a temporary COPA password. You will be asked to change this temporary password the next time you log in to your application.

If you realise that you have entered your email address incorrectly, or you find that you no longer have access to the email account you used to register your application, please contact the Cambridge Admissions Office (telephone: +44 (0) 1223 333308; email: copahelp@admin.cam.ac.uk) as soon as possible. You will need your UCAS Personal ID number, and we will also confirm your identity by asking you questions about the answers you have given in the COPA.

See also Frequently Asked Questions (p29 and 30)

- *What should I do if there is a problem with my email address?*
- *What if I forget my COPA Password?*
- *What is my UCAS Personal ID number?*

Application Type

Section Summary

This section asks you some general questions to determine what type of application you want to make. You will need to complete this section before you are able to fill out the rest of the application. Please take care to ensure that you answer these questions correctly. If you later change your answers in this section, you may find that you have wasted time answering questions in other sections that are not required.

T1.1 Date of birth

Please provide your date of birth.

T1.2 Proposed year of entry

Please indicate which year of entry you are applying for. If you wish to begin your course in October 2015, for example, select 2015 from the drop-down list.

T1.3 I am making an overseas application

Please answer 'Yes' if you are currently studying at a school/college/university outside the European Union (EU), or having left school/college/university now live outside the EU. This includes applicants applying from Iceland, Liechtenstein, Norway and Switzerland.

T1.4 I am making an Organ Scholarship application

Please answer 'Yes' if you are applying for an Organ Scholarship. Further information about Organ Scholarships can be found on the Undergraduate Study website (www.cam.ac.uk/musicawards/).

Please note: if you answer 'No' to both T1.3 and T1.4, there is no need to complete a COPA application. To apply to the University of Cambridge, you should submit a UCAS application by 15 October 2014. You will then be asked to complete a Supplementary Application Questionnaire (SAQ) – you will be emailed a link to the SAQ when we receive your UCAS application (it will take a short time for your UCAS application to be processed, so you will not receive the email containing details of the SAQ immediately upon submission of your UCAS application. Please check your email inbox regularly as well as your 'junk'/'spam' folder).

Personal Details

Section Summary

In this section, we will ask for information about you, including your name, contact details and details of your parents/guardians. We will also ask you to supply a passport-style photograph.

P1.1 Photograph

To make a valid application, you must provide a passport-style photograph of yourself. The photograph is not part of the selection process. If you are invited to interview, it is used for security purposes and to assist interviewers in identifying applicants.

The photograph should:

- be in portrait orientation (eg 840px high by 700px wide)
- be in colour
- have a plain light-coloured background
- show your head and the top of your shoulders only, with your face central on the picture
- have good colour definition, not too dark or light
- be in focus
- show your face un-obscured (no sunglasses, hat, or scarf) unless you wear glasses or cover your hair for religious reasons
- show you acting naturally, not smoking, not with other people, or in a 'holiday snap'

You are strongly encouraged to upload a digital photograph. This should be a JPEG file (.jpg format, 100-500kb file size). Once you have uploaded a photo, please confirm that it is a true likeness of yourself, by checking the tick-box that will appear.

Personal Details (1 of 4)



[Delete photo](#) I confirm that this is a true likeness of myself

If you are unable to provide a digital photograph, you must complete and submit the Undergraduate Applicant Photograph Submission Form (www.study.cam.ac.uk/undergraduate/apply/forms/photo.pdf) for receipt by the relevant application deadline. If it is your intention to do this, please check the appropriate tick-box.

I undertake to submit a completed Undergraduate Applicant Photograph Submission Form.

See also Frequently Asked Questions (p30)

- I don't have a digital photograph of myself, what should I do?

P2.1 Name details

Please provide your title and full name, as well as the name you would prefer us to use. For instance, if your given name is Catherine but you prefer to be called Kate, specify this in the space provided. Please enter your name details exactly as you have entered them in your UCAS application. Failure to do so may slow down your application.

P2.2 Gender

Please select your gender exactly as it is stated on official documents, such as your passport, birth certificate, or driving licence.

P2.3 Have you indicated or will you indicate that you have a disability/specific learning difficulty in your UCAS application?

Please tell us if you are planning to declare a disability or specific learning difficulty in your UCAS application. For further information about this part of your UCAS application, please refer to UCAS Apply (www.ucas.com/apply) or contact UCAS Customer Services (telephone: +44 330 3330 230).

If you require further information about applying to Cambridge with a disability/specific learning difficulty, please visit the University's Disability Resource Centre website (www.cam.ac.uk/disability/) or contact them for advice (telephone: +44 (0) 1223 332301; email: disability@admin.cam.ac.uk).

P2.4 Have you indicated or will you indicate that you have a relevant criminal conviction in your UCAS application?

Please tell us if you are planning to declare a relevant criminal conviction in your UCAS application. For further information about this part of your UCAS application, please refer to UCAS Apply (www.ucas.com/apply) or contact UCAS Customer Services (telephone: +44 330 3330 230).

P3.1 Contact details

Please provide us with your contact details. It is important that these details are correct, as we will use them to contact you about your application. If your contact details change after submitting your application, please inform the Admissions Office of your preference College, or the Cambridge Admissions Office if you made an open application.

P4.1 Please complete the table with details of your parents/legal guardians

If you are under 21 years of age, please provide the full names of your parents/legal guardians. This information is requested in case we need to make contact at any stage before or after any offer is made. If you are over the age of 21, there is no need to answer this question.

If the address of your parents/legal guardians is the same as your home address, please check the 'Use my home address' tick-box to automatically populate the relevant address boxes.

Application Details

Section Summary

This section asks you a selection of questions relating to your application, which will help us ensure that it is processed in the right way.

D1.1 Proposed course at Cambridge

Specify the course that you wish to study at Cambridge. Not all courses are available at all Colleges – see the *Undergraduate Prospectus* or the Undergraduate Study website (www.cam.ac.uk/choosingacourse/) for details.

Organ Scholarship applicants should also note that some Colleges do not normally offer Organ Scholarships to applicants planning to study certain courses – further details are available on the Undergraduate Study website (www.cam.ac.uk/musicawards/).

D1.1a Indicate the option(s) within the course that you wish to follow

Some courses have particular options or pathways running through them. More information about the different options available can be found in the *Undergraduate Prospectus* and on the Undergraduate Study website (www.cam.ac.uk/choosingacourse/).

If applicable for your course, a list of course options/pathways will appear in the COPA as follows:

Course	Notes
Asian and Middle Eastern Studies (TT46)	Please select which two of the options below you wish to follow. If you wish to take just one language, please select the language you wish to study from the first drop-down list and the 'One Language Only' option from the second drop-down list. <ul style="list-style-type: none">• Arabic• Chinese• French• German• Hebrew• Italian• Japanese• Persian• Portuguese• Russian• Spanish <p>Some restrictions apply. For full details of possible combinations, see the Faculty website (www.ames.cam.ac.uk).</p>
Computer Science (G400)	Please select which one of the options below you wish to follow: <ul style="list-style-type: none">• Computer Science with Mathematics• Computer Science with Natural Sciences• Computer Science with Social Psychology
Mathematics (G100)	Please select which one of the options below you wish to follow: <ul style="list-style-type: none">• Mathematics• Mathematics with Physics
Modern and Medieval Languages (R800)	Please select which two of the options below you wish to follow: <ul style="list-style-type: none">• Classical Greek• Classical Greek (ab initio)• Classical Latin• French• German• German (ab initio)• Italian• Italian (ab initio)• Portuguese• Portuguese (ab initio)• Russian• Russian (ab initio)• Spanish• Spanish (ab initio) <p>'ab initio' refers to starting the language without any previous experience</p>
Natural Sciences (BCF0)	Please select which one of the options below you wish to follow: <ul style="list-style-type: none">• Biological Natural Sciences• Physical Natural Sciences

If there are no specific pathways for your course or we do not need to know this information at this stage, the drop-down lists will give 'Not applicable' as the only option available.

D1.1b Please enter your BMAT number (omitting the 'B' prefix) **(Medicine and Veterinary Medicine applicants only)**

Applicants for Medicine and Veterinary Medicine are asked to take the BioMedical Admissions Test (BMAT). More information about the BMAT can be found at: www.study.cam.ac.uk/undergraduate/apply/tests/bmat.html. When you register for the BMAT, you will receive a unique BMAT number consisting of a 'B' followed by five digits. Please only enter the five digits here, omitting the 'B'. For example, if your code is B12345, enter '12345' into the textbox.

D1.2 If you are thinking of changing course in the second/third year, please indicate this here

Students at Cambridge can (subject to their College's approval) take a different subject in their second/third year to that which they study initially. In addition, some subjects (Management Studies and Manufacturing Engineering) are only available as second or third year options.

If you think you are likely to want to change to another subject in the second or third year, please indicate this here using the drop-down list. If you do not anticipate changing course at this stage, please leave this box blank.

D1.3 Preferred College

(Organ Scholarship applicants should ignore this question)

Please select a College from the drop-down list. It is essential that your choice of College on your UCAS application and COPA match. If there is a discrepancy, your choice of College on your UCAS application will take precedence. If you have no preference for a particular College, you can choose to make an 'open application' (selecting the open application option in both your UCAS application and COPA), where your application is allocated by a computer program to a College. Please note that affiliated applicants must apply to a named College.

It is not possible, under any circumstances, to change your choice of College/open application once you have submitted your UCAS application and COPA. More information about choosing a College or making an open application is available in the *Undergraduate Prospectus* or on the Undergraduate Study website (www.cam.ac.uk/choosingacollege/).

If you are applying for an Organ Scholarship, you will be able to enter your College preferences at a later point in the application. You should therefore ignore this question.

D1.4 Are you currently studying full-time at another university?

Please indicate if you are currently studying full-time at another university.

D1.5 Are you completing or have you completed an undergraduate degree at another university?

Please indicate if you are completing or have already completed an undergraduate degree from another university and, if so, whether you are applying as an affiliated student. More information about affiliated students can be found at: www.study.cam.ac.uk/undergraduate/access/mature/affiliated.html.

D2.1 Have you applied to the University of Cambridge before?

If you have previously applied for an undergraduate place at the University of Cambridge, please indicate so here. If you answer 'Yes' (you have applied before), please indicate the year of entry you applied for in YYYY format (for instance, if you applied in the last admissions round for 2014 entry and are now reapplying, put '2014').

D2.2 Are there any circumstances, such as national service or gap year schemes, that might lead you to ask later to defer your entry to 2016 or 2017?

If there are any circumstances that may later lead you to ask to defer your entry, please provide details and indicate when you are likely to know if you wish to defer. If you are already applying for deferred entry in 2016, you should answer 'No' unless you think you are likely to ask to further defer your entry to 2017.

We ask for this information simply to help us plan student numbers. You will not be disadvantaged by answering 'Yes' to this question. Your answer can be a maximum of 120 characters including spaces.

D2.3 If you are unsuccessful in gaining a place for entry in October 2015, would you consider an offer for entry in October 2016?

If you have applied for entry in 2015, please indicate if you would consider an offer of a place for entry in October 2016. If you answer 'Yes' and your application is placed in the Winter Pool, it will be considered by other Colleges for direct entry in 2015 before being considered for deferred entry. Your preference/allocated College will have the first opportunity to make a deferred entry offer. Please note that indicating 'No' will not disadvantage your application for 2015 entry in any way.

If you are applying for 2016 entry, answer this question 'N/A' (not applicable).

The rest of the questions in this section are for overseas applicants only

D3.1 Please indicate where you would prefer to be interviewed if selected

Please indicate your first preference location for interview, if selected for interview. Please note that **restrictions apply** (further details can be found in the Frequently Asked Questions, p30), and that there are a limited number of places available for interviews in the following countries:

- China, Malaysia and Singapore – interviews in late October or early November
- Australia, Canada and Hong Kong – interviews in late November or early December

If you wish to be considered for interview outside Cambridge, there may be earlier deadlines for submission of your completed COPA and your UCAS application. Please check the table below carefully.

Application deadlines	Submit COPA by	Submit UCAS application by
Students who would like to be interviewed in China, Malaysia, or Singapore	20 September	20 September
Students who would like to be interviewed in Australia, Canada, or Hong Kong – restrictions apply (see p30)	15 October	15 October
Students who would like to be interviewed in Cambridge	15 October	15 October

If you are selected for interview outside Cambridge, you must pay an overseas interview fee of £130. Where relevant, further details and payment instructions (including the deadline for payment) will be provided in the correspondence inviting you to attend an interview.

See also Frequently Asked Questions (p30)

- *Where am I eligible for interview?*

D3.2 If you are selected for interview but it is not possible to interview you outside the UK, would you be able to come to Cambridge for interview, normally in November/December?

Please indicate whether you would be able to come to Cambridge for interview, if it is not possible to interview you in your first preference location. Please check the dates of any examinations you may have before answering this question.

If you have selected Cambridge as your first preference interview location, there is no need to answer this question.

D3.3 If you have left school/college (or expect to leave by March 2015), please indicate what you intend to do before starting your degree course

If you have already left school/college, or will have left by March 2015, please provide a brief description of what you plan to do before starting your degree course. The maximum length for answer to this question is 300 characters (including spaces).

Education

Section Summary

This section collects your education information and asks questions about the schools/colleges you are currently attending or have attended in the past.

E1.1 School/college/university currently or last attended

Please include the name as well as the full postal address, telephone number, and fax number of your current or most recent school/college/university. If these details change after submitting your application, please inform the Admissions Office of your preference College, or the Cambridge Admissions Office if you made an open application.

Please also give the date when you entered and will leave (or left) the school/college/university in the format MM/YYYY (for example June 2015 should be entered as 06/2015)

E2.1 If you have taken GCSEs at a UK school, please enter its name and postcode

If you have taken GCSEs at a UK school, please give its name and postcode in the appropriate spaces. If you have not taken GCSEs at a UK school, please leave this blank.

E2.2 Places of education since age 11

Give a complete list in chronological order of the schools you have attended since age 11. You should not re-enter your current or most recent school/college (you should have entered this under question E1.1).

E2.3 Are you attending/have you attended a non-UK school/college/university?

If you are attending/have attended a school/college outside the UK, you must submit a High School Transcript in English by the relevant application deadline. This is however **not** required if you took IGCSEs and have just taken/are now taking the IB or A Levels. If you are currently attending a university, you must **also** submit a University Transcript in English if available to you at the point of application. Your application will not be considered unless your transcripts are received.

By 'High School Transcript', we mean a record of your academic achievement to date in your secondary school/college examinations (usually the last two years of schooling). For most students, this will be an official document or certificate from your school/college which lists the subjects you have studied and the grades/qualifications that you have obtained. Further guidance relating to transcripts can be found at: www.study.cam.ac.uk/undergraduate/apply/transcript/.

See also Frequently Asked Questions (p30 and p31)

- *What do you mean by a 'High School Transcript'?*
- *Am I required to submit a High School Transcript?*

E3.1 If you are currently at school/college (or left in 2014), please complete the table below for the AS/A Level (or equivalent) qualifications you studied last year (and the year before, if you left in 2014) and those that you are currently undertaking.

Please provide us with details of the class sizes and the main topics covered for each qualification taken in your last two years of school/college:

- if you are still at school/college, please provide details for the 2013-14 school year and topics studied up until December 2014 in the 2014-15 school year
- if you have finished or are finishing school/college in 2014, please provide details for both the 2012-13 and 2013-14 school years
- if you left school/college before 2014, there is no need to complete this table.

Please complete one row for each subject studied in each year. You can add additional rows with the 'Add New Subject' button. Checking the tick-box to the left of the subject box and then clicking 'Delete Selected' will delete the row.

Information on topics is requested to help our interviewers compose questions. Abbreviations are acceptable. Please see our examples for the level of detail required. If you are unsure which topics you will be covering up to December 2014, please ask your teachers for guidance.

Class Sizes and Topics Covered

Subject	Qualification/Level	Class Size	Academic Year	Topics
Biology	AS Level	15	2013-2014	Molecules and Cells Exchange
Biology	A Level	10	2014-2015	Human Health Respiration
Chemistry	AS Level	8	2013-2014	Atomic Structure, Bonding, Kinetics
Chemistry	A Level	7	2014-2015	Functional Groups, Periodicity
English Literature	AS Level	10	2013-2014	Keats, Shakespeare's Hamlet
Mathematics	AS Level	15	2013-2014	Algebra and Functions, Calculus
Mathematics	A Level	12	2014-2015	Probability, Complex Numbers

[Add New Subject](#) [Delete Selected](#)

Subject	Qualification/Level	Class Size	Academic Year	Topics
Economics	IB Higher Level	20	2013-2014	Introduction to Economics, Microeconomics
Economics	IB Higher Level	15	2014-2015	Macroeconomics, International Economics
History	IB Higher Level	18	2013-2014	World War 1, World War 2, USSR
History	IB Higher Level	15	2014-2015	International Relations 1918-1936, The Cold War
German	IB Higher Level	11	2013-2014	Goethe's Faust, Mann's Der Tod in Venedig,
German	IB Higher Level	11	2014-2015	Brecht's Die Dreigroschenoper
Biology	IB Standard Level	24	2013-2014	Cells, Genetics, Human Health
Biology	IB Standard Level	16	2014-2015	Ecology, Evolution, Cell Respiration
English Literature	IB Standard Level	14	2013-2014	Shakespeare's Othello
English Literature	IB Standard Level	12	2014-2015	Shakespeare's Twelfth Night
Mathematics	IB Standard Level	19	2013-2014	Functions, Sequences, Trigonometry
Mathematics	IB Standard Level	19	2014-2015	Logic, Fundamental Calculus

[Add New Subject](#) [Delete Selected](#)

See also Frequently Asked Questions (p32 and p33)

- How much detail do I need to give about topics that I have studied?
- What do you mean by 'AS/A Level or equivalent'?

E4.1 Were you able to take the subjects at AS/A Level or equivalent that you wanted?

Please comment on whether or not you were able to take the AS/A Level or equivalent (eg IB, Singapore A Levels/Higher Levels, APs) subjects you would ideally have liked to take. Your answer can be a maximum of 300 characters including spaces.

See also Frequently Asked Questions (p33)

- What do you mean by 'AS/A Level or equivalent'?

E4.2 Can your school/college provide extra lessons or support to Cambridge applicants (for example preparation for STEP Mathematics)?

If your school/college provides any additional support for Cambridge applicants, such as additional classes to prepare for STEP, please give details in the space provided. Your answer can be a maximum of 300 characters including spaces.

E4.3 Have there been any difficulties with the teaching of your subjects at AS/A Level or equivalent?

If there have been any difficulties with the teaching in any of your AS/A Level (or equivalent) subjects, please give details in the space provided. Your answer can be a maximum of 300 characters including spaces.

See also Frequently Asked Questions (p33)

- What do you mean by 'AS/A Level or equivalent'?

Qualifications

Section Summary

Here we ask for details of the qualifications you have completed or are currently studying. If you are studying modular AS or A Levels (ie your course is broken down into individually examined units), you will need to enter details of all of the units you have taken (including examination results) or will have taken by the end of your course. If you are taking CIE AS or A Levels, for which a percentage uniform mark is available, you should enter details of any percentage uniform mark achieved.

Q1.1 Please enter information for any qualifications already completed where the result is known, including any resits

If you have taken modular AS/A Levels (including CIE AS/A Levels), you should not list individual units in this question – you will be asked for these in question Q3.1. Please just give your grade (for example A*, A, B).

Q2.1 Please enter information for any qualifications currently being studied or not yet completed

If you are taking modular AS/A Levels (including CIE AS/A Levels), you should not list individual units in this question – you will be asked for this information in question Q3.1.

Wherever possible, each subject should be selected from the drop-down menus. For instance:

- Advancing Physics should be indicated as 'Physics'
- Human Biology should be indicated as 'Biology'
- all varieties of Design Technology (for example Product Design, Resistant Materials) should be indicated as 'Design Technology'
- Mathematics with Statistics should be indicated as 'Mathematics'

Where your subject (or a close equivalent), qualification, or Awarding Body is not listed in the drop-down menu, please select '～ Other' from the bottom of the drop-down menu and enter the correct value in the text box provided. By 'Awarding Body', we mean the organisation that officially awards the qualification that you have studied/are studying for.

You can enter additional qualifications with the 'Add New Subject' button, and use the tick-boxes and 'Delete Selected' button to delete rows from the table.

Australia and Canada: please select, as Awarding Body, '～ Other' from the bottom of the drop-down menu and enter your Province/State/Territory in the 'Other Awarding Body' text box.

Degrees: please select, in the Subject box, '～ Other' from the bottom of the drop-down menu and enter both subject and degree level in the 'Other Subject' box, eg 'BSc in Material Sciences'.

If you have attended or are attending a school/college outside the UK, please ensure that you submit a High School Transcript in English by the relevant application deadline (unless you took IGCSEs and are now taking/have taken A Levels or the IB), as outlined in question E2.3 (p14). If you are currently attending a university, you must **also** submit a University Transcript in English if available to you at the point of application. Your application will not be considered unless your transcripts are received. If you are applying as an **affiliated student**, you should also submit an official transcript or other official record of your academic performance.

See also *Frequently Asked Questions (p30, p31 and p34)*

- *What do you mean by a 'High School Transcript'?*
- *Am I required to submit a High School Transcript?*
- *What do you mean by 'Awarding Body'?*

Q3.1 Modular AS/A Level Unit details

Applicants who have not taken/are not taking any AS or A Levels should ignore this question and proceed to the next page. If you have taken/are taking Singapore or Hong Kong A Levels only, you should also ignore this question.

If you have taken/are taking AS or A Levels, this screen will show a series of subject tables based on the subjects for which you have listed AS/A Level qualifications in questions Q1.1 and Q2.1. If any of your AS/A Level subjects are not listed here (except for Further Mathematics), please return to Q1.1 and Q2.1, and check that you have correctly listed the qualification as either 'A Level', 'AS Level', or 'A Level (free-standing maths)'.

If you have taken/are taking **Further Mathematics**, you will not see any tables marked 'Further Mathematics' – instead, you should enter all of your Further Mathematics units under 'Mathematics'. Failure to do so may disadvantage your application.

For each subject, please provide details of the units you have taken (or percentage uniform marks in the case of CIE AS/A Levels, see below), and any units you are currently studying towards in the appropriate tables. If you are planning to retake a unit, you should indicate this in the 'Modular AS/A Level Units Completed' table. There is no need to list the unit a second time in the 'Modular AS/A Level Units Not Yet Completed' table.

AS/A Level Unit details

AS/A Level Units						
Subject Biology						
Modular AS/A level units completed						
Unit Code	Unit Title	Date Taken (MM/YYYY)	UMS Score	UMS Out of	Plan to Retake?	
<input type="checkbox"/> 6B101	Lifestyle, Transport, etc	06/2014	95	120	<input checked="" type="checkbox"/>	
<input type="checkbox"/> 6B102	Development, Plants, etc	06/2014	106	120	<input type="checkbox"/>	
<input type="checkbox"/> 6B103	Practical Biology, etc	06/2014	55	60	<input type="checkbox"/>	
<input type="button" value="Add New Unit"/> <input type="button" value="Delete Selected"/>						
Modular AS/A level Units Not Yet Completed						
Unit Code	Unit Title					
<input type="checkbox"/> 6B104	The natural environment, etc					
<input type="checkbox"/> 6B105	Energy, Exercise, etc					
<input type="checkbox"/> 6B106	Practical Biology, etc					
<input type="button" value="Add New Unit"/> <input type="button" value="Delete Selected"/>						

For each unit you have taken, please provide details of the unit code, unit title, date taken, UMS score achieved and maximum UMS score possible, and indicate whether you plan to retake it. Please note that UMS scores should be listed for each sitting of the unit and regardless of whether or not you have certificated or retaken the unit. **Please note that your preference/allocated Cambridge College will require that you supply full and accurate evidence of your UMS achievement (eg your statement of results) once your application has been received.**

For each unit you are currently studying towards, please provide details of the unit code and title only.

You can enter additional units by clicking the 'Add New Unit' button, and use the tick-boxes and 'Delete Selected' button to delete rows from the table.

As you may have a lot of data to enter on this page, we recommend that you save your work regularly using the button provided.

Failure to provide this information in the format specified will disadvantage your application.

Please note that if you later go back to questions Q1.1 and Q2.1 and delete your AS/A Level qualifications in a particular subject, all the units you have entered for that subject at question Q3.1 will also be deleted.

CIE percentage uniform marks details

(CIE AS/A Level applicants only)

AS/A Level Units						
Subject Mathematics						
Modular AS/A level units completed						
Unit Code	Unit Title	Date Taken (MM/YYYY)	UMS Score	UMS Out of	Plan to Retake?	
<input type="checkbox"/> 9709A	Mathematics	06/2014	95	100	<input type="checkbox"/>	
<input type="button" value="Add New Unit"/> <input type="button" value="Delete Selected"/>						
Modular AS/A level Units Not Yet Completed						
Unit Code	Unit Title					
<input type="checkbox"/> 9231A	Mathematics - Further					
<input type="button" value="Add New Unit"/> <input type="button" value="Delete Selected"/>						

Subject Physics						
Modular AS/A level units completed						
Unit Code	Unit Title	Date Taken (MM/YYYY)	UMS Score	UMS Out of	Plan to Retake?	
<input type="checkbox"/> 9702AS	Physics	06/2014	98	100	<input type="checkbox"/>	
<input type="button" value="Add New Unit"/> <input type="button" value="Delete Selected"/>						
Modular AS/A level Units Not Yet Completed						
Unit Code	Unit Title					
<input type="checkbox"/> 9702A	Physics					
<input type="button" value="Add New Unit"/> <input type="button" value="Delete Selected"/>						
Subject Chemistry						
Modular AS/A level units completed						
Unit Code	Unit Title	Date Taken (MM/YYYY)	UMS Score	UMS Out of	Plan to Retake?	
<input type="checkbox"/> 9701AS	Chemistry	11/2013	97	100	<input type="checkbox"/>	
<input type="checkbox"/> 9701A	Chemistry	06/2014	99	100	<input type="checkbox"/>	
<input type="button" value="Add New Unit"/> <input type="button" value="Delete Selected"/>						
Modular AS/A level Units Not Yet Completed						
Unit Code	Unit Title					
<input type="checkbox"/>						
<input type="button" value="Add New Unit"/> <input type="button" value="Delete Selected"/>						

For each qualification level in which you have a percentage uniform mark, you should enter the subject code followed by 'AS' or 'A' in the 'Unit Code' box. For example, if you have a percentage uniform mark for Chemistry AS Level, you should enter '9701AS' in the 'Unit Code' box. You should re-enter the subject name in the 'Unit Title' box (eg 'Chemistry'). You should enter a percentage uniform mark out of 100. For example, if you have achieved 95 per cent (%), you should enter '95' in the 'UMS Score' box and '100' in the 'UMS Out of' box.

Please note that your preference/allocated Cambridge College will require that you supply full and accurate evidence of your percentage uniform marks achievement (eg your statement of results) once your application has been received.

For each qualification level you are currently studying towards, please provide details of the subject code (followed by 'AS' or 'A') and title only.

You can enter additional qualification levels by clicking the 'Add New Unit' button, and use the tick-boxes and 'Delete Selected' button to delete rows from the table.

As you may have a lot of data to enter on this page, we recommend that you save your work regularly using the button provided.

Failure to provide this information in the format specified will disadvantage your application.

Please note that if you later go back to questions Q1.1 and Q2.1 and delete your AS/A Level qualifications in a particular subject, all the units you have entered for that subject at question Q3.1 will also be deleted.

See also Frequently Asked Questions (p34)

- What do you mean by a 'modular A Level'?

The rest of the questions in this section are for overseas applicants only

Q4.1 SAT results

If you have taken American SATs or SAT Subject Tests, please give details, including any resits. This question is only intended for SAT examinations that you have already completed and received a mark for. If you are intending to take SAT examinations in the future, please add these to the list at Q2.1 ('Qualifications currently being studied or not yet completed'), selecting 'USA SAT' from the drop-down menu under 'Qualification/Level'.

Q4.2 If you have taken the International English Language Testing System (IELTS) qualification, please provide details of your scores below

If you have taken the IELTS qualification, please list all of your scores in the table provided. If you have taken IELTS on more than one occasion, you should also use the 'Add New IELTS Qualification' button to provide details of your earlier scores.

Q4.2a If you have taken a different English language qualification, please provide details

If you have taken an English language qualification other than IELTS, please note the qualification you have taken, the date (MM/YYYY) you took it, and your results. If you intend to take an English language qualification in the future, please note the qualification you intend to take and the date you intend to take it.

Your answer can be a maximum of 300 characters including spaces.

Failure to declare English language qualifications you have achieved or are intending to take will disadvantage your application.

If your first language is not English you must have, or achieve, an acceptable English language qualification before entry. A reasonable standard in spoken English is also required at the time of interview (see the Undergraduate Study website at: www.study.cam.ac.uk/undergraduate/international/requirements.html for further details).

Organ (Organ Scholarship Applicants Only)

Section Summary

This section asks additional questions that are only relevant to applicants wishing to be considered for an Organ Scholarship. If you do not wish to apply for an Organ Scholarship but can still see this section of the COPA, you should return to the 'Application Type' section and change your answer to question T1.4.

M1.1 I wish to apply for an Organ Scholarship

If you do not wish to apply for an Organ Scholarship, select 'No' and go to question F1.1 in the 'Fees & Funding' section (p21).

Please note that if you later change your answer to this question from 'Yes' to 'No', you will lose any answers you have made to other questions on this page.

M1.2 Please indicate the Cambridge College(s) and year(s) for which you wish to be considered for an Organ Scholarship

Organ Scholarships are offered for entry in 2015 and/or 2016. Please indicate your College/year choices **in order of preference**. Use the tick-box and arrow buttons to change the order or remove choices. You should include all Colleges at which you wish to be considered for a Scholarship. Please check the entry requirements set by each College for your course, and do not express a preference for a College for which you are not qualified. If a new Organ Scholarship becomes available after you have submitted your COPA, we will contact you directly.

The first preference College you enter here must match the College you select on your UCAS application.

M1.3 I am an applicant for ...

Please indicate whether you are applying for Organ Scholarships at Oxford as well as Cambridge, and which university is your first choice.

M1.4 If unsuccessful in winning an Organ Scholarship in the Organ Trials, would you like to carry on with your application for standard admission?

If you are unsuccessful in securing an Organ Scholarship, you may choose to withdraw your application or to continue as an applicant for standard admission. All Organ Scholarship applicants will be assessed and interviewed academically during the Organ Trials in September.

M2.1 Do you require accommodation in Cambridge for the Organ Trials?

If you do not require College accommodation during the Organ Trials, please give the address where you will be staying in the space provided. Your answer can be a maximum of 300 characters including spaces.

M2.2 Instruments played including highest standard/grades attained

Please provide details of the musical instruments you play, including the highest standard or grades you have attained, as shown in the screenshot below. It is only necessary to enter the highest grade attained – for example, if you have taken all eight Associated Board examinations for the clarinet, you need only enter your Grade 8 score.

Instruments played

M2.2 Instruments played including highest standard/grades attained	
Instrument	Highest standard/grade
<input type="checkbox"/> Piano	ABRSM Grd 8 (Dist. - 135)
<input type="checkbox"/> Clarinet	ABRSM Grd 8 (Dist. - 141)
<input type="checkbox"/> Cello	TrinGSM Grd 5 (Merit - 86)

Add New Choice **Delete Selected Choice**

M3.1 Organ experience

Please provide details of any experience that is relevant to your application for an Organ Scholarship. Your answer can be a maximum of 4,000 characters including spaces.

Fees & Funding

Section Summary

The level of tuition fees you pay (UK/EU or Overseas) depends on the College's/University's assessment of your fee status under The Education (Fees and Awards) (England) Regulations 2007 and their subsequent amendments. The questions in this section will be used to make an initial assessment of your fee status.

If you are unsure of your fee status or think you may be liable for overseas fees, please request a fee status questionnaire from your College. This will help the College to establish your classification. You should consult your College as soon as possible if there is any doubt about your fee status classification.

F1.1 Country and place of birth

Please provide your country of birth and the closest major town or city to your birthplace.

F1.2 Nationality

Please indicate your nationality by selecting the appropriate country from the drop-down menu.

F1.3 Country of ordinary residence since 1 September 2012 not solely for education

Please note that your 'country of ordinary residence' is the country where you normally live (not solely for the purposes of education). You may be required to provide proof of residency.

F1.4 Residential category as given in your UCAS application

Please indicate the residential category that you have given or intend to give in your UCAS application.

UCAS uses the residential categories detailed overleaf.

Category	Explanation
1 UK Citizen or EU National	You are a UK or EU national, or are the child or grandchild, or the spouse or civil partner of a UK or EU national, and have lived in the European Economic Area (EEA), Switzerland, or Overseas Territories (OT) for the past three years, but not just for full-time education. If you have been living in the EEA, Switzerland, or OT for three years partly for full time education, you also lived in the EEA, Switzerland, or OT prior to that 3 year period.
2 EEA or Swiss national	Either: You are an EEA or Swiss national working in the UK, or you are the child, spouse or civil partner of such a person, or you are the parent or grandparent of an EEA national working in the UK. You have lived in the EEA, or Switzerland, or OT for the past three years, but not just for full-time education. If you have been living in the EEA, Switzerland, or OT for three years partly for full time education, you also lived in the EEA, Switzerland, or OT prior to that 3 year period. Or: You are the child of a Swiss national and have lived in the EEA, or Switzerland, or OT for the past three years, but not just for full-time education. If you have been living in the EEA, Switzerland, or OT for three year partly for full time education, you also lived in the EEA, Switzerland, or OT prior to that 3 year period.
3 Child of a Turkish worker	You are the child of a Turkish national who has lawfully worked in the UK, and you have lived in the EEA, Switzerland, or Turkey for the past three years.
4 Refugee	You have been recognised as a refugee by the British government, or you are the spouse, civil partner or child under 18 of such a person at the time of the asylum application.
5 Humanitarian Protection or similar	You have been granted Exceptional Leave to Enter or Remain, Humanitarian Protection, or Discretionary Leave, or you are the spouse, civil partner or child under 18 of such a person at the time of the asylum application.
6 Settled in the UK	You have Indefinite Leave to Enter or Remain in the UK, or have the Right of Abode in the UK and have lived in the UK, the Channel Islands, or the Isle of Man (or more than one of these) for three years, but not just for full-time education. (However, this does not apply if you are exempt from immigration control, for example, as a diplomat, a member of visiting armed forces, or an employee of an international organisation, or the family or staff member of such a person: if this is your situation your residential category is Other).
9 Other	You do not match any of the above categories.

Further information on residential categories, including a questionnaire to determine your category, is available during your UCAS application.

F1.5 Fee code as given in your UCAS application

Please enter the fee code that you have given or intend to give in your UCAS application. Your answer to this question will help us understand how you intend for the cost of your tuition fees to be met, regardless of any scholarships you have/are pursuing.

UCAS uses the following fee codes:

Fee code	Explanation
01 Private finance	Entire cost of tuition fees is to be paid by private finance
02 SLC, SAAS, NIBd, EU, Chl, IoM	Applying for student support assessment by local authority, Student Finance England, Student Finance Wales, Student Awards Agency for Scotland, Student Finance NI (Northern Ireland), Northern Ireland Education and Library Board, SLC EU Team, Channel Island, or Isle of Man agency
04 Research council	Contribution from a research council
05 DH/Regional Health	Contribution from the Department of Health and Social Security, or from a Regional Health Authority
06 UK Govt intl award	International student award from the UK Government or the British Council
07 Training agency	Contribution from a training agency
08 Other UK Govt award	Contribution from another Government source
09 International agency	Contribution from an international agency, government, university, or industry
10 UK industry/ commerce	Contribution from UK industry or commerce
90 Other source	Other source of finance
99 Not known	Not known (do not know at the time of application how the cost of tuition fees will be met)

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Further information on selecting the appropriate fee code is available during your UCAS application.

The rest of the questions in this section are for overseas applicants only

F2.1 Passport number

Please enter your passport number. If you do not have a passport, please enter 'No passport'. If your passport details change after submitting your COPA, please inform the Admissions Office of your preference College, or the Cambridge Admissions Office in the case of an open application.

F2.2 Source and amount of funding

Please indicate possible sources of funding and likely annual amounts. 'Private funding' is not a sufficient answer. Your answer can be a maximum of 300 characters including spaces.

For overseas students, support normally comes from family funding and/or through a scholarship programme. The source of any scholarship funding should be indicated. The Cambridge Commonwealth, European & International Trust (www.cambridgetrusts.org) has some bursaries that may provide limited support for students who are able to meet the major part of their costs from other sources, but there are very few full-cost awards available for undergraduate study. If you receive an offer of a place, your College will send you appropriate information in January.

F2.3 Have you applied or will you be applying for a scholarship only tenable at specific Cambridge Colleges?

Some Colleges also offer partial financial support for overseas students. Further information can be obtained from College Admissions Offices.

Additional Information

Section Summary

This section asks for additional information such as your UCAS personal statement and allows you to enter an additional, Cambridge-specific personal statement if you wish. You will also be asked for details of your UCAS referee, so please make sure you have these to hand.

A1.1 Please enter your personal statement in English as prepared for your UCAS application

Please provide the personal statement that you have included or intend to include in your UCAS application. Please ensure that it matches the personal statement you provide through UCAS. If you have any additional comments that are particularly relevant to your application to Cambridge, you should enter them in question A2.1. Your answer can be a maximum of 4,000 characters including spaces (this is the same length as your UCAS personal statement).

We strongly recommend that you type your personal statement directly into the COPA (rather than copying and pasting) as some characters are not supported by our system, and this may cause difficulties with the submission of your application.

A2.1 Optional additional personal statement

If you wish to add anything specific about your application to Cambridge, please do so in the space provided. We would be particularly interested to know what aspects of the Cambridge course attracted you to apply here. Your answer can be a maximum of 1,200 characters including spaces.

Not providing an optional additional personal statement will not disadvantage your application in any way.

A2.2 Do you have any specific career plans?

If you have any career plans at this stage, please give details. Do not worry if you don't have any specific plans at this stage: you will not be disadvantaged as a result. Your answer can be a maximum of 300 characters including spaces.

A3.1 How have you kept up your interest in the subject you have applied for?

Please tell us how you have kept up your interest in the subject for which you have applied, outside your current school/college work. Your answer can be a maximum of 300 characters including spaces.

A3.2 Are you interested in applying for a Choral Award?

Please indicate if you are interested in applying for a Choral Award. Further information about Choral Awards can be found at: www.cam.ac.uk/musicawards/.

If you receive an offer of an academic place, you will need to complete a Choral Award application form by **15 February 2015** at the latest to be considered for an Award.

A3.3 Are you interested in applying for an Instrumental Award for Chamber Music?

Please indicate if you are interested in applying for an Instrumental Award for Chamber Music. More information about the scheme can be found at: www.cam.ac.uk/musicawards/.

If you receive an offer of an academic place, you will need to complete the Instrumental Award Scheme application form by **28 February 2015** at the latest to be considered for an Award.

A3.4 Is there anything else you would like us to know?

If there is anything else not already mentioned on your application that you would like us to know, please give details in the space provided. Your answer can be a maximum of 600 characters including spaces.

A4.1 Please provide contact details for your UCAS referee

Please provide the contact details for your UCAS referee. If you are submitting your COPA for a deadline earlier than 15 October 2014 (ie if you are applying for an Organ Scholarship or to be considered for interview in China, Malaysia, or Singapore), we will contact your UCAS referee directly by email to request a copy of their reference along with predicted grades and ranking (ranking is not required for Organ Scholarship applicants). This information must reach us by no later than 11 September 2014 (Organ Scholarship applicants) or 20 September 2014. If you are submitting your COPA application for the 15 October 2014 deadline, the reference will be obtained from your UCAS application.

If you do not know your referee's email address, please get in touch with your referee as soon as possible to obtain it. If your referee does not have an email address, please contact the Cambridge Admissions Office for guidance as soon as possible (telephone: +44 (0) 1223 333308; email: copahelp@admin.cam.ac.uk).

See also Frequently Asked Questions (p32)

- *What do you mean by 'reference'?*

A5.1 Transcript

If you are attending/have attended a school/college outside the UK, you must submit a High School Transcript in English by the relevant deadline. This is **not** required if you took IGCSEs and have just taken/are now taking the IB or A Levels. If you are currently attending a university, you must **also** submit a University Transcript in English if available to you at the point of application.

To find out whether you are required to upload a transcript, please see www.study.cam.ac.uk/undergraduate/apply/transcript.html.

If you are required to upload both a High School Transcript and a University Transcript, you will need to combine them to create a single PDF.

If your transcript is ready, please use the 'Attach transcript' button to upload your transcript. If you are not able to upload a transcript at this point, you can still complete and submit your COPA. Once you have submitted your COPA, you can log in again to review the answers you have submitted and upload your transcript.

You **must** ensure that your transcript is uploaded by the relevant deadline. If you think that you will not be able to upload your transcript by the relevant deadline, please contact the Admissions Office of your preference College, or the Cambridge Admissions Office if you have made an open application, to advise them that you will upload your transcript at a later stage. This should not delay submission of your COPA.

See also Frequently Asked Questions (p30 and p31)

- *What do you mean by a 'High School Transcript'?*
- *Am I required to submit a High School Transcript?*

The following question is for Organ Scholarship applicants only

A6.1 Please provide contact details for your musical referee

In addition to the UCAS reference, applications for Organ Scholarships should be accompanied by a declaration of musical ability. Your musical referee should write to the Admissions Office of your first preference College by **11 September 2014** describing your musical ability and fitness to hold an Organ Scholarship. Please provide your referee with a completed declaration coversheet (www.study.cam.ac.uk/undergraduate/apply/forms/musicreferee.pdf).

Please note that it is your responsibility to ensure that the declaration of musical ability reaches us by the appropriate deadline.

Pay & Submit

When you think you have completed all sections of the COPA, you may wish to check your answers by using the 'Review My Answers' button. If you have not answered any compulsory questions or you have provided an invalid answer, these will be highlighted on the right hand side of the page as shown below.

Example of an Error Message

F1.1 Country of birth	Singapore	Edit
	Place of birth	Edit Required question not completed.
F1.2 Nationality	Singapore	Edit

You can edit your answers by clicking on the 'Edit' link. This will take you to the appropriate page in the COPA. If you are satisfied with all your answers and there are no errors, you should proceed to the 'Pay & Submit' section of the COPA. At this stage, you may wish to print a final copy of your answers for your records.

On the submit page, you will be asked to confirm that you accept the terms and conditions of the COPA, and you will be given the opportunity to review the application deadlines and fees. Once you have reviewed the terms and conditions, and are sure you wish to submit your application, you should check the 'I accept these terms and conditions' tick-box at the bottom of the page and press the 'Submit and Pay' button.

Please make sure that you have not missed the relevant COPA application deadline. You will not be prevented from submitting the form after the relevant deadline, but your application will be invalid and will not be considered. In addition, we strongly recommend that you do not leave submitting your COPA and UCAS application until the last minute in case you encounter difficulties.

Declaration Tick-box and Submit

Declaration and Submit

Declaration

We cannot process your application unless you tick the declaration box at the bottom of this page.
[Please click here to review the terms and conditions you agreed to during the registration process.](#)

Please note that your application will be invalid if you do not pay and submit by the appropriate deadline:

Overseas applications

- 20 September for interview in Malaysia, PR China or Singapore
- 15 October for interview in all other locations

Organ Scholarship applications

- 1 September for Organ Scholarship applications

The following fees are payable for COPA applications, depending on your application type:

Overseas application only

- Total fee of £30.00

Organ Scholarship application only

- Total fee of £10.00

Overseas and Organ Scholarship application

- Total fee of £40.00, comprising £30.00 overseas application fee and £10.00 Organ Scholarship fee

In the event that you are selected for an interview at a location outside the UK, an interview fee of £130.00 is payable prior to the interview date. Further information on this payment will be provided in the correspondence inviting you to attend an interview.

After you press the 'Submit and Pay' button below, you will be asked to use a credit or debit card to pay your application fee. Your application will not be submitted until this card payment has been successfully created and you press the 'Complete payment' button.

By clicking the 'Submit and Pay' button, you confirm that you agree to the terms and conditions of the Cambridge Online Preliminary Application (COPA), consent to pay the appropriate application fee, and acknowledge that your application will be invalid if it is received after the relevant application deadline. You also confirm that the data you have provided is complete and accurate, and give express consent that your application may now be processed and assessed.

* I accept these terms and conditions:

Submit and Pay

When you click 'Submit and Pay', you will be asked to confirm that you wish to submit your COPA. **Please note that after submitting the COPA, it is not possible to alter your answers.** If you confirm that you wish to submit, you will be taken through the application fee payment process. You will be asked to pay the appropriate fee by debit or credit card:

Application Type	Fee
Organ Scholarship application only	£10.00
Overseas application only	£30.00
Overseas and Organ Scholarship application	£40.00, comprising £30.00 overseas application fee and £10.00 Organ Scholarship fee

Once the card payment process is completed, you will see the following screen and will be sent an email confirmation of your payment. It is important that you now click on 'Complete Payment' to finalise the COPA submission process. If you do not click on this button, your application will still be submitted but there may be a **delay of up to 24 hours** before you receive an email confirming your COPA has been received.

See also Frequently Asked Questions (p34)

- I'm unable to submit my COPA, what should I do?

Successful Payment

The screenshot shows a payment confirmation page from CamSIS. At the top, it features the University of Cambridge logo, the CamSIS logo, and payment method logos for Visa, MasterCard, Maestro, American Express, and VISA Electron. It also includes logos for Barclaycard Business and ePDQ, with the text "Secure, reliable internet payments from". Below this, there's a "Payment Status - Success" section with transaction details and a cardholder details section. At the bottom, there are links for "Print" and "Complete Payment".

Transaction Details		Cardholder Details	
Payment Status:	Success	Cardholder Details:	Cambridge Admissions Office 32 Trumpington Street ... Cambridge ... CB2 1QY ... United Kingdom
Date / Time:	Jun 17 2014 12:16:16	Email:	
Merchant:	COPA Application Fee Payment		
Approval Code:	084916		
Payment ID:	ATJQ0008453		
Amount:	£ 40.00		
Card Number:	*****0299		
Expiry Date:	03/2015		

If you know you will be unable to pay by debit or credit card, please contact the Cambridge Admissions Office (telephone: +44 (0) 1223 333308; email: appfees@admin.cam.ac.uk) as soon as possible to discuss alternative payment methods.

After you submit, you will receive **two** emails: one confirming that your payment has been processed, and a second confirming that your COPA submission has been received. The submission confirmation email will contain your COPA Reference Number (consisting of the letter "C" followed by 9 digits). **It is very important that you retain these emails – you will need both your COPA Reference Number and your UCAS Personal ID number at a later stage in the application process.**

Please note that you will be unable to submit your COPA if there are still compulsory questions that you have not answered, or you have provided an invalid answer. If this is the case, you will be referred back to the 'Review My Answers' page to check and correct your answers before trying to submit your COPA again.

See also Frequently Asked Questions (p29)

- I've submitted my COPA but I haven't received an email acknowledgement, what should I do?

Frequently Asked Questions

Why do I have to complete a Cambridge Online Preliminary Application?

The Cambridge Online Preliminary Application (COPA) must be completed by anyone applying from outside the EU (this includes those applying from Iceland, Liechtenstein, Norway and Switzerland) or applying for an Organ Scholarship. This questionnaire has been developed to help us gather the additional information required to allow us to assess your application. In many cases, there is also an earlier application deadline to allow time to arrange overseas interviews and Organ Trials.

Do I also have to fill out a Supplementary Application Questionnaire (SAQ)?

Yes. It is very important that you also complete the Supplementary Application Questionnaire (SAQ) after submitting your UCAS application – your application will not be valid unless you also submit a SAQ. We will email you a link to the SAQ once we receive your UCAS application. Once you have confirmed your identity, and entered your COPA Reference Number and your UCAS Personal ID number in the boxes provided in Section 1, you will be automatically taken to Section 8. You will not need to complete the rest of the SAQ questions, as you will already have answered them in the COPA.

When is the deadline for submitting my COPA?

The deadline for submitting your COPA depends on the type of application you are making:

Organ Scholarship applications	Submit COPA by	Submit UCAS application by
Applicants wishing to be considered for an Organ Scholarship	1 September	15 October

Please note that you can wait until you have the result of your Organ Trial before submitting your UCAS application. See the Organ Scholarship information for guidance and application instructions at www.cam.ac.uk/musicawards/.

Applicants applying from outside the EU	Submit COPA by	Submit UCAS application by
Applicants who would like to be interviewed in China, Malaysia, or Singapore	20 September	20 September
Applicants who would like to be interviewed in Australia, Canada, or Hong Kong – restrictions apply (see FAQ – Where am I eligible for interview? on p30)	15 October	15 October
Applicants who would like to be interviewed in Cambridge	15 October	15 October

For your application to the University of Cambridge to be considered valid, you must make sure that all the following items reach us by the appropriate deadline:

- COPA
- UCAS application
- SAQ
- application fee payment
- a copy of your UCAS reference. In the case of those with a COPA deadline earlier than 15 October 2014, we will use the details you provide in your COPA to contact your UCAS referee directly by email and request a copy of their reference along with predicted grades and ranking (ranking is not required for Organ Scholarship applicants). This information must reach us by no later than the relevant deadline, ie 11 September 2014 (Organ Scholarship applications) or 20 September 2014. If you are submitting your COPA for the 15 October 2014 deadline, the reference will be obtained from your UCAS application. We strongly recommend that you submit your COPA as early as possible to allow enough time for your referee to prepare and send us the required documents. Please note that your COPA will not be considered valid if the documents are not submitted by the set deadline.
- a copy of your musical ability reference (in the case of Organ Scholarship applicants). You must provide your referee with a completed declaration coversheet and ensure your referee submits your musical ability reference by the appropriate deadline.
- a copy of your High School Transcript (see FAQ – What do you mean by a 'High School Transcript?' on p30)
- a copy of your University Transcript, if you are currently studying at a university

What is my COPA Reference Number and where can I find it?

When you submit your COPA and pay the application fee, you will be allocated a unique COPA Reference Number consisting of the letter "C" followed by 9 digits, eg C150000000. Your COPA Reference Number will appear in our email acknowledging submission of your COPA. This email will be sent to the address you have used to register your COPA.

I've submitted my COPA, but I haven't received an email acknowledgement, what should I do?

It may take up to 24 hours to receive your submission confirmation email after you have submitted your COPA and paid the application fee. If you have not received **both** a payment confirmation email **and** a submission confirmation email within 24 hours of submitting, you should contact the Cambridge Admissions Office (telephone: +44 (0) 1223 333308; email: copahelp@admin.cam.ac.uk). Please check the inbox and 'junk'/'spam' folder of your email account before contacting us, as your email provider may have incorrectly placed the confirmation emails there.

I've submitted my COPA but want to change College. Can I do this?

No. Once you have submitted your COPA, it is not possible to change your College under any circumstances, so make sure you research your College choice and are sure about your decision. If you have listed a different College choice on your COPA to that stated on your UCAS application, then the College choice on your UCAS application will take precedence. Please note that this also applies if you have made an open application.

What should I do if there is a problem with my email address?

If you realise that you have provided an incorrect email address or lose access to the email account you registered with, please contact the Cambridge Admissions Office (telephone: +44 (0) 1223 333308; email: copahelp@admin.cam.ac.uk) as soon as possible, so that we can change your registration email address. You will need your UCAS Personal ID number, and we will also confirm your identity by asking you questions about the answers you have given in the COPA.

Receiving emails from the University of Cambridge

During the early stages of your application, the University will send important information and reminders to the email address that you have provided. It is essential that your email account is configured correctly so that emails sent from the University are not rejected or filtered into your 'junk'/'spam' folder by your email provider.

Your application to the University of Cambridge may be disadvantaged if you do not take the steps described below.

The University may contact you using the following email addresses:

- saq@admin.cam.ac.uk
- saqhelp@admin.cam.ac.uk
- copa@admin.cam.ac.uk
- copahelp@admin.cam.ac.uk
- appfees@admin.cam.ac.uk
- camsistechlive@admin.cam.ac.uk

Please ensure that all six of the above email addresses are:

- ✓ added to your email account's Contact List
- ✓ added to your email account's Safe Sender List (if available)
- ✓ removed from your email account's Blocked Sender List

Help for some of the more commonly used email accounts can be found at the links below.

Hotmail/Outlook	www.windows.microsoft.com/en-gb/windows/email-problems-help
BT Internet/Yahoo	www.help.yahoo.com/kb/
Apple Mail	www.apple.com/support/mail/
Google Mail	mail.google.com
AOL	help.aol.co.uk/help_uk/product/email/
iOS devices	www.apple.com/support/

What if I forget my COPA Password?

Don't worry if you forget your password. If this happens, you can enter your email address on the log-in page and click on the 'I have forgotten my password' link. We will send you a new temporary COPA password by email. You will be asked to change this temporary password to a password of your choice next time you log in.

What is my UCAS Personal ID number?

Your UCAS Personal ID number is the unique ten-digit number UCAS gives you when you register to make an application with them. If you have forgotten your UCAS Personal ID number, please contact UCAS Customer Services (telephone: +44 330 3330 230) or refer to UCAS Apply (www.ucas.com/apply).

I don't have a digital photograph of myself, what should I do?

We strongly encourage you to upload a digital photograph. However, if you are unable to provide a digital photograph, please complete the Undergraduate Applicant Photograph Submission Form (www.study.cam.ac.uk/undergraduate/apply/forms/photo.pdf). If you are making an overseas application, the completed form should be returned to the Overseas Applications Administrator at the Cambridge Admissions Office by the relevant application deadline. If you are applying for an Organ Scholarship, the completed form should be returned to the Admissions Office of your first preference College by 1 September 2014.

Where am I eligible for interview?

In the 2014-15 admissions round (for entry in October 2015 or deferred entry in October 2016), the University will be conducting overseas interviews in Australia, Canada, China, Hong Kong, Malaysia and Singapore.

Please note the following **restrictions**:

- if interviews are held in your home or school country, you can only request an interview in that country or in Cambridge – applicants for Architecture, History of Art, Classics and Music are advised to apply to be considered for an interview in Cambridge
- interviews in Canada are only available to applicants who are resident, or at school/university in Canada, or are Canadian nationals resident elsewhere
- interviews in Hong Kong are only available to applicants who are domiciled, permanently resident, or at school/university in the special administrative region of Hong Kong
- interviews in Australia are only available to applicants who are resident, or currently at school/university in Australia, New Zealand, or a Pacific Island

Applicants from other Asian countries (such as Brunei, Indonesia, Philippines, South Korea, Taipei, Thailand and the Maldives) are invited to apply to be considered for interview either in Singapore (20 September 2014 deadline) or in Cambridge (15 October 2014 deadline).

What do you mean by a 'High School Transcript'?

By 'High School Transcript', we mean a record of your academic achievement to date in your secondary school/college examinations, which are usually taken in the last two years of schooling (if you are currently studying at a university, you are also required to provide a University Transcript). For most students, the transcript will be an official document or certificate from your school/college/university which lists the subjects you have studied and the grades/qualifications that you have obtained. Please provide as much information on your examination performance as possible. Where possible, please also include details of any internal assessments that you may have undertaken. Please do NOT include references, detailed project work, or any non-academic achievements.

If you are unsure as to whether or not you are required to submit a transcript (High School and/or University), you can find guidance under FAQ – Am I required to submit a High School Transcript? on p31.

If the original transcript is not in English, you will need to have it translated and authorised (ie signed or stamped) by an official translation service or by your school/college/university.

For an example of a High School Transcript and further guidance relating to transcripts, please see:
www.study.cam.ac.uk/undergraduate/apply/transcript.html

Transcript submission deadlines

You **must** ensure that your transcript is uploaded by the relevant deadline.

Non-COPA applicants

Transcripts must be received by **22 October 2014**

COPA applicants

*Overseas applications:

Transcripts must be received by:

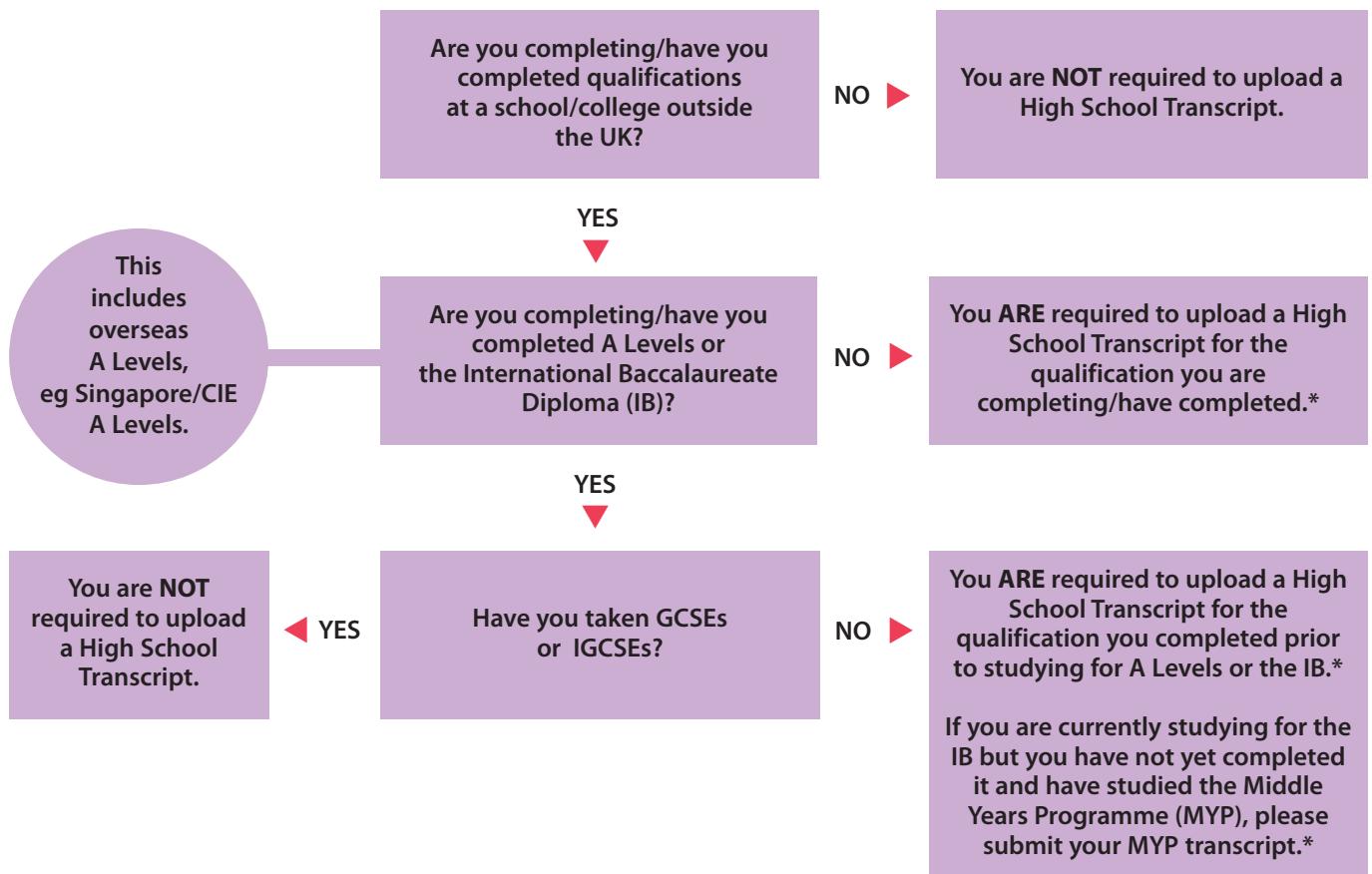
- **20 September 2014** for those requesting to be interviewed in China, Malaysia, or Singapore
- **15 October 2014** for those requesting to be interviewed in Australia, Cambridge, Canada, or Hong Kong

*Organ Scholarship applications:

Transcripts must be received by **1 September 2014**

Am I required to submit a High School Transcript?

Please use the flow chart below to determine whether or not you are required to submit a High School Transcript. If you are currently studying at a university, please also see the information below the flow chart.



Students currently studying at a university

You are required to submit a University Transcript as part of your application to Cambridge. Please note that your application will not be considered unless a transcript is received.

- If your University Transcript is available to you at the time of application, you must upload it then, together with your High School Transcript as a single document via your COPA.

- If your University transcript is not available to you at the time of application, please contact your preference College (or the Cambridge Admissions Office in the case of open applications) to advise them that you will submit your University Transcript at a later stage. It is important that you send your transcript directly to your preference College (or the Cambridge Admissions Office in the case of open applications) as soon as it becomes available. This should not delay submission of your High School Transcript or your COPA.

Please also follow the flow chart above to determine whether or not you must submit a High School Transcript in addition to your University Transcript. If you are required to submit both a High School Transcript and a University Transcript, your application will not be considered unless both are received and you will need to combine them to create a single PDF.

What do you mean by 'reference'?

References are an important part of our admissions process because they tell us about your academic abilities and potential. Comments that are particularly helpful to us are those that show evidence of your intellectual flexibility and curiosity, analytical ability, logical reasoning and the ability to learn quickly.

Your referee should ideally be one of your current teachers at school/college. If you are applying independently, have left school/college and/or have not yet submitted your UCAS application, we recommend that your referee is someone who has most recently been acquainted with your academic ability and performance.

In the case of those with a COPA deadline earlier than 15 October 2014 (ie if you are applying for an Organ Scholarship or to be considered for interview in China, Malaysia, or Singapore), we will contact your UCAS referee directly by email to request a copy of their reference along with predicted grades and ranking (ranking is not required for Organ Scholarship applicants). This information must reach us by no later than the relevant deadline, ie 11 September 2014 (Organ Scholarship applicants) or 20 September 2014. If you are submitting your COPA application for the 15 October 2014 deadline, the reference will be obtained from your UCAS application.

We strongly recommend that you submit your COPA as early as possible to allow enough time for your referee to prepare and send us the required documents. Please note that your COPA will not be considered valid if the documents are not submitted by the set deadline.

You will be asked to provide your referee's email address at Question A4.1 ('Please provide details for your UCAS referee') of the COPA.

If you do not know your referee's email address, please get in touch with them as soon as possible to obtain it. If your referee does not have an email address, please contact the Cambridge Admissions Office for guidance as soon as possible (telephone: +44 (0) 1223 333308; email: copahelp@admin.cam.ac.uk).

How much detail do I need to give about topics that I have studied?

We are looking for a list of the main topics that you have covered in your studies in order to help interviewers to compose appropriate questions to ask you, so you only need to include topics covered up to December 2014. The two examples below give an indication of the level of detail that we are looking for in this question. List as many topics as you can but do not worry if you cannot list them all. Abbreviations are acceptable. If you are unsure which topics you will be covering up to December 2014, we recommend that you ask your teachers for guidance.

If any of your qualifications are self-taught or you are home-schooled, please enter '1' under 'Class size', and provide further details in question A3.4 ('Is there anything else you would like us to know?').

If your school year starts in January and ends in December, please select "2013-14" under 'Academic Year' for any subjects studied from January 2013 to December 2013 inclusive, and select "2014-15" under 'Academic Year' for any subjects studied from January 2014 to December 2014 inclusive. We also recommend that you provide further details at question A3.4 ("Is there anything else you would like us to know?").

AS/A Level Example

Subject	Qualification/Level	Class Size	Academic Year	Topics
Biology	AS Level	15	2013-14	Molecules and Cells, Exchange Transport, Genetics
Biology	A Level	10	2014-15	Human Health, Respiration
Chemistry	AS Level	8	2013-14	Atomic Structure, Bonding, Kinetics, Energetics
Chemistry	A Level	7	2014-15	Functional Groups, Periodicity
English Literature	AS Level	10	2013-14	Keats, Shakespeare's Hamlet, A Streetcar Named Desire
Mathematics	AS Level	15	2013-14	Algebra and Functions, Calculus, Trigonometry
Mathematics	A Level	12	2014-15	Probability, Complex Numbers

International Baccalaureate Example

Subject	Qualification/Level	Class Size	Academic Year	Topics
English	IB Higher Level	15	2014-15	Kiss of the Spider Woman, The Outsider, Anthony and Cleopatra, Yeats, Heaney
Spanish	IB Higher Level	12	2014-15	Study of Grammar, History of Spain and South America, Spanish Literature, Politics and Culture
History	IB Higher Level	15	2014-15	Russia 1850-1953, Causes of the Cold War, Rise and Rule of Single Party States
Biology	IB Standard Level	15	2014-15	Cells, Digestion, Respiration, Health and Nutrition, Blood and Circulation
Latin	IB Standard Level	10	2014-15	Catullus: Love Poetry, Horace, The Aeneid Book II, Translation of Ovid, Grammar
Maths Studies	IB Standard Level	20	2014-15	Calculus, Trigonometry, Financial Mathematics, Algebra, Graphs

What do you mean by 'AS/A Level or equivalent'?

AS Level and A Level qualifications are taken by the majority of UK students during their final two years of school/college. A certain level of achievement in these qualifications is usually required for entry to university in the UK. When we ask for information about subjects studied at 'AS/A Level or equivalent', we are looking for information about the qualifications you have taken in the final stage of your schooling. Further information on our entrance requirements is available at: www.cam.ac.uk/entrancerequirements/.

Examples of qualifications that are equivalent to AS/A Level:

- International Baccalaureate Diploma Programme (Standard and Higher Level subjects)
- SATs, ACTs and Advanced Placements
- High School Graduation Diplomas/Certificates (eg Australia)
- Malaysian STPM
- Indian HSSC
- Pre-U Principal Subjects

Examples of qualifications that are **NOT** equivalent to AS/A Level:

- GCSE, IGCSE/O Level
- International Baccalaureate Middle Years Programme
- Malaysian SPM
- Hong Kong Certificate of Education

What do you mean by 'modular A Level'?

A modular A Level is assessed through individually examined units (modules) that are taken throughout the course, rather than by examinations at the end of the final year of study. Applicants taking modular A Levels normally receive a Uniform Mark Scale (UMS) score for each unit completed.

In some countries, applicants receive a percentage uniform mark for each completed unit rather than a UMS score.

UMS scores/percentage uniform marks can usually be found on the statement of results issued by the Awarding Body. If you are unsure whether UMS scores/percentage uniform marks are available for your completed A Levels, please ask your school/college for advice. If no UMS scores/percentage uniform marks appear on your statement of results, please contact the Cambridge Admissions Office (telephone: +44 (0) 1223 333308; email: copahelp@admin.cam.ac.uk) for guidance.

Your preference/allocated Cambridge College will require that you supply full and accurate evidence of your UMS/percentage uniform marks achievement once your application has been received.

What do you mean by 'Awarding Body'?

By 'Awarding Body', we mean the organisation that officially awards the qualification that you have studied/are studying for. Examples of Awarding Bodies for A Levels are CIE (Cambridge International Examinations) and Edexcel.

For applicants with Indian qualifications, the Awarding Body is the Board, eg CBSE (Central Board of Secondary Education) or CISCE (the Council for the Indian School Certificate Examinations).

My COPA is not displaying correctly on my computer screen, what should I do?

We strongly recommend that you download and use the Firefox web browser (www.mozilla.com/firefox) to complete your COPA application, as it may not display correctly in other browsers. If you are having difficulty displaying pages of the COPA correctly (when they have previously displayed without any problems), please try logging out and logging back in again. Please also try clearing your 'cookies' and browsing history, and allow 'pop-ups'. This should correct any problems you are experiencing.

I'm unable to submit my COPA, what should I do?

You will be unable to submit your COPA if you have not answered any compulsory questions or you have provided an invalid answer. Go to the 'Review My Answers' page by clicking on 'Review My Answers' to check for any errors (these will be highlighted in red). Once you have corrected any errors, try to submit your COPA again. You will need to agree to the declaration statement again.

I have difficulties logging in to my COPA, what do I do?

We strongly recommend that you download and use the Firefox web browser (www.mozilla.com/firefox) to complete your COPA application. This is the preferred browser and some applicants have experienced problems logging in using other browsers. If you are experiencing difficulties logging in to your COPA, we recommend that you clear your 'cookies' and browsing history, and allow 'pop-ups'. Alternatively, try using a different machine.

What if I need to change information but have already submitted my COPA?

Once you have submitted your COPA, it is not possible to amend your answers online. If you notice an error in the information you provided or have any other queries, please contact the Admissions Office of the College you applied to or, in the case of open applicants, the Cambridge Admissions Office (telephone: +44 (0) 1223 333308; email: copahelp@admin.cam.ac.uk).

Can schools/colleges still submit an additional Cambridge-specific reference?

As we ask teachers/referees to provide a copy of their UCAS reference, there is no need to provide/send an additional Cambridge-specific reference. However, if teachers/referees have any particular comments to make that relate specifically to Cambridge and were not included in the UCAS reference, they are welcome to do so and should send this direct to the relevant College or, in the case of open applicants, the Cambridge Admissions Office.

In order to ensure that any additional reference for an overseas application arrives at the right place, it should be addressed to the Overseas Applications Administrator in the Cambridge Admissions Office, and should include the applicant's full name, date of birth, course applied for and UCAS Personal ID number. In the case of Organ Scholarship applications, this information and additional reference should be sent to the Admissions Office of the applicant's first preference College. Contact details for the Colleges can be found at: www.study.cam.ac.uk/undergraduate/colleges/.

Further Help

Cambridge Admissions Office
Fitzwilliam House
32 Trumpington Street
Cambridge CB2 1QY
Telephone: +44 (0) 1223 333308
Email: copahelp@admin.cam.ac.uk