



Graduate Studies Prospectus 2009–2010

Application pack



UNIVERSITY OF
CAMBRIDGE

800 YEARS
1209 ~ 2009

How to make your application for graduate study at Cambridge



UNIVERSITY OF
CAMBRIDGE

Board of Graduate Studies

You may use this form to apply in any of the following circumstances:

- If you are currently, or have previously been, a graduate student at Cambridge and wish to apply to **continue** or to be re-admitted on another course, please see the Board's website for specific instructions www.admin.cam.ac.uk/offices/gradstud/current/continuing
- If you are not and have not previously been a graduate student at Cambridge and wish to apply for **admission** you may find it quicker and easier to apply online (go to www.admin.cam.ac.uk/univ/gspectus/applying/apply.html and follow the links.) But if you cannot or prefer not to apply online, use the paper application form enclosed with paper versions of this Prospectus or download a copy of the application form from the website.

You should aim to post or submit your application at least one month before the closing date of the course that you are applying for: competition can be fierce and some places may be allocated on a first-come, first-served basis. Closing dates for online applications are two weeks earlier than for applications made on paper.

Please ensure that you consult the Prospectus, and specifically, the entry for the course you wish to apply for, before completing this application form.

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1 Documents required

We ask for two sets of application papers from UK applicants, and three sets from non-UK applicants. The reason for this is that Cambridge is a federal university; it consists of departments, faculties and Colleges. One set of the papers you send will be used by a faculty or department, to decide whether or not we should make you an academic offer to study at Cambridge. If you receive an offer, these papers will be kept at the Board of Graduate Studies. The second set of papers will be used by the Colleges you nominate on your application. The College that accepts you will keep the second set of papers. The third set, for non-UK applicants, will be used for financial aid applications and will, if appropriate, be forwarded to the Cambridge Trusts. The extra copy of page 1 of the paper application form required for applicants who have not previously studied at the University of Cambridge will be used by the University Card Service to produce your ID card. Please check the application instruction boxes for the course you are interested in, to see whether additional documents will also be required.

The Graduate Admission and Scholarship Application Form (GRADSAF) (online or paper version: required) – ALL APPLICANTS

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

The Supporting Reference Instruction Forms (required) – ALL APPLICANTS

You will need to have academic references or recommendations (two for admission, one for continuation/re-admission). The supporting reference forms ask your referees (recommenders) for basic information about you, and gives them instructions on completing the reference. References must be written in English. Candidates wishing to be considered for an award from the Cambridge Trusts must provide an additional reference, from a personal referee (character reference).

The Application Cover and Packing List (required with paper applications; online applicants will have different arrangements)

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

APPLICANTS FOR ADMISSION ONLY (NOT CONTINUATION OR RE-ADMISSION)

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

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

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

How to get your transcripts

You should request them as soon as you can, so that they are ready when you have completed your application form. Go to the academic registry at your university (or write to the Registrar if you are no longer there) and order copies of your transcripts. Tell the staff that they should give the transcripts to you in a sealed envelope. They may charge you for this service. If you are unable to get new transcripts, you may send copies, but we will need to see the originals, or certified copies, if we make you an academic offer of admission.

Degree Certificates (required for completed degrees you tell us about other than those awarded by the University of Cambridge)

If you have already completed higher education study and received your degree, you will have a degree certificate (sometimes called a diploma). You must send an authenticated copy of the certificate for each completed degree you list in section A6 (prior degree-level study) of the application form.

English Language Proficiency Certification (if needed and if available)

If your first language is not English, and you do not have recent experience (of three or more years in duration) of English language use in higher education, we will expect you to take an IELTS test. Only if IELTS is not available may you take a TOEFL test. If you have achieved the level we require for admission, arrange for your score sheet to be sent to us immediately. If you have not yet reached the level we require, you will have to take the test again and send your score later on. We do not accept test results that will be more than two years old on the date your proposed course starts. The University's institution code is 0908

Funding Letters (if available at this stage)

If you have already applied for a scholarship and the awarding body has written to you, please send us an original copy of the letters.

Research Proposal (required for some courses for admission and in all cases for continuation/re-admission)

The application instructions boxes in the 'Courses and subjects' section of the Prospectus show which courses require this.

Other Written Work (required for some courses for admission only)

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

Curriculum Vitae (required for some courses for admission or re-admission only)

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

Letter from employer (part-time research degree only)

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

2 Authentication and translation – admission candidates only

We are happy to accept **copies** of degree transcripts and certificates when you first apply to us, but we will ask to see **originals** if we make you an academic offer of admission and supplying these may be a condition of your offer. We can also accept certified copies at this stage. Your university will certify copies of documents by stamping them with the university stamp. If your university cannot do this, you must get the copies endorsed by a public notary or a lawyer who has seen the original documents. The British Council offices will certify photocopies of language test results. There might be a charge for these services.

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

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

3 How to get your references

You should notify your referees (recommenders) immediately you decide to apply to Cambridge so that they can start to prepare your references. There are two copies of the Academic Reference Instruction form attached to these instructions and one copy of the Personal Reference Form. Fill in Part I of each form as required (see Note 1) and give them to your respective referees. They must give the references back **to you** in a sealed envelope, and they should have signed their name across the seal. If the envelope seal is broken, or the signature missing, we will not accept the references. Each envelope should contain one copy of the Academic Reference Instruction Form and three copies of the reference. Please note that we may contact your referees during the course of your application. References should be on headed paper and signed by hand – we cannot accept electronic or scanned signatures. Please note that academic references should not be written on the Personal Reference Form.

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

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

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

Your personal reference (candidates seeking financial aid from the Cambridge Trusts only) must be supplied by someone with personal knowledge of you. See instructions for B(5) for further information.

4 Adding extra materials to your application

Check the application instructions in the 'Courses and subjects' section in the Prospectus to find out if the faculty or department you are applying to requires extra materials for the course that interests you, such as a Research Proposal, written work, GRE scores, GMAT, or CV. These documents must be word-processed. The top of every page of the document should show your name and a heading that describes it (e.g. "Anne Other – Research Proposal for Biochemistry"). Every page should be numbered and dated at the bottom.

If you are asked to send a piece of marked work, please make a photocopy of the original document, and write your details on the top of each page. Make sure that additional documents are no longer than required.

Do not send extra materials unless you are specifically asked to do so; the department will not use them when assessing your application unless they are required. Documents should be no larger than an A4 sheet of paper. Please do not staple any documents within your application. If you need to keep documents separate, please use paper clips instead.

5 Closing dates

You should check the 'Courses and subjects' section of the Prospectus for information on closing dates. If no closing date is shown, the deadline for applications is two months before the start of the first term of the course (31 July, 31 October and 31 January for starts in October, January and April respectively).

In addition, please note that if you are an EU or overseas applicant and wish to apply for funding, you should apply by the much earlier closing dates given in the 'Costs and funding' section of the Prospectus.

To guarantee that your application reaches us in time, you should make sure that you post or submit it early. Competition can be fierce and some courses fill up quickly. Please note that deadlines for online applications are two weeks earlier than the deadline for paper applications.

6 What happens next? Your application timetable and checklist (overleaf)

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

Collecting the application:	Date completed:
Application form completed (including personal data sheet)	
Requested first reference (all candidates)	
First reference received	
Requested second reference (admission candidates only)	
Second reference received	
Requested personal reference (candidates for Cambridge Trusts awards only)	
Personal reference received	
Requested transcripts (admissions candidates only)	
Transcripts received	
Requested degree certificates (admissions candidates only)	
Degree certificates received	
Other materials (requested work, research proposal, CV, employers letter) collected	
Application posted/submitted (not to arrive before 1 September 2008)	
Application supporting materials posted	
Processing at the University of Cambridge:	Date sent or received:
<p>If you apply online, you will receive an email containing your self-service account details. If you apply on paper, we are unable to acknowledge receipt of your application, but we will write to you as soon as we have processed your application, to let you know your self-service account details, and what to do next. Please do not telephone or email us to find out if your application has arrived unless it is more than two weeks (online application) or four weeks (postal application) since you sent it.</p> <p>If you sent your packet by courier, and that courier has informed you that it arrived, please do not telephone or email us.</p>	
<p>We will forward your application to the appropriate department for consideration. When a decision has been made, we will write to let you know. Please note that for admission in October, most departments make their decisions in April and May. You might hear nothing from us until then, but the department may contact you directly to ask for further information, or to invite you to interview. When we receive the department's decision, we will write to you again.</p>	
<p>No offer: If the decision is not to make you an offer, this will be the end of the process. Unfortunately, we are not able to keep unsuccessful applications, and will destroy them shortly after the start of the academic year.</p>	
<p>Offer: If you receive an offer, we will send you details of the conditions. It is up to you to satisfy the conditions of the offer; these may include:</p>	
Academic requirements sent to Cambridge (admission candidates only)	
English language requirements sent to Cambridge (admission only)	
Financial requirements sent to Cambridge (all candidates)	
Other requirements e.g. provision of original certificates and/or transcripts (see offer letter for details) sent to Cambridge	
Notification of college membership received from Cambridge (all candidates)	
Confirmation of admission letter received from Cambridge (all candidates)	
<p>When you have received your confirmation of admission/continuation/re-admission letter, you may make your preparations for travel, e.g. obtaining a visa, if necessary.</p> <p>Also make sure that your finances are secured. If your financial commitment cannot be honoured, you will not be permitted to continue your study.</p> <p>You can track the progress of your application online at: www.admin.cam.ac.uk/offices/gradstud</p>	

7 How to complete the paper Graduate Application Form (GRADSAF)

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

- Use BLOCK CAPITALS in the small boxes, and neat handwriting in the large boxes. Please do not use pencil.
- Write only in the space provided
- Write your full name in the box provided at the top of each page
- Complete all the boxes; if you have no information to put in a box, write "N/A"
- Write only in English
- Do not use a CV as an alternative to this form
- Fill in the tick boxes at the top to show whether you are applying for **admission, continuation** or **re-admission**

SECTION A – to be completed by all applicants

If you are currently, or have previously been, a graduate student at Cambridge please see the Board's website for further specific instructions: www.cam.ac.uk/offices/gradstud/current/continuing

- A(1): Your country of permanent residence is where you normally live, not where you are visiting. Your nationality is as shown on your passport. Please give only one nationality. If you have dual nationality and are unsure what to enter, please choose as follows: if you are a British national, please enter 'United Kingdom'; if you are a non-UK, EU national, please enter the name of that EU country; if you are a non UK/EU national, please enter the name of one of the countries of which you are a national.
UK Visa Status: If you are not a UK national, but have one of the following, please indicate in the box: Fixed-term visa, write TEMPORARY; Indefinite leave to remain, write ILR, British Passport holder, write BPH; otherwise leave the box blank.
- A(2): Put your contact details here. We will send all information to the address you show as your mailing address, so it is important to tell us in the *valid until* box when you will leave that address. If you have an email address, we will use it; please write it clearly. Your home (permanent) address is the place you currently regard as your 'home' – a place you regularly visit and normally where your close family members live. We need to know how long you have lived here.
- A(3): Consult the Prospectus before ticking the appropriate box. Please note that most Cambridge courses start in October.
Write here the course of study you wish to undertake. Use the Graduate Studies Prospectus as a guide: *Course code*: should be as listed in the prospectus for the course that interests you, for example, BLAN21. Please specify only one course. Applications for other courses should be made on separate forms and sent in separate envelopes.
Programme of study or research area: if you are applying for a one-year course, this should be the course title, as listed in the Prospectus, for example, "Historical Studies" or "Technology Policy"; if you are applying to be a research student, you should write here, in the shortest form possible, the area of your research interest.
Department: the name of the department where you wish to undertake your course, for example, "Molecular Biology" or "Earth Sciences".
Final award: write the name of the final award here, for example "PhD".
Duration: write here the total length of time you expect to spend studying in Cambridge. For 4-year integrated PhD programmes comprising an MPhil in the first year, write "1+3".
Study mode: tick full- or part-time. NB Some courses are available by one mode only – see Prospectus. **It is generally not possible to gain a visa to undertake part-time study.**
- A(4): Please indicate up to two colleges at which you would like to be considered for membership. Do not tick the boxes, but write the number of your choice next to each preferred college. If you do not indicate a choice, the Board of Graduate Studies will make your papers available to suitable Colleges.
If you have a disability or chronic illness, please consider carefully any specific needs you may have when making your college choices. You may wish to take into account location, proximity to public transport, and types of accommodation available. Please see p34 of the Graduate Studies Prospectus for more details. If you have any questions please contact the Disability Resource Centre initially. You can find their details on p17 of the prospectus.
Current and recent graduate students seeking to continue to a new course normally stay at the same College, but may apply to change. You may make **one** new College choice at the point of application. If this College is not able to accept you, your papers will automatically be sent to your current/most recent College. You are encouraged to discuss any plans to apply to a new College with your Tutor.

Not all the Colleges accept part-time research students. If you are applying for a part-time research degree, please check the Graduate Studies Prospectus before making your College choices.

If you apply for more than one course, we will only send your papers to the College(s) you named on the first application for which you received an academic offer, or the College which eventually accepted you.

You will not be able to amend your College choices after submitting your application.

- A(5): If you are currently undertaking a higher education course, or research at university, please complete this section. If you are not currently studying, please tick the relevant box.
- Please note that we cannot admit you to a course at Cambridge if you continue to study at another institution at the same time. We may ask you to show that you have either finished, or have withdrawn from or intermitted from, another course before admitting you.
- A(6): Give details of your previous study here. There is room for two courses only. You should list only the most important and relevant to your proposed study at Cambridge.
- A(7): Write here the details of any scholarships or prizes you have won in your previous or current study. Only list the three most important. If you have none, write "N/A"; this will not prejudice your application.
- A(8): You must complete this section if you have made multiple applications.
- A(9): Write here details of applications you have made to other institutions this year.
- A(10): If you are currently employed, please tick the relevant box. If you will be employed by the University of Cambridge while studying, you will need to meet certain criteria for admission and may be eligible to pay fees at the staff rate for a research course (please see p23 of the Prospectus for details).
- A(11): Write here the names of your academic referees or recommenders. Please give their full names, titles and contact details. We will expect the references enclosed with your form to be from these people, and might contact them to confirm details of your application. All candidates will need an academic referee; candidates for admission will need two.
- A(12): If you are applying for a research qualification, you may already have identified the person you would like to be your supervisor. Write the name of that person here. If the course you are applying for asks for a separate research proposal, write "See separate proposal" in the first line of the statement box. Otherwise, write your proposal in this box, and do not continue it on separate sheets. You can also use this section to explain why you wish to undertake another type of course.
- A(13): If you propose to undertake a part-time research degree, please explain your reason for choosing a part-time course here. Note that difficulty in securing funding for full-time study is not normally an adequate reason for requesting part-time study.
- A(14): You may write here your non-academic activities or any special circumstances not evident from other answers on this form that you wish to draw to the attention of the assessors of your application. DO NOT enclose a CV or extra page, unless asked elsewhere. If you are seeking funding from the Cambridge Trusts, you will be asked to give more details of your achievements in a separate section (see B6).
- A(15): Please provide a brief summary of your longer-term goals and aspirations.

SECTION B – to be completed by all candidates wishing to be considered for financial aid offered by the Cambridge Trusts (comprising the Gates Cambridge Trust, the Cambridge Commonwealth Trust, the Cambridge Overseas Trust, the Cambridge European Trust and associated trusts).

Note:

- Information provided in section B of the GRADSAF form will not be taken into account when considering academic admission for a place at the University of Cambridge.
- The Cambridge Trusts are the principal source of funding offered by the University; awards offered by the Cambridge Trusts are available to overseas and EU candidates only.
- Overseas and EU applicants intending to apply for a part-time degree are not eligible for awards offered by the Cambridge Trusts.
- Although Gates Cambridge Scholarships are not means-tested, some awards offered by the other Cambridge Trusts are. It is therefore essential that Section B of this form be completed as fully, and as accurately, as possible, if you wish to be considered for part-cost awards. It is also essential for applicants to apply to as many sources of funding as possible other than the Cambridge Trusts.

- B(1): Before completing this section, all applicants **must** consult the relevant section of the Graduate Studies Prospectus (see p23) for guidance on the estimated **annual** amount that they will be required to meet for their proposed course of graduate study at Cambridge. The amount required will consist of the University Composition Fee, College fees and living expenses, all of which are set out in the Graduate Studies Prospectus for the various categories of student.

Applicants should note that the *actual* amount of the financial commitment required for their full course of study or research will be finalised *only once an offer of admission is made by the Board of Graduate Studies*.

Applicants should also note that, while this section of the form asks candidates to provide the estimated *annual* amount of the financial commitment for their proposed course of study, all candidates will, if offered admission by the Board of Graduate Studies, be required to provide an undertaking that they will be able, from their own resources, or from sponsorship, or both, to meet the financial commitment for the *whole duration of their course* (e.g. candidates intending to pursue a PhD will normally be required to meet a three year financial commitment).

B(2): When considering applicants for part-cost awards, it will be essential to have accurate and up-to-date information about what funding an applicant already has access to, whether from family or personal funds, loans, scholarships or other sources. All candidates are advised to complete this section of the form, particularly overseas and EU candidates who wish to be considered for whatever part-cost awards offered by the Cambridge Trusts they may be eligible for.

The anticipated annual shortfall should be the difference between the total estimated annual financial commitment in section B(1) and the total funds available annually towards financial commitment in section B(2). If you can meet the entire estimated annual financial commitment from personal or other sources and you do not have a shortfall, this will not prejudice your funding application.

B(3): All applicants are strongly encouraged to apply to all sources of funding other than the Cambridge Trusts for which they are eligible. Applicants should list all of the awards for which they have applied to enable them to take up their place at Cambridge, and also keep the Trusts and the Board of Graduate Studies informed about these applications and the outcomes and amounts awarded when known.

B(4): Please state whether you have applied (successfully or unsuccessfully) to the Cambridge Trusts in previous years (overseas and EU candidates only).

B(5): All overseas and EU applicants for awards from the Cambridge Trusts must provide the name and contact details of a personal referee. The personal referee must complete the Personal Reference Form and return this to the applicant in enough time for the applicant to meet the necessary deadline for submitting their entire application pack for graduate admission and financial aid.

A personal referee must be someone who has personal knowledge of the applicant and the requisite experience and standing to assess the applicant. In many cases this would be an appropriate academic at the applicant's current or previous University who has some knowledge of the applicant's personal achievements and capacities, as well as their academic qualities. In the absence of an academic, an applicant's current or previous employer might also be appropriate. The personal referee must **not** be a friend or family relation.

Applicants are asked to remind their personal referee that they must write '*Personal reference on behalf of [candidate]*' on the front of the envelope which contains the personal reference.

B(6): Overseas and EU applicants who wish to be considered for a Gates Cambridge Scholarship must complete this section. As well as being academically excellent, candidates for Gates Cambridge Scholarships must show a capacity for leadership and a commitment to improving the lives of others.

SECTION C – to be completed by all applicants

C(1): The next of kin details are for us to use if there is an emergency while you are at Cambridge.

C(2): We find it helpful to know how you found details of our courses.

C(3): This declaration is very important. Read it carefully. By signing it, you are telling us that you have been honest and accurate in completing your application and that any additional materials are your own work. You are also giving us permission to use the information you have provided to manage the process of your application.

Note that if your application is unsuccessful, we will destroy the papers relating to it. They will not be available to you for resubmission in a later year.

Please remember to sign your application; we are unable to process unsigned applications.

Personal Data Sheet: This is part of the application form and must be completed and signed by each applicant. It is **not** considered by the department or faculty when assessing your academic application but may be used subsequently to assess any special needs you may have.

8 Packing and sending your application

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

If you are applying for more than one course, please put each set of application papers in separate envelopes, and remember to include the required number of copies of each item of documentation in each packet.

Assembling the application

- 1 **Do not staple any part of the application form or accompanying documentation.** If you need to keep documents separate, please use paper clips instead.
- 2 **Do not** staple or fix the sheets of the application form together, or put them in a plastic wallet.
- 3 Put the original application form sheets in order, put the copy forms in order behind it, and an extra copy of page 1 behind those.
- 4 Put your references behind the application.
- 5 Put your transcripts behind the references. (Candidates for admission only).
- 6 Put your personal data sheets behind the transcripts.
- 7 Add any further documents behind the personal data sheets.
- 8 Check against your packing list to make sure that you have everything; complete and sign the packing list and put it at the front of your papers.
- 9 Put your pack in a large envelope. **Please do not fold the documents.** If you are sending by post, address it to the Board of Graduate Studies, PO Box 338, Cambridge CB2 1YP, UK. If you are sending by courier, address it to the Board of Graduate Studies, 4 Mill Lane, Cambridge CB2 1RZ, UK. Faxed or emailed applications are **not** acceptable.
10. Please see special instructions in the Prospectus course entries for delivery of applications to the Departments of Economics, History, Land Economy, Physics, Chemistry, Astronomy and Materials Science.
11. Make sure you pay an adequate delivery fee – we do not accept under-paid packets. If you are using couriers or special delivery services, particularly from overseas, please be aware that you must pay all customs, tax, administration or other charges associated with sending your application. The Board of Graduate Studies cannot accept any applications where such charges have not been paid in full by the sender.
- 12 Make sure you allow plenty of time for your packet to reach us – send it at least three weeks before any deadline if you are posting from abroad, and two weeks before if you are sending from a UK address. Note that the BGS office is closed to all deliveries at weekends, on bank holidays, and from 24 December 2008 – 1 January 2009 inclusive.

DO NOT USE THIS FORM IF APPLYING ONLINE

Graduate Admission and Scholarship Application Form (GRADSAF)



**UNIVERSITY OF
CAMBRIDGE**

Board of Graduate Studies

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

Type of application (please tick one box below)

- ADMISSION** I wish to apply for **admission** as a graduate student at the University of Cambridge.
- CONTINUATION** I am currently a graduate student at the University of Cambridge and wish to **continue** on another course.
- RE-ADMISSION** I was previously a graduate student and wish to apply for **re-admission** to another course.

Have you previously applied to the University of Cambridge for graduate admission or studied at the University of Cambridge as an undergraduate or graduate student?

Do you wish to be considered for AHRC or other Research Council funding ('Home' and 'EU' fee status students only)?

SECTION A *To be completed by all applicants*

A(1) Personal details **Name (legal)**

Last (family)	First	Other names	Title (Mr/Mrs/Miss/Dr etc)
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Name (previous) If you had a different name during any previous study at Cambridge, please include it here.

Last (family)	First	Other first names	Title (Mr/Mrs/Miss/Dr etc)
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Sex Male Female **Date of Birth**

DD	MM	YYYY
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Nationality and residence

Country of permanent residence	Nationality	UK visa status
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A(2) Contact information **Address**

Mailing address

Home (permanent) address (if different)

Number/street			
Town or city			
County/province/state			
Postal code			
Country			
Telephone (landline)			
Valid until	DD	MM	YYYY
Mobile phone			
Fax			

I have lived at this address since

DD	MM	YYYY
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Email (Please write very clearly, we will use your email to communicate with you during the application process.)

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A(3) Programme of study

Date you wish to start 1 Oct 2009 5 Jan 2010 10 Apr 2010

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

Course Code	Programme of study or research area	Department	Final award	Duration
-------------	-------------------------------------	------------	-------------	----------

Study mode Full-time Part-time (tick one only)

Please note: it is generally not possible to obtain a student visa to study part-time; **not all courses are available part-time** – see Prospectus

DO NOT USE THIS FORM IF APPLYING ONLINE

FULL NAME

A(4) College membership

If you are already a student at Cambridge please indicate the College of which you are a member.

College name

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

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

* Colleges for women only

A(5) Current study:

Tick one

- I am not currently studying – go to A6
- I am currently registered at another institution, or am an undergraduate or graduate student at the University of Cambridge, as follows:

Name of University (include country)	Subject (include Faculty/Department)	Degree	Date Started	Date to be obtained	Expected grade

A(6) Previous degree-level study (most recent first):

Name of University (include country)	Subject (include Faculty/Department)	Degree	Date Started	Date obtained	Grade

If you have worked on a research project, either for your first degree or subsequently, please describe your work below; your account should be intelligible to anyone who is not a specialist in your field. If you have no such research experience, leave this space blank; a blank entry will not prejudice your application.

DO NOT USE THIS FORM IF APPLYING ONLINE

FULL NAME

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A(7) Scholarships, prizes and other distinctions obtained (list only the most important):

Name of award	Reason for award	Date of award	Value of award, if any

A(8) If you have made other applications to Cambridge this year, give details here:

Degree	Programme of study or research area	Department

A(9) If you have made applications to other institutions this year, give details here:

Degree	Major subject	Institution	Faculty	Country

A(10) Employment History

Please give details of your recent/relevant employment history.

From	To	Post held	Name and address of employer

Are you currently employed? Yes No

Will you be employed at least 40% full-time by the University of Cambridge while studying for this course? Yes No

A(11) Names and addresses of your academic referees:

First academic referee
(ALL CANDIDATES)

Second academic referee
(ADMISSIONS CANDIDATES ONLY)

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

DO NOT USE THIS FORM IF APPLYING ONLINE

FULL NAME

A(12) Summary details of research proposal or reason for applying for the course

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

Applicants for PhD, MSc or MLitt only.

Title and statement of your research degree proposal, or reason for wanting to undertake the course:

A(13) Part-time research degrees If you propose to study for a part-time research degree, please state your reasons for wishing to study **part-time** here. If you intend to remain in employment while studying, give details.

A(14) Additional information in support of your application

A(15) Career goals and future aspirations

Please give an outline of your future career plans and intentions and explain how your proposed studies in Cambridge will help you achieve these aims.

DO NOT USE THIS FORM IF APPLYING ONLINE

FULL NAME

SECTION B

To be completed by all applicants who wish to be considered for awards offered by the Cambridge Trusts

The Cambridge Trusts (which include the Gates Cambridge Trust, the Cambridge Commonwealth Trust, the Cambridge Overseas Trust, the Cambridge European Trust and associated trusts and their collaborators) offer scholarships and part-cost bursaries to students from overseas and the European Union (excluding the United Kingdom) who gain admission to the University of Cambridge. See the Graduate Studies Prospectus for further information about the Trusts and their awards.

- If you are **eligible** (i.e. you are classed as an 'overseas' or 'European Union' student for the purposes of fees) and wish to apply for financial aid from the Cambridge Trusts please tick this box and complete **all of section B** as fully as possible.
- If you are **not** eligible for awards offered by the Cambridge Trusts (i.e. you are a 'home' student for the purposes of fees) please tick this box and complete section **B(3)** only.
- If you **have already secured full funding** for your entire course at Cambridge and **do not wish to apply for funding offered by the Cambridge Trusts** please tick this box and give details of the funding you have secured in section **B(3)**.

For information about your fee status please see the Graduate Studies Prospectus. Information provided in Section B of this form will not be taken into account when considering your academic application for a place.

B(1) Estimated ANNUAL financial commitment in £ sterling required for your proposed course of study or research at Cambridge (consult the Graduate Studies Prospectus for the likely annual costs of the course for which you are applying):

University Composition Fee (annual amount)

£

College fee (*estimated* annual amount)

£

Maintenance allowance (annual amount)

£

Total estimated ANNUAL financial commitment required

£

B(2) Funds you are confident of raising ANNUALLY

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

Source	£ a year
Family contribution please give source, i.e. from income, savings, capital, etc.	£
Personal funds please give source, i.e. from income, savings, capital, etc.	£
Loans please give source, i.e. government, student, bank loan, other etc.	£
Other sources including other scholarships/grants (summarise the answers here in section B(3) below)	£

Total funds available ANNUALLY towards financial commitment

£

ANTICIPATED ANNUAL SHORTFALL, if any, between funds available and financial commitment

£

DO NOT USE THIS FORM IF APPLYING ONLINE

FULL NAME

B(3) Applications for other scholarships/awards for which you are under consideration or have been awarded

Have you applied or are you proposing to apply for any other awards? Yes No If 'yes' please give details below

Awarding body	Tenable at Cambridge?	Awarded? Y/N	Tenure (years)	Date awarded/ to be awarded	Annual value £

Note

Applicants must keep the Cambridge Trusts and the Board of Graduate Studies informed if there are any changes to the information given in questions B(2) and B(3). In particular, they must inform both the Cambridge Trusts and the Board, with full monetary particulars, if they win any award tenable at Cambridge for which they have already applied or which they are awarded subsequent to this application.

B(4) Application to the Cambridge Trusts (overseas and EU candidates only)

Have you applied to the Cambridge Trusts for a scholarship/bursary before? Yes No

If yes, for which year of entry to the University?

Have you received a scholarship/bursary from the Cambridge Trusts before? Yes No

If yes, please specify below with details and dates.

B(5) Personal reference

Personal referee (OVERSEAS AND EU CANDIDATES APPLYING TO CAMBRIDGE TRUSTS ONLY)

Name	<input type="text"/>	Title (Mr/Mrs/Miss/Dr etc)	<input type="text"/>
Address	<input type="text"/>		
	<input type="text"/>		
Town or city	<input type="text"/>		
County/state or province	<input type="text"/>		
Country	<input type="text"/>		
Postal code	<input type="text"/>		
Email	<input type="text"/>		

DO NOT USE THIS FORM IF APPLYING ONLINE

FULL NAME

B(6) Personal statement

In not more than 500 words, please describe below how your interests and achievements, both academic and extra-curricular, demonstrate a capacity for leadership, commitment to using your knowledge to serve your community and to applying your talents to improve the lives of others. **Candidates who wish to be considered for a Gates Cambridge Scholarship MUST complete this section. Please note that this information is taken into account for candidates who wish to be considered for awards offered by the Cambridge Trusts but is NOT considered as part of your application for the course.**

DO NOT USE THIS FORM IF APPLYING ONLINE

FULL NAME

SECTION C
To be completed by all applicants

C(1) Next of kin

Name	
Address	
Town or City	
County, province or state	
Postcode/Country	
Telephone	

C(2) How did you hear about graduate programmes at Cambridge? e.g. prospectus, internet, British Council, Careers Service etc (please specify)

C(3) Declaration and Data Protection

This document forms the legal basis of your application to Cambridge. We reserve the right to refuse admission in the event of any misrepresentation by you. Submission of an application does not imply an offer of admission. Read the following statement carefully before you sign your application. **We cannot accept your application without your signature and the date below.**

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

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NAME (PRINT)

SIGNATURE

DATE (DD/MM/YYYY)

C(4) SUBMISSION

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

Personal Data Sheet



UNIVERSITY OF CAMBRIDGE

Board of Graduate Studies

The information on this sheet is personal and will not be made available to any faculty or department unless or until an offer of admission has been made to you. However, after the Board of Graduate Studies has made you an offer, this information will be sent to the Colleges that consider your application. See p9 of the Prospectus for further information about support for students with disabilities. Note: there are two sides to this form.

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

1 About your family while you are in Cambridge

Please give details here by ticking the appropriate boxes and giving the further information requested. If we make you an offer, we shall increase the amount of maintenance required for each additional dependent family member (see the tables in the Prospectus (p189) for further information).

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

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

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

2 Support needs relating to disability or chronic illness:

Please tick the appropriate box below. If you do not have a disability, special needs or a medical condition, use code 00 ('I have no disability'). If you do not wish to provide any information in this section, use code 97 ('Information refused').

Under the Disability Discrimination Act 1995, a disability is any physical or mental impairment which has a substantial and long term adverse effect on an individual's ability to carry out normal day to day activities. We invite disclosure from anyone who feels they may have a disability or other condition which is likely to require additional support during their time at Cambridge.

By completing this section you will be put in contact with the Disability Resource Centre to establish what support, if any, is required to enable you to study effectively. Your department/faculty and chosen College(s) will also be informed (after any decision to make an academic offer is made). The Disability Resource Centre works closely with the Board of Graduate Studies Admissions Office. In order to prevent any delay in processing your application, please respond promptly to any contact from the Disability Resource Centre.

I have no disability (00)		I need personal care support (05)	I have an Autistic Spectrum Disorder or Asperger's Syndrome (10)
I am blind/partially sighted (02)		I have mental health difficulties (06)	I have a Specific Learning Difficulty (e.g. Dyslexia/Dyspraxia) (11)
I am deaf/hearing impaired (03)		I have an unseen disability (07)	I have a disability not listed above (96)
I am a wheelchair user or have mobility difficulties (04)		I have two or more of the above (08)	Information refused (97)

3 Ethnic Origin

FULL NAME

Please tick the appropriate box to indicate your background. If you do not wish to provide information in this section, tick the 'Information refused' box.

- White (10)
- Black or Black British – Caribbean (21)
- Black or Black British – African (22)
- Other Black background (29)
- Asian or Asian British – Indian (31)
- Asian or Asian British – Pakistani (32)
- Asian or Asian British – Bangladeshi (33)
- Chinese (34)
- Other Asian background (39)
- Mixed-White and Black Caribbean (41)
- Mixed-White and Black African (42)
- Mixed-White and Asian (43)
- Other Mixed background (49)
- Other Ethnic background (80)
- Information refused (98)

4 About your financial situation

(This information is helpful to Colleges who need to estimate the likelihood of you being able to take up your place)

If you are not successful in obtaining a scholarship, will you be able to fund your studies from private funds?

Yes No (please tick)

Signature	Date
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For all applicants

Academic Reference Instruction Form 1



UNIVERSITY OF CAMBRIDGE

Board of Graduate Studies

INSTRUCTIONS FOR A REFEREE SUPPORTING AN APPLICATION FOR ADMISSION, CONTINUATION OR RE-ADMISSION TO A GRADUATE COURSE

(1) To be completed by the applicant

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

(2) To be completed by the referee

Please answer the following questions:

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

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

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

(3) DECLARATION AND DATA PROTECTION

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

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

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

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

Referee's signature	Date

(4) To deliver, please:

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

For applicants for admission only (not continuation or re-admission)

Academic Reference Instruction Form 2



UNIVERSITY OF CAMBRIDGE

Board of Graduate Studies

INSTRUCTIONS FOR A REFEREE SUPPORTING AN APPLICATION FOR ADMISSION

(1) To be completed by the applicant

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

(2) To be completed by the referee

Please answer the following questions:

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

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

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

(3) DECLARATION AND DATA PROTECTION

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

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

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

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

Referee's signature	Date

(4) To deliver, please:

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

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

Please provide below a short summary of your full assessment:

(5) DECLARATION AND DATA PROTECTION

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

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

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

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

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Referee's signature

Date

(6) To deliver, please:

- 1 Enclose one copy of the personal reference in a SEALED envelope.
- 2 Sign your name across the seal and cover it with clear tape.
- 3 Clearly write "PERSONAL REFERENCE ON BEHALF OF [CANDIDATE'S NAME]" on the front of the envelope.
- 4 Return the envelope to the applicant. **Please do not send it direct to the University of Cambridge.**

DO NOT USE THIS FORM IF APPLYING ONLINE

Use your Self-Service Cover Sheet instead

Graduate Application Cover and Packing List (Paper applications only)



UNIVERSITY OF CAMBRIDGE

Board of Graduate Studies

APPLICATION COVER AND PACKING LIST

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

Your application cannot be processed unless it is complete

Name (legal)			
	Last (family)	First and other (personal)	Title (Mr/Mrs/Miss/Dr etc)
Date of Birth			
	DD	MM	YYYY

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

	ITEM	No. of copies		ENCLOSED ?		
		UK applicants	non-UK applicants	YES	NO	
1	Your original application form (with a photograph fixed to page 1 – for admission/readmission)	1	1			ITEMS 1–8 MUST BE ENCLOSED WITH YOUR APPLICATION. WE MAY REQUIRE ORIGINAL TRANSCRIPTS IF WE MAKE YOU A CONDITIONAL OFFER.
2	Further copies of the full application form (each with a photograph fixed to page 1 – admission/readmission)	1	2			
3	A copy of page 1 only of the application form (with a photograph fixed to it – admission/readmission)	1	1			
4	Sealed envelope containing copies of Reference One (all candidates)	2	3			
5	Sealed envelope containing copies of Reference Two (admission only)	2	3			
6	Sealed envelope containing personal reference (applicants for funding from the Cambridge Trusts only)	–	1			
7	Copies of your Transcripts (admission only)	2	3			
8	Personal Data Sheet (all candidates)	2	3			
9	Copies of degree certificates (admission only)	2	3			Items 9–11 will help us reach a decision about your application more quickly. If they are not present and we decide to make you a conditional offer, they may be required before your admission can be confirmed.
10	Copies of your English language proficiency test results (if required) (admission only)	–	3			
11	Copies of letters showing scholarship funding you have already obtained	2	3			
12	Copies of your research proposal	2	3			You must only include these materials if they are required for your course. The application instructions for your course will tell you this.
13	Samples of your written work	1	1			
14	Curriculum vitae (if specifically requested)	1	1			Do not include material if we do not ask for it.
15	Employer's letter (if applicable)	2	2			Part-time research degrees only; see p187

Assembling your application packet

We strongly advise you to make a copy of the materials you are sending to keep for your own reference.

- **Please ensure that none of your material is stapled**
- Sort all the materials required for your application in the order shown in the table above
- Put them into a large envelope (if you have a printed Prospectus, use the one we provide); please do not fold
- Read carefully and sign the declaration below
- Add this form to the front of the pack
- If applying for more than one course, put the applications in separate envelopes
- Seal the envelope and post it to: or courier to:

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

University of Cambridge
Board of Graduate Studies
4 Mill Lane
Cambridge
United Kingdom
CB2 1RZ

Please see special instructions in the Prospectus course entries for delivery of applications to the Faculties of Economics, History, Land Economy, Physics, Chemistry, Astronomy and Materials Science.

The BGS office is closed at weekends and on bank holidays, and from 24 December 2008–1 January 2009 inclusive.

DECLARATION

- 1 I have made sure that all the information and documents required for my application are enclosed in a single packet with this checklist. I confirm that items 1–8 are all present and understand that my application will not be processed if any of them is missing.
- 2 I understand that the materials I send as part of my application will be destroyed after an appropriate period of time, in compliance with the Data Protection Act legislation.

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Signature

Date

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