



GUIDE TO
COMPLETING THE
ONLINE APPLICATION
FORM FOR GRADUATE
STUDY
2015-16

Version 1

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Introduction:

1. There is a charge of £50 for each online application you make. You can pay online using the following credit and debit card types:
 - Mastercard
 - Also Mastercard Debit
 - JCB
 - Maestro
 - Visa
 - Visa Debit
 - Visa Electron
2. An application consists of the completed application form itself (GRADSAF) and the submission of all supporting documentation relating to the application. Once your application has been submitted you will receive an email providing access to an online self-service account, which details the supporting documentation you will need to submit. Each course entry in the online Prospectus lists all the documents that make up a complete application – this can differ by course. All supporting documentation must be submitted by the relevant closing date, or your application will not be considered.
3. The screen shots on this guide are for the online application only and are intended for guidance through the online form.

Useful websites for your application:

Graduate Admissions Office

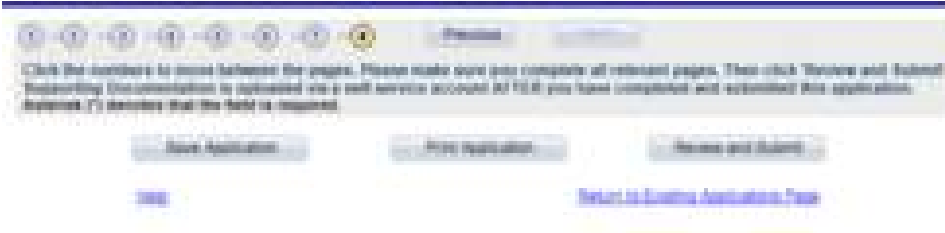
<http://www.graduate.study.cam.ac.uk/>

International Students Team

<http://www.admin.cam.ac.uk/offices/internationalstudents/>

UK Council for International Student Affairs (UCKISA)

<http://www.ukcisa.org.uk/>

General information about the online application:

Navigation – You can navigate through the application form by clicking on the circular numbers 1-8 as illustrated above.

Save Application – You can save the application at any stage and return to it later. However, please note that if your online application is not updated or submitted within a 14 day period, you will receive a reminder email stating that you have 7 days to submit your application before it is deleted. Once the application is deleted it cannot be retrieved and you will need to begin the application process from the beginning. Your changes are also saved when you switch between steps and when you press ‘Print Application’ or ‘Review and Submit’.

Print Application – Once you have completed your application we recommend that you print it out so that you have a hard copy of the information that you submitted. When the popup window appears (Adobe Acrobat), click the ‘Print’ button to start to print. Keep this for your own records to refer to in the future.

NOTE: you should not attempt to mail the printed form directly to the Graduate Admissions Office; as an online applicant, you should simply submit your application via the online system instead.

Review and Submit – By clicking the review and submit button you will be led to a screen which will state any compulsory areas of the application form that are either incomplete or contain non-English alphabet characters. You will need to address these areas before you can submit the application.

Creating your application (online applications only):**Graduate Application**

For any enquiries regarding your application please see the Board of Graduate Studies [website](#). If you need to contact the Board of Graduate Studies regarding your application, please e-mail graduate.admissions@cam.ac.uk

If you have applied previously enter your Email Address, Password and your response to the 'String of Text' question then click Sign On.

If you are applying as a [returner](#) enter your Email Address, Password and your response to the 'String of Text' question then click Register.

If this is your first application:

- You will need to provide an Email Address and Password so we can identify you in future.
- The Email Address may also be used to contact you regarding your application.
- You should select a Password which you can easily remember but is not obvious to others.
- Passwords are case sensitive.
- When you have entered your chosen Email Address, Password and your response to the 'String of Text' question click Register.

Your web browser will require the Pop-up blocker to be set to OFF

[Change This](#)

Search for available Graduate Courses at Cambridge

[View Available Courses](#)

Email Address:

Password:

[Create Password](#)

Validation Image:



Please type the text displayed above into the text boxes

Validation Text:

[View Solution](#)

[Sign On](#)

[Register](#)

[Help](#)

The University of Cambridge needs to temporarily store cookies on your computer to make the website work. To find out more about these cookies, see our [cookies policy](#).

The opening page of the application requires you to register your application. Please follow the instructions on the page.

Create a New Application - Course Selection

[Change your Email Address or Password](#)

Click on the 'Search' button to list all Courses that are currently offered for that admission.

If you wish to narrow down the search results you can type a string of text in the Course Description Search field, press the 'Search' button and this will return only those courses that have the string in the course description. The field does not recognise spaces, so please use one-word searches only. If you attempt to put in multiple words, they will be concatenated and the search will not return any results.

When you have chosen your course, hit the appropriate box in the 'Select Course' column.

[Help](#)

Course Description Search:

[Search](#)

NOTE: Valid search characters are A-Z or 0-9.

The next section of the application allows you to choose the course you would like to study on. You will also need to select the admit terms in this section. Please note: if a particular term is not available to select then it is not available for that course.

Section A:**Section A(1): Personal Details:****Name**

Please enter your full name as shown on your passport/identity documents.

We will use your name (along with other details) to match up any parts of your application that arrive separately, for example your language proficiency scores. It is therefore important that you use the same name here as is used on official documents, including your passport.

If you have had a change of name (e.g. maiden name, married name etc.) and the documentation that you submit in support of your application contains any of these different names, please be aware that if you are made an offer of admission we will require evidence in the form of documentation to link these names together (e.g. marriage certificate, change of name registration certificate etc.).

Nationality and Residence

If you have a visa to enter the UK (including indefinite leave) or you are a resident by right, please choose the appropriate visa/permit type. You should find out from the authorities in your country how to apply for a visa to come to the UK.

Your country of permanent residence is where you normally live, not where you are visiting/studying.

Your nationality is as shown on your passport and is the nationality you consider to be your primary nationality. This nationality will be used to determine your eligibility for funding/scholarship competitions. If you have a second nationality (i.e. a second passport) please indicate this in the box provided.

If we decide to make you an offer of admission, we will ask you to provide formal documentation to prove your citizenship and residence statuses.

Swiss Nationals only:

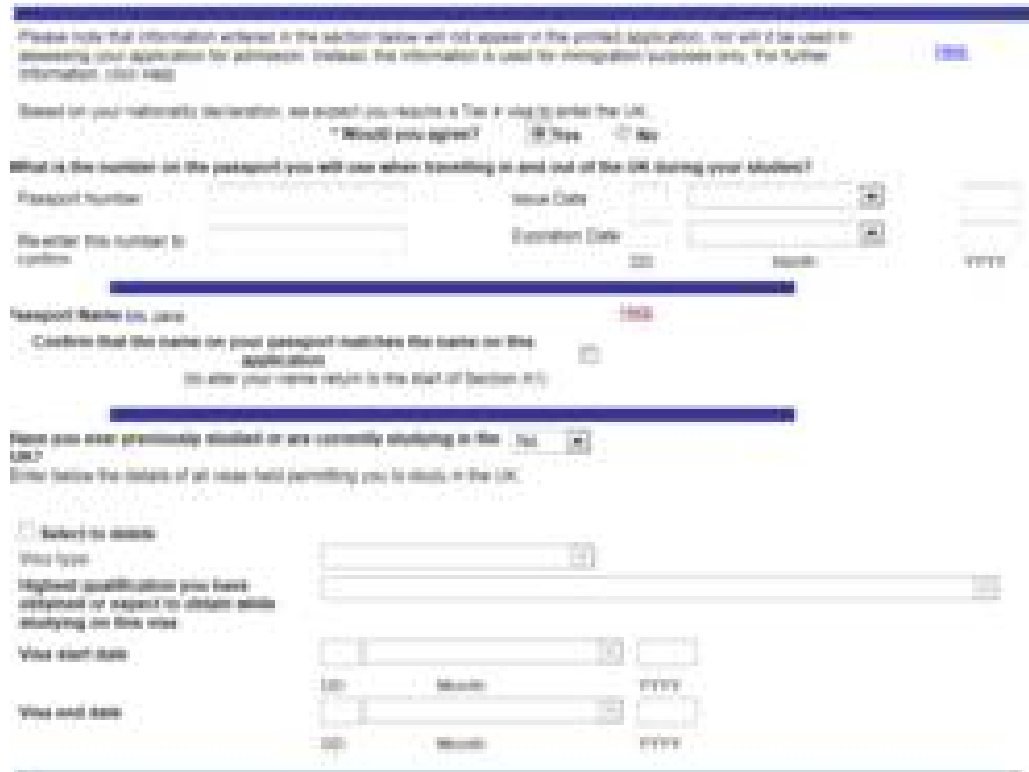
Once you have submitted your application and have received your login details for the graduate self-service, please upload copies of your parents Swiss passports and the form at the following link:

<http://www.graduate.study.cam.ac.uk/sites/www.graduate.study.cam.ac.uk/files/attachments/feestat-usform.pdf>

This will enable us to provide you with the correct fee status if you are made an offer of admission.

Section A(1)(i): Immigration and Tier 4

If you will require a visa to study in the UK, it is important to complete the immigration section so that our Graduate Admissions Team can contact you with information on how to obtain your Tier 4 student visa. You must ensure that the information you provide is accurate as we will use this information to prepare your Confirmation of Acceptance for Study (CAS) statement.

Tier 4 visa reason

The screenshot shows a web form titled "Tier 4 visa reason". It includes a warning that information entered will not appear in the printed application but will be used for processing. Below this, there are fields for "Passport number", "Issue Date", and "Expiry Date". A section for "Passport Name (as used)" includes a checkbox to confirm the name matches the application. At the bottom, there are fields for "Have you ever previously studied or are currently studying in the UK?" and "Enter below the details of all visas held permitting you to study in the UK.", with sub-sections for "Student visas" and "Other visas".

The UK Government's immigration rules require anyone who is a national of a country outside of the EEA and Switzerland to obtain a Tier 4 visa to study. If you are admitted to the University of Cambridge to study, the University of Cambridge will be the sponsor of your Tier 4 visa. In order to sponsor you for a Tier 4 visa the Graduate Admissions Office require certain details, which we must provide to the UK Border Agency via your CAS statement.

Therefore, to help you and us fulfil these immigration requirements we first need to clarify the nationality on which you will study. If your nationality requires you to obtain a visa, we will ask you for some further details. Whilst we do not use these details in assessing your application for admission, we will provide the details to the UK Border Agency if you are admitted to the University. Therefore, you **must** answer these questions accurately and completely. The UK Border Agency judges your visa application and the University's sponsor licence on the detail provided in the CAS.

Further information on Tier 4 is available on the International Student Team web page:

<http://www.admin.cam.ac.uk/offices/internationalstudents/>

Section A(2): Contact Information:



A(2) Contact information

Mailing address

Country: [dropdown]
Number of visits: [text]
Town or City: [text]
County or State: [dropdown]
Postal Code: [text]
Phone Number: [text]
This address is valid until: [text]

Home (permanent) address of applicant

Country: [dropdown]
Number of visits: [text]
Town or City: [text]
County or State: [dropdown]
Postal Code: [text]
Phone Number: [text]
This address is valid until: [text]

Mailing address

We may send information to the address you show as your mailing address, so it is important to complete the 'valid until' boxes.

Home (Permanent) address

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 there. Please also ensure that you include the date that you moved to your permanent address.

Select the country first so that the correct county or state can be selected.

Our database does not contain a complete list of Counties/States. If you cannot find yours, please do not use this field and instead leave it blank.

Note that a Postal Code is mandatory for UK addresses.

Email address

We will use your email address to contact you, so please verify its accuracy before submitting your application.

Section A(3): Programme of Study:

A(3) Programme of study [?]

Details of your Programme of Study. Please consult the appropriate entry in the Qualifications Directory before completing the fields in this section.

Duration: write down the total length of time you expect to spend studying in Cambridge. For 6 year integrated PhD programmes (comprising an MPhil in the first year), enter a duration of 6.

Course Code	Office of Earth Sciences Programme of study or research area	Office of Earth Sciences Department	M.Phil. <input type="checkbox"/>	Duration (in Years)

Study mode: Full Time Part Time [?]

This Course is only available as a Full Time study mode.

Please note: it is generally not possible to create a student visa to study part-time, as not all courses are available part-time. See individual course entry in the online Qualifications Directory.

Please indicate the date you would wish to start your course (please check the qualifications directory on our website to ensure that your chosen course is offered for your preferred start date. <http://www.graduate.study.cam.ac.uk/courses> We also need to know if you intend to continue beyond the course actually selected. Please select the final award you are aiming for and the total expected duration of your studies.

Please also check for any relevant deadlines for your course or funding options.

Part time or Full-Time Study

Please note that it is not possible to obtain a visa to come to the UK for part-time study.

For further information please consult the International Student Team web pages and the part time web pages on the Graduate Admissions website.

International Students Team:

<http://www.admin.cam.ac.uk/offices/internationalstudents/>

Graduate Admissions Office:

<http://www.graduate.study.cam.ac.uk/courses/part-time-study>

<http://www.graduate.study.cam.ac.uk/portal/part-time>

Section A(4): College Preferences:

A(4) College membership [?]

You may choose up to five Cambridge Colleges to consider your application. If you do not indicate a choice in this section, Graduate Admissions will allocate a College to you. You cannot amend these choices after you have submitted your application. Should you receive a conditional offer of admission from the Board, your application will be sent to your first choice College and then your second choice College. Should neither College offer you membership, your application will be considered at other Colleges.

If you are already a member of a Cambridge College, please indicate which one. If you would like your current College to consider your application please put this at one of your five choices in the table opposite. This is for the Board's information only and does not constitute an application to the College.

If you wish your application to be considered by this College, you must also name it as one of your choices in the list. You should contact the College if you consider having another College as first choice.

First College Choice	<input type="text"/>
Second College Choice	<input type="text"/>

Please refer to the online Graduate Studies Prospectus for information about the Colleges.

<http://www.graduate.study.cam.ac.uk/colleges>

If you have no preference between Colleges do not tick a box. The University will then allocate a College to you.

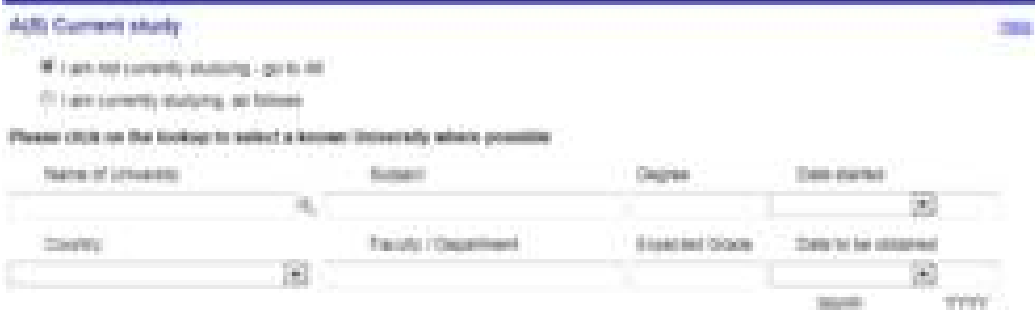
If you have previously been a student at Cambridge, your application will not be considered by the College of which you were then a member unless you give it as one of your choices.

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

If you apply for more than one course, your application will only be sent 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 change your College preferences once you have submitted your application or been made an offer of admission.

Section A(5): Current Study:



Please enter the name of the University or other institution at which you are currently studying and other details pertaining to your current studies.

Online applicants should select the University Name from our known list. To do this, enter the first few characters and click on the lookup at the end of the field. If you do not see the value you want, you can refine the search and then push on the lookup to get a revised list. Note: you can use '%' as a wildcard e.g., "%cam" will give you "University of Cambridge" in the lookup list. Alternatively, try amending 'begins with' to 'contains' in the lookup drop-down list and then entering your university. The abbreviated degree should be entered e.g. BA, BSc, MSc etc. If your University is not listed, please email graduate.admissions@admin.cam.ac.uk stating the issue and put the subject heading as 'University Missing'.

Please note that we cannot admit you to a course at Cambridge if you continue to study at another institution. We may ask you to show that you have either completed or have withdrawn or intermitted from another course before admitting you.

Section A(6): Previous Degree-Level Study:

A(6) Previous degree-level study *(add recent first)* [\[?\]](#)

Please click on the lookup to select a known University where possible.

Name of university	Subject	Degree	Date started
Country	Faculty / Department	Grade	Date obtained
		Mark	Year

Name of university	Subject	Degree	Date started
Country	Faculty / Department	Grade	Date obtained
		Mark	Year

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 someone 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 admission. PLEASE DO NOT COPY AND PASTE FROM A WORD OR OTHER DOCUMENT, BUT TYPE DIRECTLY INTO THIS FIELD (max. 10 lines)

Please provide details of your previous degree level study. You should list only the most important and most relevant to your proposed study at Cambridge.

Online applicants should select the University Name from our known list. To do this, enter the first few characters and click on the lookup at the end of the field. If you do not see the value you want, you can refine the search and then push on the lookup to get a revised list. Note: you can use '%' as a wildcard e.g., "%cam" will give you "University of Cambridge" in the lookup list. Alternatively, try changing 'begins with' to 'contains' in the lookup drop-down list and then entering your University.

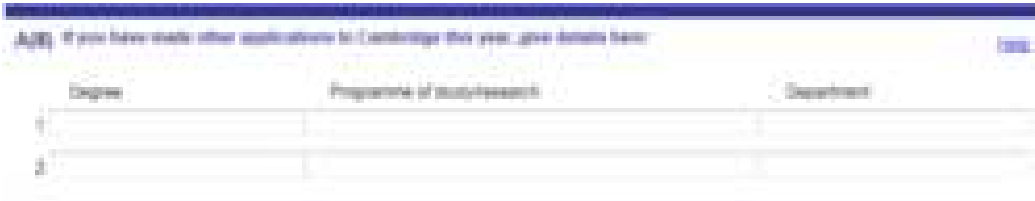
The abbreviated degree should be entered e.g. BA, BSc, MSc etc.

Section A(7): Scholarships, Prizes and Other Distinctions:

A(7) Scholarships, prizes and other distinctions obtained *(add only the most important)* [\[?\]](#)

Name of award	Reason for award	Year	Y/Y	Amount/Value

Please give details of up to three scholarships or prizes that you have been awarded. Please note: It is not a requirement that there be a monetary value attached to these awards.

Section A(8): Other Applications to Cambridge:

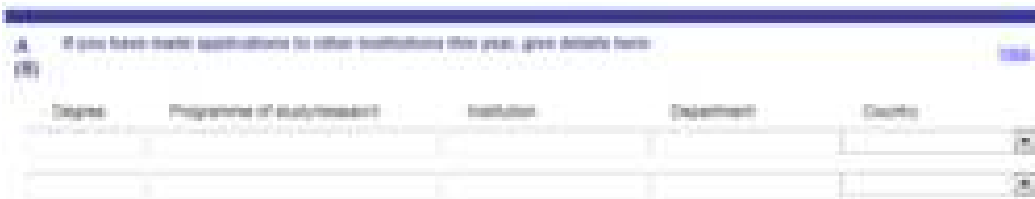
A(8) If you have made other applications to Cambridge this year, give details here:

Degree	Programme of study/research	Department

We may already know about applications you have made to other Universities, but we would also like to know whether you intend to make other applications to Cambridge. Please note: each application may only relate to one course and further applications will incur an additional fee.

Please indicate all other applications to Cambridge you have made or intend to make here. This will help us with our administrative tasks relating to your individual application.

Please note: each application may only relate to one course and further applications will incur an additional fee.

Section A(9): Applications to other Institutions:

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

Degree	Programme of study/research	Institution	Department	Date

The information you supply in this section will not prejudice your application to the University of Cambridge. Departments may require this information in order to make a decision on your application in a timely manner in accordance with the deadlines of other institutions.

Section A(10) Employment History:

A(10) Employment

Please give details of your recent/current employment history.


Year	Month	YYYY	Post title	Name and address of employer
Year	Month	YYYY	Post title	Name and address of employer
Year	Month	YYYY	Post title	Name and address of employer
Year	Month	YYYY	Post title	Name and address of employer

Are you currently employed? Yes No

Will you be employed at least 20% full time by the University of Cambridge while studying for this course? Yes No

Please give details of any previous or current employment, listing the most recent first. This should include information on any internship or research experience as well as other forms of employment, including voluntary work, if relevant to your proposed course of study.

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 (see the online Graduate Studies Prospectus for more details: <http://www.graduate.study.cam.ac.uk/finance/fees/staff-fees>).

Section A(11): Referees:

The screenshot shows a web form titled "A(11) Names and addresses of your academic referees". It contains two columns of input fields for "First academic referee" and "Second academic referee". The fields include: "Full formal name", "First name", "Title", "Country", "Institution", "City", "Phone code", "Country of state", and "Email (covering account where possible)". Each field has a corresponding input box or dropdown menu.

There is an electronic reference system in place that will automatically contact your referees if you provide an **institutional email address** for them. Your referees will be sent an email 24 hours after your application has been submitted. The email will request the referees to submit an online reference in support of your application, within 2 weeks of receipt of the email. It is your responsibility to ensure that your referee completes this request, and you will be able to see in your self-service account when the references have been submitted.

We strongly recommend that you submit an email address for your referee, using an institutional address. If you do not, and you are subsequently made an offer of admission, we will request that your referee submit a hard copy reference. If your referee is unable to submit a reference electronically, details of how to submit a reference on paper can be found on the following webpage:

<http://www.graduate.study.cam.ac.uk/faqs/referee>

Please be aware that submitting a paper reference may cause a delay in the processing of your application.

It is important that email addresses for referees are correct. We would suggest emailing your referee to first check that they are happy to write you a reference and that the email address that you have for them is correct.

If at a later stage in your application you find you need to change one of your referees, instructions on how to do this can be found on our website

<http://www.graduate.study.cam.ac.uk/faqs/applicant/i-want-change-my-referees-what-should-i-do>

You should forward the reference to the Graduate Admissions Office using the cover sheet on your Self-Service, together with a covering letter explaining why you need to change your referee.

Should your referees encounter any issue using the online referencing system, you can find all the resolutions via the Referee Portal in our FAQ page:

<http://www.graduate.study.cam.ac.uk/faqs/referee>

If you are making an application to continue (i.e. you have already studied a graduate-level course at the University of Cambridge) please check the online prospectus qualifications directory to see how many references you will be required to submit. Please also ensure that this is an up to date reference and not one that has been previously submitted.

<http://www.graduate.study.cam.ac.uk/courses>

Section A(12): Research Title or Reason for Applying:

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

This and statement of your research degree proposal, in regard to wanting to undertake the course. The Department to which you are applying may or might require a research, more detailed, research proposal, check the online Qualifications Directory for further information.

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

Applicants for PhD only or MPhil only

PLEASE DO NOT COPY AND PASTE FROM A WORD OR SIMILAR DOCUMENT, BUT TYPE DIRECTLY INTO THIS FIELD. (Max 14 000)

This field is for a brief description of your proposed research. Some courses require a more detailed research proposal, and if this is the case your department will contact you after you submit your online application. If you do not receive any communication from your department to this effect, please assume that what you have put on your application form is sufficient.

Proposed Research Supervisor

If you are applying for a research qualification and you already know who will be supervising your research, or you have a particular supervisor in mind, please enter that person's name.

Please note that departments appoint research supervisors in different ways. In some cases, you will need to make contact with your supervisor before you submit your application, in others, your intended department will not appoint a supervisor until shortly before you arrive in Cambridge.

Applicants to the MPhil in Psychology should also identify their potential supervisor in this field.

Section A(13): Part-Time research degrees:**A(13) Part-time research degrees**

If you propose to study for a part-time research degree, please state your reasons for wanting to do so in form B you are intending to submit in employment when studying. Please give **REASONS**, **PLANNED CONTACT** (days and hours) **FROM A WORK-OR-SCHOOL DOCUMENT**, **BUT TYPE CORRECTLY INTO THIS FIELD**. (Maximum 1000)

If you have chosen to apply for a part-time course of study it is helpful for us to know whether you intend to remain in employment throughout your studies and your reasons for applying for part-time study. This will aid us in ensuring that we are providing the correct level of support throughout your studies.

Please note that it is not possible to obtain a visa to come to the UK for part-time study.

For further information please consult the International Student Team web pages and the part time web pages on the Graduate Admissions website.

Section A(14): Additional Information in Support of your Application:**A(14) Additional information in support of your application**

(Max 7 lines, each with max 150 characters)

This area will allow you to describe activities or any special circumstances not evident from other answers in this application that you believe are to the attention of the assessors of your application. The Department to which you are applying may require a CV to be submitted with your application. Check the online Qualifications Directory for further information. If you are seeking funding from the Cambridge Trusts, you will be asked to give more details of your achievements in a separate section.

You may enter here any special circumstances (eg. a disability) not evident from other answers on this form that you wish to bring to the attention of the assessors of your application. You could also include any non-academic activities that you have undertaken that you feel may be beneficial to your application, (e.g. sporting interests, volunteer activities, personal interests etc.).

Please note: **YOU MUST NOT** submit a CV or extra page in addition to the space provided, unless specifically asked to do so by the department.

Section A(15): Career Goals and Aspirations:

Please provide a brief summary of your long term career goals and aspirations that you may have. This will provide us with a wider understanding of your objectives and also where you see your research taking you in the future.

If you are making an application to continue (i.e. you have already studied a graduate-level course at the University of Cambridge), you will not be asked this question.

Section B: Funding:

SECTION B: Application for funding (previous year 2014/15) Information and instructions

Please select at least one of the tick boxes on this form.

There are a number of funding opportunities for graduate study and research at the University of Cambridge. Full details are available from the University's [funding search](#) facility. If eligible, you can use this form to apply to the major scholarships listed below. Please check that personal references to ensure that you will require and fully understand the criteria. For other Research Council application procedures, please enquire with the department.

If you do not wish to apply for any funding please tick this box and proceed to Section C.

Scholarship	How to apply?	Application Deadline*	I am eligible and wish to apply
John Crossman Scholarship	Tick box & complete B1 and B2	Application and Funding Deadline	<input type="checkbox"/>
Cambridge Commonwealth, European and International Year One and Cambridge Institute Scholars Scheme	Tick box & complete section B1 and B2	Application and Funding Deadline	<input type="checkbox"/>
ESRC	Tick box and enquire with department for further instructions	Application and Funding Deadline	<input type="checkbox"/>
AHRC	Tick box and enquire with department for further instructions	Application and Funding Deadline	<input type="checkbox"/>

*Please note that after submitting the application form by the required deadline, you have a further 14 days to submit the required supporting documentation.

Please only complete this section if you would like to apply for any of the sources of funding listed on the application form.

You must tick at least one of the boxes including the box indicating that you do not wish to apply for funding.

By ticking the box stating that you do not wish to apply for funding does not exclude you from consideration from other funding competitions within the University. If you have any concerns, please refer to the funding search for details on eligibility and how to apply.

Please note you will only be considered for funding if you are applying **before** the relevant funding deadline:

<http://www.graduate.study.cam.ac.uk/how-do-i-apply/deadlines>

<http://www.graduate.study.cam.ac.uk/finance/funding>

For further information on central scholarships and how they are managed please view:


<https://www.admin.cam.ac.uk/students/studentregistry/fees/funding/index.html>

Section B(1): Gates Cambridge Scholarships:



Overseas and EU applicants who wish to be considered for a Gates Cambridge Scholarship **must** complete this section. As well as being academically excellent and a good fit for the course, candidates for Gates Cambridge Scholarships must show a capacity for leadership and a commitment to improving the lives of others. You can evidence this in this section.

Section B(2): Details of your personal referee for the Gates Cambridge Scholarship:



There is an electronic reference system in place that will automatically contact your referees if you provide an email address for them. Your referees will be sent an email 24 hours after you submit your application which will request them to submit an online reference for you within 2 weeks of receipt of the email. It is up to you to ensure that your referee completes this request, and you will be able to see in your self-service account when the references have been submitted.

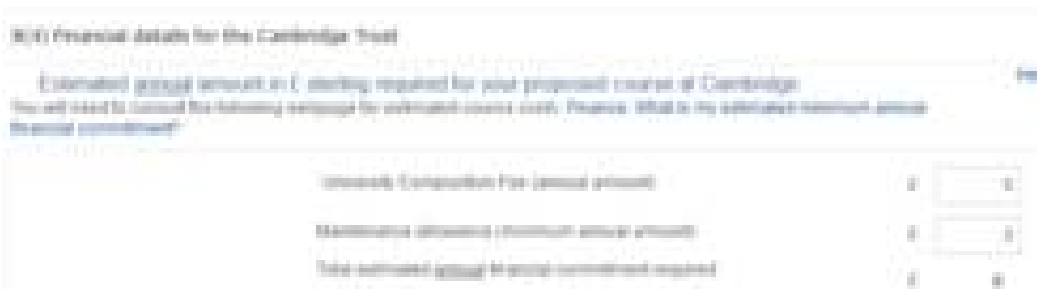
Section B(3): Cambridge Commonwealth, European and International Trust:

B(3) Cambridge Commonwealth, European and International Trust

Personal Statement (max. 500 words). Scholarships are offered to the Cambridge Commonwealth, European and International Trust to the academically highest scoring applicants with demonstrated financial need. Please give reasons why you believe you should be considered for a scholarship and mention those to which you consider yourself eligible. See the 'Scholarships' section of www.graduate.study.cam.ac.uk for details. Note that some scholarships require you, in addition, to have achieved a certain level of marks in the Trusts' examinations and tests, set on the Trusts' website.

Please complete this section by following the instructions on the application form.

We strongly recommend that you submit an email address for your referee, rather than asking them to submit a reference on paper. Details of how to request references outside of the Electronic Reference System can be found on the “how to apply” section of our website <http://www.graduate.study.cam.ac.uk/how-do-i-apply>

Section B(4): Financial Commitment:

B(4) Financial details for the Cambridge Trust

Estimated annual amount in £ sterling required for your proposed course at Cambridge

You will need to confirm the following amount for estimated course costs. Please: What is my estimated minimum annual financial commitment?

University Composition Fee (annual amount) £

Maintenance Allowance (minimum annual amount) £

Total estimated annual financial commitment required £

Before completing this section, please consult the relevant section of the Graduate Studies Prospectus for guidance on the estimated annual amount that you will be required to fund for your proposed course of graduate study at Cambridge. The amount required will consist of the University Composition Fee and living expenses (maintenance), both of which are set out in the Graduate Studies Prospectus for the various categories of student.

You should note that the actual amount of the financial commitment required for your full course of study or research will be finalised only once an offer of admission is made by Graduate Admissions.

Also please note that, while this section asks you to provide the estimated annual amount of the financial commitment for your proposed course of study, if offered admission by the Board of Graduate Studies, you will be required to provide a financial undertaking form that you will be able, from your own resources, or from sponsorship, or both, to meet the financial commitment for the whole duration of your course (e.g. candidates intending to pursue a PhD will normally be required to meet a three-year financial commitment). Please note that electronic signatures on the Financial Undertaking Form will not be accepted.

Section B(5): Funds you are confident of raising ANNUALLY:

Funds you are confident of raising annually to finance your course.

Please give as much detail as possible of the funds you are able to raise annually. Note: this information is only used by the relevant funding bodies when making decisions on scholarships and for no other purpose. If you need to convert your currency into sterling, you should use a currency converter such as www.bbc.com or www.oanda.com

Source	£ per year
Scholarships and grants Please give details of any scholarships and/or grants that you have secured for your course at Cambridge.	£ <input type="text"/>
Personal funds Please give the estimated total amount(s) of any personal funds you are able to contribute towards the cost of your course (e.g. income, savings, loans, etc.)	£ <input type="text"/>
Other funds Please give the estimated total amount(s) of any other funds you are able to contribute towards the cost of your course.	£ <input type="text"/>
Total funds available annually towards the cost of your course	
Annual shortfall, if any, between the total funds available and the cost of your course	

Indicate here what funds you have available to meet these costs.

When considering applicants for part-cost awards, it is 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.

The anticipated annual shortfall is the difference between the total estimated annual financial commitment in the first section of B4 and the total funds available annually towards financial commitment in the second section of B4. 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 adversely affect your funding application.

Section C: Personal Data Sheet:**Section C(1) Next of Kin:**

C(1) Next of Kin

Last family name: First name:

Country:

Address:

Town or City:

County, province or state:

Postal Code:

Telephone:

We will only use this information if there is an emergency while you are at The University of Cambridge

Section C(2): How did you hear about Graduate Programmes at Cambridge?

C(2) How did you hear about graduate programmes at Cambridge?

e.g. Prospective, internet, British Council, Careers service etc. (please specify)

We find it very useful to know how you found out about the details of our courses, as this helps us with our market research.

Section C(3): Dependents:**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 you are made an offer, we shall increase the amount of maintenance required for each additional dependent family member (see the terms of the [2014-2015 Undergraduate Offer](#) page for further information).

Applicants requiring a visa to study in the UK should take note of UKBA regulations on bringing any dependents on a student dependent visa, particularly those applying for courses that are shorter than 12 months. Please see [2014-2015 Undergraduate Offer](#) for further guidance.

* Select the boxes that apply:

I will be unaccompanied

I am bringing a partner or spouse

I have children waiting for graduate
study at Cambridge

I am bringing one child

I am bringing a second child

I am bringing a third child

* Last family
name

* First name (s)

Date of birth

Date of birth

Date of birth

DD

Month

YYYY

Do all your partner or other or applicant's the University of Cambridge is bringing to Cambridge please give the name they have used in their application.

* Add all the people indicated by financially dependent on you?

Yes

No

If no, please give details when it does:

We will use this information to help us to determine the financial conditions of any offer we make. Please give the name of any adult who will accompany you to Cambridge.

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

Whether or not you bring a financially dependent or non-financially dependent partner, please indicate whether any financially dependent children will be accompanying you and give the date of birth for the first three dependent children.

For further information on childcare while you are studying please visit the childcare office website:

<http://www.admin.cam.ac.uk/univ/childcare/>.

Please also see portal for applicants bringing a family:

<http://www.graduate.study.cam.ac.uk/portal/family>.

Applicants requiring a visa to study in the UK should take note of UKBA regulations on bringing any dependents on a student dependent visa, particularly those applying for courses that are shorter than 12 months. Please see the following link for further guidance:

<http://www.internationalstudents.cam.ac.uk/applying/uk-immigration/tier-4-family>

Section C(4): Disability:**3 Support needs relating to disability or chronic illness**

Under the Equality Act 2010 a disability is any physical or mental impairment which has a substantial and long-term adverse effect on an individual's ability to carry out normal day-to-day activities. The online questionnaire asks anyone who feels they may have a disability or other condition which it feels 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 will receive a copy of this sheet, along with your application materials. This information is not considered when making the academic decision on whether to make an offer of admission, but is helpful if, for example, the department wishes to organise an interview and needs to know whether any adjustments may be required. If you are made a conditional offer, your chosen College will also receive a copy of this sheet.

This section is mandatory, but if you do not wish to provide information on disability, you **must** choose the 'Information Refused' option.

If you wish to provide further information about your disability please do so in Section A14, or you may upload a document/letter with further information via your self-service account once your application has been submitted. Further information for applicants with disabilities can be found on our website: <http://www.graduate.study.cam.ac.uk/how-do-i-apply/disabled-applicants>

The University of Cambridge actively provides support for a range of disabilities through its Disability Resource Centre. <http://www.admin.cam.ac.uk/univ/disability/>

Section C(5): Financial Situation:**3 About your financial situation**

This information is helpful to Colleges who need to estimate the likelihood of your being able to fund up your studies here.

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

Yes No

This part of the application form is required and must be completed 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.

Ethnic Origin

We need to assess whether our application process is free and fair and ensure that no prejudice or discrimination is being introduced into the admissions process.

To do this we need to assess the information you provide here for statistical purposes.

This section is mandatory, if you do not wish to provide information on ethnic origin, you **must** choose the 'Information Refused' option.

Error Messages and Trouble Shooting:**Error message: "You are not authorized for this page". What do I do?**

This is because you did not previously log out of your Raven account/self-service account. You should always log out of your accounts. To rectify the problem you should clear your cache and cookies on your browser. Please see the browser's help menu for information on how to do this.

Error message: "Switch failed". What do I do?

This is because you did not previously log out of your Raven account/self-service account. You should always log out of your accounts. To rectify the problem you should clear your cache and cookies on your browser. Please see the browser's help menu for information on how to do this.

Error message:

"https://camsis.cam.ac.uk/psp/public_prod/EMPLOYEE/HRMS/c/UC_GRAD_WEB_A_PPL_UC_GAP_IDENTIFY.GBL". What should I do?

When you click on the Apply for Graduate Course link in Self-Service you are directed to the Graduate Admissions Office web site. Before you click on the 'Create a new online application' link please log out of Self-Service, this will prevent the error message.

Why doesn't my application appear in the list?

If you have already submitted your application, it will not appear in this list. You will receive an acknowledgment email shortly.

If you were working on an application, but did not submit it by the closing date for your course, it has been deleted and will not appear in this list.

If you were working on an application, but let it lapse by leaving it inactive for too long, it has been deleted and will not appear in this list.