



Cambridge Overseas Application Form

PERSONAL

Title	Mr / Mrs / Miss / Ms / Other
Surname/family name	
First/given names (<i>underline the name you prefer to be called</i>)	
Gender	Male / Female
UCAS personal ID	

Glue
photograph here

Please write your name
and subject
on the back of
the photo

Proposed course at Cambridge	
Further subject details	
If you are thinking of changing subject/Tripas please indicate here with brief reasons.	
College as entered on UCAS application (<i>please leave BLANK if making an Open application</i>)	

Application for a place as an affiliated student (see instruction notes)

Address	
Country (<i>if outside the UK</i>)	
Postcode	
Date address valid to (DD/MM/YYYY)	
Telephone (<i>including code</i>)	
Mobile telephone	
Fax	
Email (<i>please write clearly</i>)	
Email (<i>please repeat in UPPER CASE</i>)	

Date of birth (<i>use figures only</i>)	<table border="1" style="display: inline-table;"> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td></tr> </table>									D	D	M	M	Y	Y	Y	Y	Age on 1 October of the year of entry	<table border="1" style="display: inline-table;"> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td>Y</td><td>Y</td><td>M</td><td>M</td></tr> </table>					Y	Y	M	M
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Interviews

Would you prefer to be considered for an interview overseas (see instruction notes)?	Yes / No
If you can't be interviewed overseas, would you be available for an interview in Cambridge, normally in November/December? (<i>Please check the dates of any school/college examinations before answering this question</i>)	Yes / No

- Please read the accompanying instructions before completing this form.
- Please complete this form in **black ink** and use **BLOCK CAPITALS**. Do not use staples to attach anything to this form.
- The closing date for the receipt of completed application forms and the fee is **20 September** for those wishing to be interviewed overseas. (A later closing date of 15 October applies to applicants a) willing and able to come to Cambridge for interview if invited or b) who live or are at school in Hong Kong and wished to be considered for interview in Hong Kong.)
- This form will be read alongside your UCAS application therefore please make sure that the information you include is consistent with that in your UCAS application.

OFFICE USE ONLY BOX

Surname/Initials

Current or last school/college attended

Proposed subject

Year of entry

Are there any aspects of the course at Cambridge that attracted you to apply here?

Year of entry	2010 / 2011
Have you applied to Cambridge before?	Yes / No If yes, please specify which year of entry:
Are there any circumstances that might lead you to ask later to defer your entry to 2011 or 2012? <i>(This information is needed for our planning. Answering 'YES' or 'NO' will not disadvantage your application in any way.)</i>	Yes / No
If YES, approximately when would you expect to know if you will wish to defer and for how long?	

Career plans

Do you have any specific career plans?	Yes / No
If YES, please specify:	

Admissions tests

If you are applying for Medicine or Veterinary Medicine enter your BMAT registration number	
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Fees and funding

Place and country of birth	
Nationality	
Passport number	
Country of ordinary residence since 1 September 2007 not solely for education <i>(Please note you may be required to provide proof of residency)</i>	
Residential category as given on your UCAS application	
Fee code as given on your UCAS application	
Source of funding? <i>(Please indicate possible sources and likely annual amounts. 'Private funding' is not a sufficient answer.)</i>	
Have you applied or will you be applying for a scholarship only tenable at specific Cambridge Colleges?	Yes / No If yes, please specify:

Disability/specific learning difficulty

Have you indicated on your UCAS application that you have a disability/specific learning difficulty?	Yes / No
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Criminal conviction

Have you indicated on your UCAS application that you have a relevant criminal conviction?	Yes / No
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Parents or guardians (with their addresses)

1		2
Full name		
Relation	Father / Mother / Guardian / Other	Father / Mother / Guardian / Other
Address		
Telephone		
Occupation		

EDUCATION

School/college currently or last attended

School name			
Address			
Country <i>(if outside the UK)</i>			
Postcode			
Telephone <i>(including code)</i>			
Fax			
Date entered (MM/YYYY)		Leaving date (MM/YYYY)	

Other places of education since age 11

Name, town, postcode and country	Date entered (MM/YYYY)	Date left (MM/YYYY)
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	/	/
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Were you able to take all the AS and A level (or equivalent) subjects you wanted? Please comment.

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Approximately how many students were/are in your classes last year and this year?

Subject	Level <small>(A level [including H1/H2/H3 for S'pore]/IB [including HL/SL] etc.)</small>	Average size of class	
		Last Year	This Year

Please outline briefly the **MAIN** areas/topics you have already covered in each of your AS level and A level/IB (or equivalent) subjects:

Subject	Level <small>(A level [including H1/H2/H3 for S'pore]/IB [including HL/SL] etc.)</small>	Areas/topics covered

Can your school or college provide extra lessons, or other help if needed, to support preparation for Cambridge applicants?	Yes / No
If YES, please specify:	

QUALIFICATIONS

English language qualification

If you have taken the IELTS qualification please provide details of your score below:

Date taken (MM/YYYY)	Listening	Reading	Writing	Speaking	Overall score
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/					
/					

If you have taken a different English language qualification please provide details:

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Qualifications completed

Please list all qualifications for which results are known. These should be listed by qualification, e.g. GCSEs followed by AS levels, A levels, International Baccalaureate and finally any other qualifications. Applicants taking modular A levels should NOT list individual modules here but should complete the AS/A Level Unit section below. If you have completed O levels, SPM, or other equivalent examinations where alphanumeric results are awarded (e.g. A1 or A2) please list them in full below including any retakes.

Applicants taking non-UK qualifications should list details below AND ALSO submit a copy of their secondary/high school transcript and details of the marking/grading scale used, in English.

Date taken (MM/YYYY)	Awarding body	Subject	Level <small>(A level [including H1/H2/H3 for S'pore]/IB [including HL/SL] etc.)</small>	Result
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Date taken (MM/YYYY)	Awarding body	Subject	Level (A level [including H1/H2/H3 for S'pore]/IB [including HL/SL] etc.)	Result
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Qualifications being studied/not yet completed

Please list qualifications to be completed. These should be listed by qualification, e.g. GCSEs followed by AS levels, A levels, International Baccalaureate and finally any other qualifications. Applicants taking modular A levels should not list individual modules here but should complete the AS/A Level Unit section below.

Month/Year (MM/YYYY)	Awarding body	Subject	Level (A level [including H1/H2/H3 for S'pore]/IB [including HL/SL] etc.)	Leave blank
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Please continue on a separate sheet if necessary. Non-academic qualifications should be clearly separated from academic qualifications.

SAT results

If you have taken or plan to take American SATs, please provide details including any results				
Date taken (MM/YYYY)	Test	Results		Planning to retake?
/	SAT 1	Math:	/800	Yes / No
		Critical Reading:	/800	
		Writing:	/800	
/				Yes / No
/				Yes / No
/				Yes / No
/				Yes / No

Modular AS/A level units taken

If you are taking modular AS and A levels please complete this table so we know which units you have taken, which units you are currently studying towards and which units you are planning to retake. You should enter the UMS scores you have received for all completed units (both last year and this) below. If you are applying post-A level you should also record your unit marks in the appropriate section. Please continue on a separate sheet if necessary. *We appreciate that in some schools/colleges early units are done only for practice and indicate little about eventual performance.*

Subject and awarding body	Unit code and title	Date taken (MM/YYYY)	UMS score/ Out of	Planning to retake?	Total UMS score achieved to date for each subject
<i>Eg: OCR Chemistry</i>	<i>2811 Foundation Chemistry</i>	<i>06/2008</i>	<i>86/90</i>	Yes / No	} 266 /300
<i>OCR Chemistry</i>	<i>2812 Chains and Rings</i>	<i>06/2008</i>	<i>79/90</i>	Yes / No	
<i>OCR Chemistry</i>	<i>2813 How Far?/How Fast?</i>	<i>06/2008</i>	<i>101/120</i>	Yes / No	
		/	/	Yes / No	
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		/	/	Yes / No	
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Modular AS/A level units currently being studied

If you are taking modular AS and A levels please complete this table so we know which units you are currently studying towards. Please do **not** include any units that you have listed in the 'Units taken' section above and that you are now retaking.

Subject and awarding body (e.g. OCR Chemistry)	Unit code and title (e.g. 2811 Foundation Chemistry)	Leave blank	Leave blank
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PERSONAL STATEMENT

Enclose, with this application form, a copy of your personal statement as prepared for your UCAS application.

If there is anything additional to this statement, particularly relevant to your application to Cambridge, please write this in the box below. Sign the declaration and then pass the form to your referee to complete and sign page 8, before sending the application to Cambridge as described in the instructions.

Optional additional personal statement

Declaration

I confirm that the information given on this form is true, complete and accurate and no information requested or other material information has been omitted. I have read the instructions on completing the application form and give my consent to the processing of my data by the relevant Colleges and University. I note that if I do not fully comply with these requirements, the University and Colleges have the right to cancel my application and I will have no claim against the University or Colleges in relation thereto.

Signature _____

Date _____

REFERENCE

Please enclose, with this form, a copy of the reference as prepared for the UCAS application or an alternative reference. If there is anything additional to the UCAS reference, particularly relevant to the application to Cambridge, please include it on a separate sheet of paper. In the case of applicants from Singapore taking an Integrated Programme without O levels, the school should also enclose a copy of the applicant's Secondary 4 Assessment Record. Please remember to sign the application form below.

How long have you known the applicant?	
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Predicted grades

Subject	Level <small>(A level [including H1/H2/H3 for S'pore]/IB [including HL/SL] etc.)</small>	Predicted grade

Please tick if we can pass on your reference to the applicant should they request to see it.

Declaration

I confirm that to the best of my knowledge the information given on this form is true, complete and accurate and no information requested or other material information has been omitted.

Name & title (Block Capitals) _____

Position _____

School/college name _____

School/college postcode _____

Signature _____ **Date** _____

Instructions for applicants

Please read the following carefully before completing your Cambridge Overseas Application Form

GENERAL POINTS

Application forms

Applicants from countries outside the EU must complete both a UCAS application and a Cambridge Overseas Application Form (COAF) in order to make an application to the University of Cambridge. Your application will not be considered unless both are received.

UCAS application

All applicants must complete a UCAS application. More information is available from your school/college, or from UCAS (www.ucas.ac.uk; email: enquiries@ucas.ac.uk; telephone: +44 (0) 871 468 0 468).

If you wish to be considered for interview overseas you must submit the UCAS application naming Cambridge as one of your choices between 1 September and **20 September**. If you would be able and willing to come to Cambridge, if requested, for interviews in November/December and do not wish to be interviewed overseas the **closing date is 15 October**. (The later closing date of 15 October also applies to those who live or are at school in Hong Kong and wish to be considered for interview there.)

For admissions to Cambridge it is necessary to be accepted by a College, and you will be asked to specify which College you wish to apply to (or if you wish to submit an Open application) on your UCAS application. Only one UCAS application may be submitted. Applications to more than one College, or to a College and also an Open application, are **not** allowed.

Please note that you may NOT apply to both Oxford and Cambridge in the same application year, unless you are applying for an organ scholarship or are a graduate applying as an affiliated student for an undergraduate course.

Cambridge Overseas Application Form (COAF)

All applicants (standard age, mature, or affiliated) who wish to be considered for interview overseas or who are currently living in a country outside the EU, regardless of fees status or nationality, must complete a Cambridge Overseas Application Form (COAF) in addition to the UCAS application. Only one COAF may be submitted per applicant and applications to more than one College, or to a College and also an Open application, are **not** allowed.

Those who wish to be considered for interviews overseas must submit the COAF to be received in Cambridge between 1 June and the **final date of 20 September**. The COAF must be signed by you and your referee, and accompanied by a copy of your personal statement as prepared for the UCAS application, a copy of the reference prepared for the UCAS application, and a copy of the email you receive confirming payment of your application fee (see below). The final closing date for receipt of completed applications is **15 October**. Applications received after 20 September will not normally be considered for interview overseas. (The later closing date of 15 October also applies to those who live or are at school in Hong Kong and wish to be considered for interview there.)

If you would wish to be interviewed overseas or you are submitting an Open application, you should send the COAF to the Overseas Application Centre, Cambridge Admissions Office (CAO), Fitzwilliam House, 32 Trumpington Street, Cambridge CB2 1QY. If you are willing and able to come to Cambridge, if invited, for an interview and are applying direct to a College, you should send the COAF to the Admissions Office of that College to arrive by the closing date. Please note that affiliated students cannot make an Open application. Such applicants should apply direct to a College. Faxed copies of the form are not acceptable.

The College/CAO will acknowledge receipt of your COAF. If you don't receive acknowledgement by early November, you should contact the College concerned or CAO in the case of Open applicants.

Cambridge application fee

The completed Cambridge Overseas Application Form should be accompanied by an application fee of £55. You can pay the application fee using our debit/credit card online payment system. For further details consult www.cam.ac.uk/admissions/undergraduate/howtopay/ or contact CAO. **Your application will not be considered unless payment is received.**

PAGE 1

Surname/family/first/given name(s): Use the same form of your name as used on your UCAS application. Underline the first name you normally use.

Gender: Please indicate whether you are Male or Female.

UCAS personal ID: Please include the 10-digit individual number assigned to you by UCAS when you register with them.

Proposed course at Cambridge: Specify the subject that you wish to study at Cambridge. Not all subjects are available at all Colleges; see the University of Cambridge website (www.cam.ac.uk/admissions/undergraduate/) for details.

Further subject details: complete this section if any of the following apply. See the University of Cambridge website for details (www.cam.ac.uk/admissions/undergraduate/).

- **Asian and Middle Eastern Studies:** state the language(s) you wish to study.
- **Chemical Engineering:** state your wish to study Chemical Engineering here, and the subject you wish to study in the first year under 'Proposed subject at Cambridge'.
- **Computer Science:** indicate if you are interested in **Computer Science with Natural Sciences**, **Computer Science with Mathematics** or **Computer Science with Social Psychology**.
- **Education:** please indicate the subject to be combined with Education.
- **Management Studies:** state your wish to study Management here, and the subject you wish to study in the first two years under 'Proposed subject at Cambridge'.
- **Manufacturing Engineering:** state your wish to study Manufacturing Engineering here, and the subject you wish to study in the first two years under 'Proposed subject at Cambridge'.
- **Mathematics:** indicate, if relevant, if you are interested in **Mathematics with Physics**.
- **Modern and Medieval Languages:** state the two languages you wish to study.
- **Natural Sciences:** please state whether you prefer **Physical** or **Biological** sciences. You are not committing yourself by what you write here, the information is intended as a guide for the College.

Change of subject/Tripods: If you think you are likely to want to change to another subject in the second or third year, you should indicate this here.

Preference College: There are 29 Cambridge Colleges admitting undergraduates:

Christ's College	Hughes Hall (<i>mature only</i>)	Robinson College
Churchill College	Jesus College	St Catharine's College
Clare College	King's College	St Edmund's College (<i>mature only</i>)
Corpus Christi College	Lucy Cavendish College (<i>mature women only</i>)	St John's College
Downing College	Magdalene College	Selwyn College
Emmanuel College	Murray Edwards College (<i>women only</i>)	Sidney Sussex College
Fitzwilliam College	Newnham College (<i>women only</i>)	Trinity College
Girton College	Pembroke College	Trinity Hall
Gonville & Caius College	Peterhouse	Wolfson College (<i>mature only</i>)
Homerton College	Queens' College	

If you wish to choose a College you should name ONE College only on your application form. If you wish to make an **Open application** you should leave the preference College section blank. Your application will be allocated to a College by a computer program. The College or Open application that you select must be the same as on your UCAS application. You will hear by early November from the College which is administering your application. If you are not accepted by your preference/allocated College, your application may be passed to the inter-College pool for consideration by other Colleges.

Affiliated applicants: If you are applying for a place as an affiliated student (i.e. you already have a degree and wish to study for a second undergraduate degree) please tick the appropriate box.

Date of birth: Use figures for your date of birth, e.g. if born 1 December 1991, show as 01 12 1991. Please also indicate your age on the 1 October of the year of entry in years and months.

Contact details: In order to make sure that we can contact you, please include, where available, telephone numbers, fax numbers and email addresses. In particular please make sure that your email address is written clearly as we use email to communicate quickly with applicants. If your contact details change after submitting your COAF, please inform the Admissions Office of your preference College or Cambridge Admissions Office if you made an Open application.

Interviews: It is expected that overseas interviews will be held this year in late October in Brunei, China, India, Malaysia, Pakistan, and Singapore, and in late November in Hong Kong. Please check the University website for up-to-date information. If you wish to be considered for interview overseas your completed COAF must reach Cambridge by 20 September (except in the case of interviews in Hong Kong where the deadline is 15 October).

Photograph: A passport style photograph should be glued onto the form. Please put your name and subject on the back of the photograph. The photograph is not part of the selection process. If you are invited for interview it is used for security and to assist interviewers in identifying applicants. For security reasons interviews may also be recorded.

Applicants should also add their surname/initial, current or last school/college (or university for affiliated applicants), proposed subject, and likely year of entry to the section running down the right hand side of page 1.

Year of entry: Please indicate which year of entry you are applying for.

Previous application: Please tell us if you have applied to Cambridge before.

Deferred entry: Please indicate if you are considering deferring entry.

Career plans: Please indicate if you have any specific plans. We do not necessarily expect you to have any definite ideas at this stage, and you will not be disadvantaged if you have none.

Admissions tests: Applicants for Medicine and Veterinary Medicine are required to sit the Bio-Medical Admissions Test (BMAT). You should enter your registration number where requested. More information about the test is available on the University's website (www.cam.ac.uk/admissions/undergraduate/tests/). Applicants for other courses may be asked to sit a test if they are invited to interview. For many applicants this will include the Thinking Skills Assessment (TSA) together with a short essay-style question. More information about the TSA is available at www.tsa.cambridgeassessment.org.uk.

Fees and funding: The level of tuition fees you pay (home or overseas) depends on the College's/University's assessment of your fee status under the Education (Fees and Awards) Regulations 1983 and their subsequent amendments. Your residential category is important here.

You will normally be liable for fees at the higher overseas rates unless one of the following applies:

- 1 You are a UK or EU national, or are the child of a UK or EU national, and have lived in the European Economic Area (EEA) or Switzerland (or both) for three years, but not just for full-time education. If you are a UK national, you may also have lived in the Channel Islands or the Isle of Man (or both) during these three years.
- 2 You have Indefinite Leave to Enter or Remain in the UK or have the Right of Abode in the UK and have lived in the UK, the Channel Islands or the Isle of Man (or more than one of these) for three years, but not just for full-time education. However, this does not apply if you are exempt from immigration control (i.e. as a diplomat or member of visiting armed forces or an employee of an international organisation, or the family of such a person).
- 3 You are a refugee, or have been granted Exceptional Leave to Enter or Remain, Humanitarian Protection or Discretionary Leave in the UK following an application for asylum, and you have lived in the UK, the Channel Islands or the Isle of Man since that status was recognised or granted, or you are such a person's husband, wife or child.
- 4 You are an EEA or Swiss national, you live in the UK and you are a migrant worker (or you are such a person's husband, wife or child), and you have lived in the EEA or Switzerland (or both) for three years, but not just for full-time education.
- 5 You would otherwise meet the criteria of categories 1 to 4, but you have lived outside the UK, Channel Islands, Isle of Man, EEA or Switzerland (or more than one these) because you, your husband or wife, or your parent have been temporarily working outside the area in question.

Please provide details of place and country of birth, nationality, passport number, country of ordinary residence, and residential and fee codes as on your UCAS application so that we can begin to assess your fee status.

If you are unsure of your fee status or think you may be liable for overseas fees, please request a fee status questionnaire from your College admissions office or the Cambridge Admissions Office and complete and return it. This will help the College to decide your classification. **You should consult your College as soon as possible if there is any doubt about your fee status classification.**

Source of funding: For overseas students support normally comes from family funding and/or through a scholarship programme. The source of any scholarship funding should be indicated. The University has a number of part-cost awards for those who are able to raise a significant part of the total cost, but there are very few full-cost awards available for undergraduate study. If you receive an offer of a place, your College will send the appropriate application form to you in January.

Disability/specific learning difficulty: Please specify if you have indicated a disability/specific learning difficulty on your UCAS application.

Criminal conviction: Please specify if you have indicated a relevant criminal conviction on your UCAS application.

Parents/guardians: Please provide names, address, and occupation. This information is mainly requested in case we should need to make contact at any stage, before or after any offer is made, and to ensure that we can advise you if you should appear to be eligible for any special scholarships that may be available to help students/families in your situation.

School/college: Please include the name as well as full postal address, telephone number, and fax number for your school/college. If these details change after submitting your COAF, please inform the Admissions Office of your preference College.

Education since age 11: Give a complete list in chronological order.

Please indicate if you have been able to take all the AS/A level, IB, or equivalent subjects you wanted to. Please also indicate the subjects you have taken, the approximate number of students in your class for each subject and the main topics covered so far.

English language qualification: If your first language is not English you must have, or take before the start of the course, an acceptable qualification in English language (see details on the University website). Please provide details of any English language qualifications you have taken.

Qualifications completed: Enter information on examinations already completed where the result is known. Include any retakes. Please list all examinations of a single type together i.e. GCSEs followed by AS levels, A levels, International Baccalaureate and finally any other qualifications finishing with your highest qualification. If there is room, leave a line between the different types of qualifications. If you have completed O levels, SPM, or other equivalent examinations where alphanumeric results are awarded (e.g. A1 or A2) please list them in full. Individual module results should not be listed here but in the Modular AS/A level unit section on page 6.

If you are taking non-UK qualifications, you should complete this section AND ALSO submit a copy of your secondary/high school transcript and details of the marking/grading scale used, both in English.

Qualifications not yet completed: Enter information for examinations which you are still studying, for example, A levels, International Baccalaureate, or equivalent examinations.

If your qualifications cannot be fitted into the format of the form please enclose details on a separate sheet of paper. Applicants for a place as an affiliated student should include a brief summary of their academic record including pre-university examinations and overall grade or classification for degree examinations. You must also submit an official transcript or other official record of your academic performance/examination results to date. This should be enclosed with your application or sent by your University without delay, clearly marked for the attention of the Admissions Tutor at the College to which you are applying. Your application cannot be considered until this has been received.

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SAT results: If you have taken or are planning to take American SATs, please give details including any results.

Modular AS/A level units completed/currently being studied: If you are taking modular AS and A levels please provide details of the units you have taken, those that you are currently studying towards and indicate which (if any) units you are planning to retake. Please note that UMS scores should be listed for each sitting of the unit and regardless of whether or not you have certificated or retaken the unit. Units should be listed by subject rather than by date taken. Please continue on a separate sheet if necessary.

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Personal statement: Please enclose a copy of your personal statement as prepared for your UCAS application. If there is anything additional to this statement, particularly relevant to your application to Cambridge, you can write this in the box provided.

Declaration – Please read this carefully and keep it with your copy of the application form

Please read the declaration on the application form carefully. You **must** sign the Cambridge Overseas Application Form or we cannot process your application. When you sign the form, you agree to follow these conditions:

- a. You have the right to cancel your application through us. You can do this by writing to us within 10 working days of the date of receipt of the College letter/email acknowledging your application.
- b. If we, the Cambridge College or the University of Cambridge, believe that you or your referee have left out any information or given false or misleading information, we may take any necessary steps to check whether it is accurate or complete. We have the right to cancel your application without giving you back your application fee. If you have any reason to believe that information we have about you is not accurate or complete, you must tell us.
- c. We may, at any time, ask you or your referee to provide more information about your application (for example, proof of identity, status, qualifications). If we do not receive that information by a set date, or if the information is not satisfactory, we can cancel your application without giving you back your application fee.
- d. We try to process applications and decisions efficiently and accurately. However, we will not be liable for any mistakes or delays, or any loss or damage caused by mistakes or delays. We endeavour to interview a high proportion of overseas applicants, so long as they are available on the published interview dates, but it is not possible to guarantee that every applicant will be invited for interview as part of the assessment of their application.

e. If you accept an offer of a place from a College, you must accept the terms and conditions the College send you either with or before the offer of a place. You must read these terms and conditions carefully. They may allow the College to change or withdraw an offer of a place after they have made it because of circumstances beyond their control. If you have any questions about those terms and conditions, you should ask the College before you accept any offer of a place.

f. If you become a student, under your contract with the University of Cambridge and the Cambridge College, these institutions must do all they can to provide the educational services advertised. If industrial action or circumstances beyond the control of the institutions affect their ability to provide these services, they must do all they can to keep disruption to your education as small as possible.

g. Your application is a contract between you and the Cambridge College and the University of Cambridge. No one else can enforce any part of this contract under the terms of the Contracts (Rights of Third Parties) Act 1999 or any other legislation.

Data Protection Act: When you sign the declaration on the application form, you agree to the processing of your personal data (as defined by the Data Protection Act 1998) by the University of Cambridge and the Cambridge Colleges to process your application. You accept that:

- we may keep a copy of your application form and use the information to collect statistics or monitor equal opportunities (or both);
- we may use or disclose information on your application form for research purposes, but no information which could identify you as an individual will be published;
- we will co-operate with banks or other organisations about products and services that you may wish to apply for by checking that you are an applicant/student.

We will take all reasonable steps to follow the terms of the Data Protection Act 1998. We confirm that the information provided in your application will normally be confidential between you; your referee; the appropriate staff at the College and University; your school, college or training organisation; your exam board or awarding body; your student support assessment body; the Student Loans Company; and in the case of international applicants, the British Council or appropriate agency.

However, the Cambridge College and/or the University of Cambridge reserve the right to, or may have to, give outside organisations including the police, the Home Office, local authorities, examination boards or awarding bodies, and the Department for Work and Pensions and its agencies, information from your application form to prevent or detect fraud. We will keep your application form to prevent or detect fraud.

The University of Cambridge and/or College which accepts you may use the information on your application form to create a student record about you for the Higher Education Statistics Agency.

We confirm that, in line with the terms of the Data Protection Act, you are entitled to a copy of all your personal data held by us. We normally charge £10 for this service to cover administrative costs. If you would like a copy of the information, please write to the relevant Admissions Tutor at the Cambridge College giving your full name, address, subject, College, together with a cheque or postal order for £10, payable to the appropriate College.

Declaration: You **must** sign the form to confirm that the information you have given within your application is complete and accurate and no information requested or other material information has been omitted. You should have read the notes on completing the application form and give your consent to the processing of your data by the relevant Colleges and University. You should note that if you do not fully comply with these requirements, the Colleges and University have the right to cancel your application and you will have no claim against the Colleges or University in relation thereto.

Applicant checklist

Please check:

- all sections of the form have been completed on pages 1–7
- if you are studying non-UK qualifications, you have ALSO enclosed a copy of your high/secondary school transcript and details of the marking scale, both in English
- you have signed the declaration on page 7
- a copy of your personal statement as prepared for the UCAS application is enclosed
- you have paid the £55 application fee (see www.cam.ac.uk/admissions/undergraduate/howtopay/)

Once you have checked the above please pass the Instructions for Referees (overleaf) to your referee who will complete their section of the form and return it to Cambridge Admissions Office/Cambridge College as appropriate (see page 1). If you wish to be considered for overseas interviews the completed form must be received in Cambridge by **20 September 2009**. If you are willing and able to come to Cambridge for interview, if invited, the closing date for receipt of completed forms is 15 October 2009. (The later closing date of 15 October also applies to those who live or are at school in Hong Kong and wish to be considered for interview there.)

Please pass your completed Cambridge Overseas Application Form and these instructions to your referee

Instructions for referees

Please read the following carefully before completing Cambridge Overseas Application Forms

General points

Applicants from countries outside the EU must complete both a UCAS application and a Cambridge Overseas Application Form (COAF) in order to make an application to the University of Cambridge. The following instructions and checklist are intended to help referees check that forms are filled in correctly and therefore avoid any delays in the processing of the application. They should be read in conjunction with the *Instructions for Applicants* distributed with each COAF and also available on the University website (www.cam.ac.uk/admissions/undergraduate/apply/).

How long have you known the applicant?

Please indicate the number of years you have known the applicant.

Predicted grades

Referees are asked to add predicted grades to the table provided on the COAF. It is **not** sufficient for this information to be supplied solely as part of the general reference.

Reference

We do very greatly appreciate and value the help we receive from referees and their frank appraisal of an applicant's strengths and any possible weaknesses. A copy of the reference prepared for the UCAS application or an alternative reference should be enclosed with the COAF. This should include the applicant's name and course, as well as the referee's name, position and signature. If you wish to make any additional points about an applicant which have not been covered by your reference these can be included on a separate sheet of paper. It is particularly helpful to know of any special circumstances which might affect an interview assessment.

In the case of applicants from Singapore who are taking an Integrated Programme without O levels, the school is asked also to enclose a copy of the applicant's Secondary 4 Assessment Record as has been agreed with the Ministry of Education.

Signature

Please ensure you clearly state the name of the school/college; your name, title, position at the school/college; and sign the form.

Additional information

If you send any additional information concerning an applicant, please ensure that you include the applicant's name, course and, if applicable, the College applied to.

Referee checklist

Before submitting the COAF please check:

- all sections of the form have been completed
- for applicants studying non-UK qualifications, enclosed are a copy of the applicant's high/secondary school transcript and details of the marking scale, both in English
- the applicant has signed the declaration on page 7
- you have added your details and signed page 8
- a copy of the personal statement as prepared for the UCAS application is enclosed
- a copy of the reference as prepared for the UCAS application is enclosed
- the £55 applicant fee has been paid (see www.cam.ac.uk/admissions/undergraduate/howtopay/)

Once you have checked the above please return the form to the Cambridge Admissions Office/Cambridge College as appropriate (see page 1). The completed COAF for those wishing to be considered for interview overseas must be received in Cambridge by **20 September 2009**. The completed COAF for those willing and able to come to Cambridge for interview, if invited, must be received by 15 October 2009. (The later closing date of 15 October also applies to those who live or are at school in Hong Kong and wish to be considered for interview there.)

Please note that faxed copies of the form are not acceptable.