Guide to completing the online application form 2015/16

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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 should be submitted within 14 days of the GRADSAF submission.

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 (UKCISA)
http://www.ukcisa.org.uk/
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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. 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 characters not supported by our system. You will need to address these areas before you can submit the application.
Creating your application (online applications only):

Before you begin an application for Graduate Study, please ensure that you have fully researched the application process on both the How Do I Apply section of the Graduate Admissions weopages and the Graduate Admissions Course Directory as well as the department pages.

Creating a new account:
If you are creating a new account, please Register

If you already have an account:
Please enter the login details below:
(NB: If you are applying as a continuer, you will need to create a new account by clicking Register above. If you have already created a new account as a continuer you may sign on as below)

Email Address:
Password:

The University of Cambridge needs to temporarily place cookies on your computer to make this website work. To find out more about these cookies, see our cookies policy

To access the GRADSAF online navigate to the Graduate Admissions homepage and click on the ‘Create/Continue an application’ button. If you have never applied for graduate study at Cambridge before click on the ‘Register’ button. If you already have an application account, enter your email address and password and click on the ‘Sign on’ button.

PLEASE NOTE: If you are currently or have previously been registered as a graduate student at Cambridge and are continuing on to another graduate course then you will need to click the Register button and create a new continuation account. If you have already registered as a continuer then enter your email address and password and click on the Sign On button.
The opening page of the application requires you to register your application. Please follow the instructions on the page.

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 term in this section. Please note: if a particular term is not available to select then it is not available for that course.
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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 parent’s 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/feestatusform.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 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.ist.admin.cam.ac.uk/

**Section A(2): Contact Information:**

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:

We would like 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 the course directory for any relevant application deadlines for your course or funding options. 

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

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-studyhttp://www.graduate.study.cam.ac.uk/portal/part-time

Section A(4): College Preferences:

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 for 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.

PLEASE NOTE: 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:

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:

<table>
<thead>
<tr>
<th>Name of award</th>
<th>Reason for award</th>
<th>Month</th>
<th>YYYY</th>
<th>Award Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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:**

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:**

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:

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:

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:**

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:**

If you propose to study for a part-time research degree, please state your reasons for wishing to do so here. If you are intending to remain in employment while studying, please give details.

Please do not copy and paste from a word or similar document, but type directly into this field. A limit of 1170 characters applies to this field. This includes spaces. For help see: www.graduate.study.cam.ac.uk/faq/applicant/what-word-limit-gradsat-questions

This is not required since you have currently opted for Full-time study
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:**

You may enter here any special circumstances (e.g. 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 SHOULD 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:

Please select at least one tick box on this page.

If you already have funding available to you and do not wish to apply for funding from the funding bodies below please tick this box and proceed to section C.

OR

If you do wish to apply for funding, please tick the relevant box(es) and complete any additional questions where required. Applicants may tick more than one box to apply to multiple funding bodies if they believe they are eligible.

<table>
<thead>
<tr>
<th>Scholarship</th>
<th>Eligibility and deadline</th>
<th>How to apply</th>
<th>I wish to apply</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gates Cambridge</td>
<td>For citizens of countries outside the UK. Deadlines: 14 October 2015 (US citizens normally resident in the USA), 2 December 2015 (all other eligible applicants).</td>
<td>Tick box on the right and complete sections B1 and B2 below.</td>
<td></td>
</tr>
<tr>
<td>Cambridge Trust (including central University funding competitions)</td>
<td>For citizens of countries outside the EU. Deadline: 2 December 2016.</td>
<td>Tick box on the right and complete sections B3 and B4 below.</td>
<td></td>
</tr>
<tr>
<td>Cambridge Trust (including central University funding competitions)</td>
<td>For citizens of countries within the EU (including UK). Deadline: 6 January 2016.</td>
<td>Tick box on the right and complete sections B3 and B4 below.</td>
<td></td>
</tr>
<tr>
<td>Economic and Social Research Council</td>
<td>For UK and EU citizens applying for a research degree in economic and social research. Deadline: 6 January 2016.</td>
<td>Tick box on the right.</td>
<td></td>
</tr>
<tr>
<td>Arts and Humanities Research Council</td>
<td>For UK and EU citizens applying for a research degree in arts and humanities. Deadline: 6 January 2016.</td>
<td>Tick box on the right.</td>
<td></td>
</tr>
<tr>
<td>Other Research Councils (BBBRC, EPSRC, MRC, NERC and STFC)</td>
<td>For UK and EU citizens applying for a research degree in these subject areas. Deadlines are varied and awards are administered by individual departments.</td>
<td>Tick box on the right and enquire with your department about the application procedure.</td>
<td></td>
</tr>
</tbody>
</table>

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

Please indicate which funding awards you would like to be considered for by ticking the appropriate boxes OR tick the box indicating you do not wish to be considered for funding. 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 (not mentioned on the
application). 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 include evidence of 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:**

Personal statement (max. 3100 characters). The Cambridge Trust offers scholarships 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 for which you consider yourself eligible; see the Scholarships section of www.cambridgetrust.org for details. Note that some scholarships require you, in addition, to make separate applications to partner organisations of the Trust. Instructions and links are on the Trust’s 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:**

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(4): 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 conversion site such as [www xe com](http://www.xe.com) or [www.canda.com](http://www.canda.com)

<table>
<thead>
<tr>
<th>Source</th>
<th>£ per year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scholarships and grants</td>
<td>£ 0</td>
</tr>
<tr>
<td>Personal funds</td>
<td>£ 0</td>
</tr>
<tr>
<td>Other funds</td>
<td>£ 0</td>
</tr>
</tbody>
</table>

**Total funds available annually towards the cost of your course**

£ 0

**Annual shortfall, if any, between the total funds available and the cost of your course**

£ 0

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 B(4): Applications for other Scholarships/Awards**

Enter here awards that will contribute to your funding. You should also enter the total of awards already made in the 4th entry of the second section of B4. You are strongly encouraged to apply to all sources of funding for which you are eligible.
Section C: Personal Data Sheet:

Section C(1) Next of Kin:

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?

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) 1: Dependents:

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(3) 2: Disability:

**2 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. 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 will receive a copy of this sheet, along with your application materials. The 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(s) will also receive a copy of this sheet.

This section is mandatory, so 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](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.disability.admin.cam.ac.uk/](http://www.disability.admin.cam.ac.uk/)

### Section C(3) 3: 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.

### Section C(3) 4: Criminal convictions:

All graduate applicants who have a *relevant* criminal conviction that is not spent must indicate this on their GRADSAF application.

For more information on criminal convictions see: [http://www.graduate.study.cam.ac.uk/graduate-admissions-policy/graduate-applicants-previous-criminal-convictions](http://www.graduate.study.cam.ac.uk/graduate-admissions-policy/graduate-applicants-previous-criminal-convictions).
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_APP.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 my list of applications?
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.

When I try to submit my application I get an error message saying 'you have entered characters not supported by our system.
To find out what characters you have entered that are not supported go to http://www.graduate.study.cam.ac.uk/faqs/applicant/what-characters-are-allowed-gradsaf and paste in your text. The output box will highlight any problem characters.