



UNIVERSITY OF  
CAMBRIDGE

GUIDE TO USING  
THE GRADUATE  
APPLICANT  
SELF-SERVICE  
2018/19

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## Introduction

If you are made a conditional offer of admission, you will receive access to your Self-Service account. Your User ID and password for logging in will be emailed to you.

The Self-Service account is the way that we will communicate with you and let you know about the progress of your offer (s). It is important that you check it frequently to find out if you need to do anything or if we have sent you any messages. If you do not, you might miss a deadline and risk having your application withdrawn.

You will be able to upload documents to support your application and maintain your personal details in your Self-Service account, and you will find links to useful information elsewhere on the University's website. You will also be able to withdraw your application or request a deferral from here.

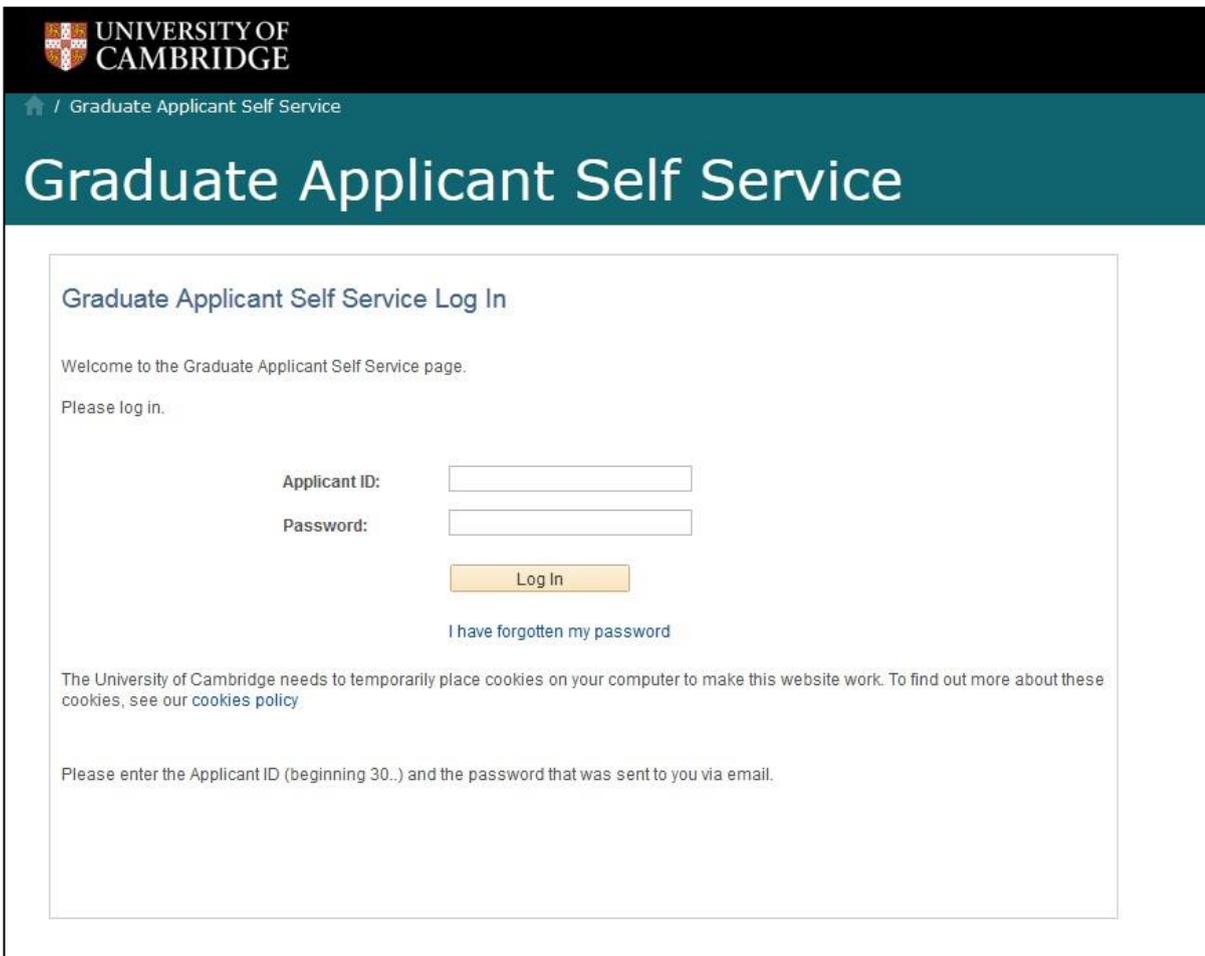
This document explains how to use your Self-Service account at each of the stages of your application.

*You will also find useful information on the 'I've applied what next?' pages of the Graduate Admissions website. For more detailed information on what you should do after being made an offer, visit <https://www.graduate.study.cam.ac.uk/your-offer>.*

## Section 1: Logging In

The link for Graduate Self Service (GSS) is on the Graduate Admissions website and is: [https://camsis.cam.ac.uk/psp/public\\_prod/EMPLOYEE/HRMS/c/UC\\_GRAD\\_APP\\_SELF\\_SERVIC.E.UC\\_GS\\_LOGIN.GBL](https://camsis.cam.ac.uk/psp/public_prod/EMPLOYEE/HRMS/c/UC_GRAD_APP_SELF_SERVIC.E.UC_GS_LOGIN.GBL)

When logging in your user ID will be your 9 digit student number usually beginning '30...'



The screenshot shows the 'Graduate Applicant Self Service' page. At the top left is the University of Cambridge logo and name. Below it is a breadcrumb trail: 'Home / Graduate Applicant Self Service'. The main heading is 'Graduate Applicant Self Service'. The page content is enclosed in a white box with a light blue border. It starts with the title 'Graduate Applicant Self Service Log In', followed by a welcome message: 'Welcome to the Graduate Applicant Self Service page. Please log in.' There are two input fields: 'Applicant ID:' and 'Password:'. Below these is a yellow 'Log In' button. A link 'I have forgotten my password' is positioned below the button. At the bottom of the box, there is a cookie notice: '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.' and a final instruction: 'Please enter the Applicant ID (beginning 30..) and the password that was sent to you via email.'

## Section 2: Overview

The Graduate Applicant Self-Service (GSS) allows you to:

- Maintain your personal data (your contact details)
- Track the progress of your offer(s)
- Review information or instructions that we send you
- Accept your offer
- Upload documents to meet your offer conditions, such as financial information, language test results and immigration documents
- Withdraw from your offer or request permission for a deferral
- Print a certificate of your offer

### 2(a): The Home Page

*Please switch off your popup blocker, or set "camsis.cam.ac.uk" as an exception in your browser when you access the Graduate Applicant Self-Service.*

[Admissions Website](#)

[Help](#)

## [Name] [Applicant ID] Graduate Applicant Self Service Home

Welcome to Graduate Applicant Self Service

Please download the [Guide to using Graduate Applicant Self Service](#) where you will find information about how to use your account.

Here you will be able to track the progress of your application(s), upload supporting documents, and update some contact details. Anything we need to tell you about your application (such as a change of status, materials you need to send us or important messages) will be shown here. Different pages and links will appear or become live as your application progresses.

Please check here regularly and take action promptly when we ask you to.

First, please upload a digital photograph of yourself. This is a requirement of your application, but will not be used as part of the selection process. If we already have a digital photograph (eg. because you have previously been a student at the University of Cambridge), you can delete your existing photograph and upload a new one. Click on the 'Photograph' link below and follow the instructions.

Please switch off your popup blocker, or set "camsis.cam.ac.uk" as an exception in your browser.

### Your Details

You can view and update your personal details by using these links:

[Names](#) [Addresses](#) [Phone Numbers](#) [Email Addresses](#) [Photograph](#)

Application Number	Course Description	Start Term	Status	College Membership	View/Amend
Application Number	PhD (Probationary) in Plant Sciences	Michaelmas Term 2017	Applicant Accepted Offer	Accepted at St Edmund's College	<a href="#">View/Amend</a>

In the top right corner there is a “Help” link. There is some information here about Graduate Applicant Self-Service. All the other Self-Service account pages have a similar link, which is context sensitive.

You can maintain your contact details (Addresses, Phone Numbers and Email Addresses) by using the links under the “Your Details” bar. However, while you can view your name, you cannot change it in the Self-Service account. If your name does need to be changed, please follow the instructions on the Names page.

You can upload a photograph of yourself – you will need to do this before you are admitted so that your University card can be issued. If you need to, you can also change the photograph.

Below the “Your Details” bar is a list of the applications that you have submitted. Each application has a unique application number. Once your account is active, any new applications you submit will appear here. If you use the online application they will normally appear within one working day of receipt of payment. If you send them by post or courier, they will appear as soon as they have been registered by the Graduate Admissions Office.

To view more detail about the application, or to send us information, click the “View/Amend” button next to the application.

**If you are made more than one offer, you will see one row for each application. Your applications will be treated separately by the University so their statuses will change at different times.**

The “Status” column shows the progress of your application. A more detailed explanation of this is given when you click on the “View/Amend” button.

Once a College has offered you membership, its name will appear in the “College Membership” column (this will only happen after we have made you an offer of admission).

**2(b): The Application Page**

1 Application Submitted ✓
 2 Offer Made ✓
 3 Offer Accepted ✓
 4 Confirmed
 [Admissions Website](#)
[Help](#)

[Name]    [Applicant ID]  
**Application Post-Offer**

We have made you an offer of admission for this course. The links and information below explain what actions you need to take, and provide information about this part of the application process.

Please note, your conditional offer is not official until you have received email confirmation of the offer and its conditions. Please do not accept your offer until you have received the email.

Application Number	Course Description	Start Term	Status	College Membership
Application Number	PhD (Probationary) in Plant Sciences	Michaelmas Term 2017	Applicant Accepted Offer	Accepted at St Edmund's College

Status: You have accepted your offer.

**Messages and Warnings**

[Redacted message content]

Message Dated 10/03/2017

**Application Information/Actions**

[Print Certificate of Offer](#)      [UK Immigration](#)  
[View Offer Conditions/Comments](#)  
[Print Cover Sheets](#)              [Withdraw Your Application](#)  
[Tracking Your Finances](#)          [Defer Your Application](#)  
[Documentation and Forms](#)

[Return To Homepage](#)

You can view more detailed information about each application when you click the “View/Amend” button next to an application on the Home page.

At the top is a progress bar, which shows at a glance the status of your application. When the status changes the Application Information/Actions on the page will also change.

Underneath the summary of your application, there is a more detailed explanation of your application status. This might ask you to do something, so you should always read it.

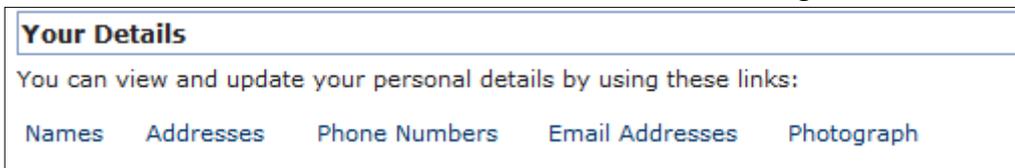
There are several links under the Application Information/Actions bar, which you can use to find further information, to tell us something or to upload some documentation. These are described in the “Things to Do...” sections of this guide.

### Section 3: Managing Your Personal Data

Your personal data is the same for all of your applications. If you change it, the changes will apply to all applications you have submitted.

Use the links on the Home Page to update your contact information or to upload a photograph of yourself. You cannot change your name here. If you need to tell us about a change of name, please follow the instructions on the Names page.

All the links are under the “Your Details” bar on the Home Page.



#### 3(a): Adding Your Photograph

Please upload your photograph as soon as you can.

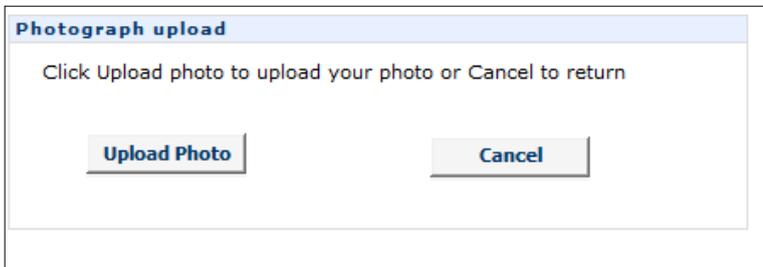
The photograph must:

1. Be a JPEG file (.jpg format);
2. Be in portrait orientation (280 pixels wide by 336 pixels high);
3. Be of resolution 200dpi or better;
4. Be of good definition and in full colour;
5. Be in focus;
6. Have a plain, light coloured background;
7. Show your head and the top of your shoulders only, with your face central on the picture and with nothing covering your face;
8. Be taken with your eyes open and clearly visible (no sunglasses)
9. Be taken of the full head, without any covering unless it is for religious or medical purposes;
10. Show you acting naturally, not smoking, not with other people or in a ‘holiday snap’.

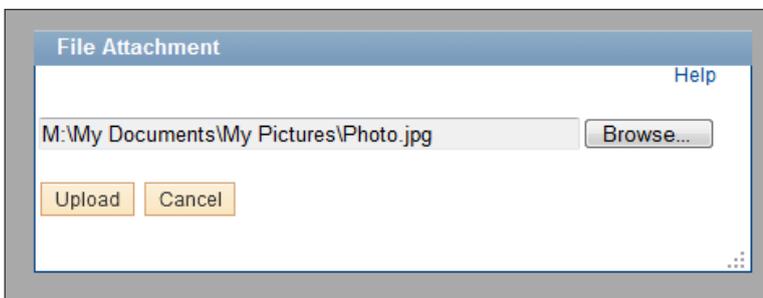
Click the “Photograph” link.



Click “Attach your photo here”.



Click “Upload Photo”



Use the File Attachment popup to browse your computer for your photograph.

When you have identified the photograph you would like to use, click “Upload”.



The photograph will be saved.

There is an explanation on the photograph page that tells you how we will use your photo.

If you want to change your photograph, first use the “Delete” button to remove the old photo, then upload a new one.

If you are unable to upload a photograph, please email [graduateadmissions@admin.cam.ac.uk](mailto:graduateadmissions@admin.cam.ac.uk). Please do not email or upload your photograph elsewhere as we will be unable to process this.

### 3(b): Viewing the Names page

Click the “Names” link in the Home Page to display the names page. Your name will be displayed at the bottom of the page. If you want to change it, follow the instructions on the page.

**Names**

It is not possible to change your name in Self-Service. If you wish to notify a change, you should send your notification, supported by a formal document, such as a marriage certificate to:

Graduate Admissions Office  
Academic Division  
17 Mill Lane  
Cambridge  
CB2 1RX  
United Kingdom

When we have made the change, you will see it here.

Name Type	Name
Primary	Mr Shu Bradley
Initials	Mr S.D. Bradley

[Return](#)

Click “Return” to go back to the Home Page at any time.

### 3(c): Updating your addresses

Click on the addresses link on the homepage and follow the instructions to update your address details. The process is similar to the phone numbers and email addresses below.

#### 3(c)(i): Phone numbers and email addresses

The process for maintaining these is very similar, so only phone numbers are shown in the example below.

Click “Phone Numbers” on the Home Page.

*Phone Type	*Telephone	Ext	Country	Preferred
Home	0123456789010			<input type="checkbox"/>

[Add A Phone Number](#)

[Save](#)

\* Required Field

To change an existing number simply overwrite the details, then click “Save”.

To add a new number, click “Add a Phone Number”.

*Phone Type	*Telephone	Ext	Country	Preferred
Home	0123456789010			<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Set the phone type from the drop down menu.

Enter the new number.

Set one of the numbers to Preferred by ticking the box.

Click "Save".

*Phone Type	*Telephone	Ext	Country	Preferred
Mobile	0123654789654			<input type="checkbox"/>
Home	0123456789010			<input checked="" type="checkbox"/>

If you change an email address, we will immediately try to contact your domain to validate the address. If we are not able to do this, you will see a warning message. Please check your typing to make sure that you have typed the address correctly.

## Section 4: Managing your offer

Everything that happens after the Graduate Admissions Office makes you a formal offer of admission is referred to as “Post-Offer”. You will see this expression in several places in your Graduate Applicant Self-Service.

### 4(a): Accept your offer

You will need to accept your offer before we confirm your admission to Cambridge. Click “Accept/Decline” your offer. You do not need to wait until you have satisfied the conditions of your offer in order to accept.

Application Number	Course Description	Start Term	Status
Application Number	Master of Law (LLM)	Michaelmas Term 2014	Conditional Offer Made

Status: The Board of Graduate Studies has made you a conditional offer of admission.

Click “I Accept Offer”.

Application Number	Course Description	Start Term	Status
Application Number	Master of Law (LLM)	Michaelmas Term 2014	Conditional Offer Made

Status: The Board of Graduate Studies has made you a conditional offer of admission.

Click “Confirm Acceptance”.

Application Number	Course Description	Start Term	Status
Application Number	Master of Law (LLM)	Michaelmas Term 2014	Applicant Accepted Offer

Status: You have accepted your offer.

The status of your offer will change to “Applicant Accepted Offer”.

The progress bar along the top of your application will also show that you have accepted the offer.

**4(b): Decline your offer**

If you have decided that you do not want to take up the offer, you can decline it.

**Once you decline the offer, we will be unable reinstate it should you change your mind so please ensure that declining the offer is your final decision.**

Click the “Accept/Decline your offer” link.

Application Number	Course Description	Start Term	Status
Application Number	MPhil in Criminology	Michaelmas Term 2013	College Membership Allocated

Status: A college has offered you membership.

Click “I Decline Offer”.

Application Number	Course Description	Start Term	Status
Application Number	MPhil in Criminology	Michaelmas Term 2013	College Membership Allocated

Status: A college has offered you membership.

Click “Confirm Decline”.

Application Number	Course Description	Start Term	Status
Application Number	MPhil in Criminology	Michaelmas Term 2013	Withdrawn - Applicant Declined Offer

Status: Your application has been withdrawn because you declined your conditional offer.

Your Self-Service account will now show that your application is withdrawn because you have declined your offer of admission. You will not be able to provide any further information about it.

**4(c): Print certificate of offer**

You can print a certificate with details of your offer. You can print certificates for as long as your offer is active.

Application Number	Course Description	Start Term	Status
Application Number	Master of Law (LLM)	Michaelmas Term 2014	Applicant Accepted Offer

Status: You have accepted your offer.

Application Number

Click "Print Certificate of Offer".

Click "Print Certificate of Offer" on the new page that appears.

A new window or tab will open in your browser to show the certificate. You can print this or save it as a PDF.

**4(d): Defer your course**

Some courses offer alternative term start dates. If this is the case, it is possible for you to request to defer your course of study to an alternative term. Please check the online graduate prospectus or speak with your department regarding this possibility.

**Please note: it is not possible to defer between academic years. You may only defer between terms within the same academic year which runs from Michaelmas Term (October), through Lent Term (January), to Easter Term (April). If you would like to move your application from one academic year to the next, you will need to withdraw your current application and reapply with a new application, incurring a new application fee and undergoing the admissions process again.**

**If your place has already been confirmed, you will need to email the Graduate Admissions Office to request a deferral.**

Click "Defer Offer".

Status: A college has offered you membership.

Select the term that you wish to start studying

Reason for Deferral:

Select a new term of admission from the dropdown. All these terms will be in the same academic year as your original term of admission.

Select the term that you wish to start studying

Reason for Deferral:

Provide a reason for your deferral request and then press the “Submit Deferral” button. This reason will be viewed by the Department and College and should reflect your intentions for undertaking the course at a later date.

Application Number	Course Description	Start Term	Status	College Membership
Application Number	PhD (Probationary) in History	Michaelmas Term 2013	Deferral Requested	Accepted at Wolfson College

Status: Your request for deferral of your application has been received.

Deferral Request Details entered

Term that you wish to start studying

I have applied for and obtained a scholarship, but my sponsor wants me to undertake some preliminary work with them before I come to Cambridge.

You have now requested a deferral. We will consider you request and will let you know whether or not you will be allowed to defer.

#### 4(e): Upload documents

We only accept one type of document: **.pdf** (Adobe Acrobat). PDFs must not be password protected or digitally signed. If you want to upload other types of document, please convert them to this format first.

This is the most important page of your Self-Service account because it is where you provide the documents to meet your offer conditions (except for certified transcripts, which cannot be uploaded via your Self-Service account). Use it carefully. If you make a mistake when you are uploading a document, for example by uploading a transcript and telling us that it is a marriage certificate, or by uploading something to the pre-decision area instead of the post- offer area, we may not be able to locate the document, and your application could be withdrawn.

Please note that the list of offer conditions will not automatically update for Post-Offer items as the Graduate Admissions Office must scrutinise the documents that you have submitted in order to ensure that they meet the conditions of your offer. This can take several working

days (and processing times vary depending on the time of year). Please keep checking your Self-Service account for updates and comments.

Please note that while most supporting documents can be uploaded to your Self-Service account, original or certified copies of your transcripts and certificates sent to meet your academic conditions must be sent by post.

We are not able to return original documents or retain them for collection. You must obtain a certified copy if you wish to retain the original transcript/certificate.

If you will be applying for a Tier 4 student visa, you will be required to have original academic documentation when making the application. Please ensure that you retain at least one set of original academic transcripts/certificates for this purpose. **DO NOT send us your only original.** If you have only one set of original academic documentation, please either obtain another set as soon as possible, or send us certified copies.

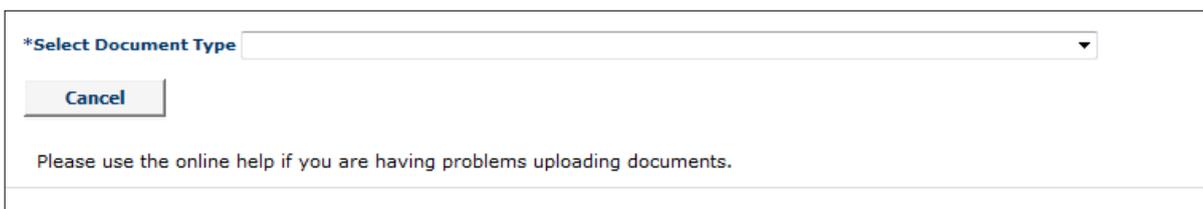
**How to upload documents:**

Click the “Upload Supporting Documents” link on the Application Pre-Decision page:



The screenshot shows a rectangular box containing three buttons. At the top is a button labeled "Upload Documents". Below it are two buttons side-by-side: "Return To Homepage" on the left and "Return To Application" on the right.

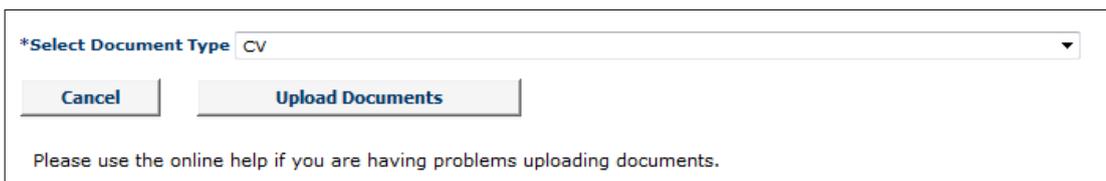
Click “Upload Documents” on the document upload page.



The screenshot shows a dropdown menu with the text "\*Select Document Type" and a downward arrow. Below the dropdown is a "Cancel" button. At the bottom of the box is the text: "Please use the online help if you are having problems uploading documents."

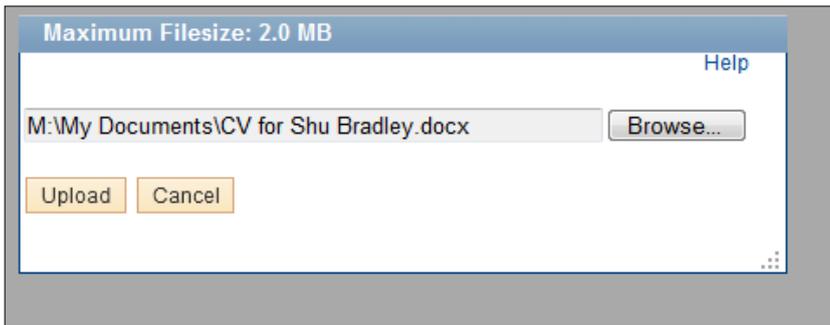
Select the type of document that you would like to upload from the drop down list.

At this stage of your application please use only documents where the type is **Post-Offer**. If you use the Pre-Decision type, your document will not reach us.



The screenshot shows a dropdown menu with the text "\*Select Document Type" and "CV" selected, with a downward arrow. Below the dropdown are two buttons: "Cancel" on the left and "Upload Documents" on the right. At the bottom of the box is the text: "Please use the online help if you are having problems uploading documents."

Click “Upload Documents”.



Use the File Attachment popup to browse your computer for the document that you wish to upload. When you have found it click “Upload”.

3	CV_for_Shu_Bradley.pdf	CV	11/09/2013 16:01:36
<input type="button" value="Upload Documents"/>			

You will see the document in your list on the “uploads” page.

#### 4(f): E-transcripts

If your current institution uses an e-transcripts service, do not send us a copy of your e-transcript. Instead, please share the transcript to [bgstranscripts@admin.cam.ac.uk](mailto:bgstranscripts@admin.cam.ac.uk). More information on how to share your transcripts can be found [here](#). We will make a copy of your transcript and store it in our own student information system.

#### 4(g): Print cover sheet

You only need to do this if you are going to send us documents by post or courier. See [“How to send us documents by post or courier”](#) for instructions.

#### 4(h): Withdraw your application

Please be aware: If you do this, it will withdraw your application immediately and permanently, so be careful with this function.

Application Number	Course Description	Start Term	Status	College Membership
Application Number	PhD (Probationary) in Biological Science @ MRC CBU	Michaelmas Term 2013	College Membership Allocated	Accepted at Darwin College
Status: A college has offered you membership.				
<input type="button" value="Withdraw Application"/>				

Click “Withdraw Application” on the “Withdraw your application” page.

<b>Application Number</b>	PhD (Probationary) in Biological Science @ MRC CBU	<b>Michaelmas Term 2013</b>	<b>College Me Allocated</b>
---------------------------	--	-----------------------------	-----------------------------

Status: A college has offered you membership.

[Confirm Withdrawal](#)

A new page will appear and will ask you to confirm withdrawal. Click “Confirm Withdrawal” if you wish to proceed. This will withdraw your application and will change its status.

Your application has now been withdrawn. We are sorry you do not wish to proceed. Please take a few moments to let us know why you have made this decision.

[Go to Questionnaire](#)

You will now be invited to complete a questionnaire about your reason for withdrawal. This is to help us to improve our admissions service.

If you decide to complete the questionnaire (which is optional) a new window will open. Please complete the questionnaire in the new window.

<b>Application Number</b>	<b>Course Description</b>	<b>Start Term</b>	<b>Status</b>
Application Number	PhD (Probationary) in Biological Science @ MRC CBU	Michaelmas Term 2013	Withdrawn by Applicant

Your Self-Service account will now show that your application is withdrawn. You will not be able to provide any further information about it.

## Section 5: When you have met all the conditions of your offer

The progress bar at the top of the Application page will show that your admission is confirmed:



The actions at the bottom of the page will have changed also:

Application Information/Actions		
Print Certificate of Confirmation	Defer Your Application	Upload Supporting Documents
UK Immigration		
Tracking Your Finances	Documentation and Forms	

You can still review your application information and “Print Certificate of Confirmation”.

If you require a Tier 4 visa to study, you should soon be able to access your CAS Statement as a PDF via the “UK Immigration” section. Your CAS Statement will also be sent to you by email. You can apply for your visa from 3 months prior to your course start date and you are advised to make the application as soon as possible after you have received your CAS. Further information is outlined at [www.internationalstudents.cam.ac.uk/immigration](http://www.internationalstudents.cam.ac.uk/immigration)

You can update your visa application status in the ‘UK Immigration’ section, by clicking on ‘Visa Application Status’ and following the instructions.

Please do not do anything else. Your admission is complete – we have all the information we need and have made the decision to admit you.

### 5(a): Print your certificate of confirmation

Application Number	Course Description	Start Term	Status	College Membership
Application Number	PhD (Probationary) in Obstetrics and Gynaecology	Michaelmas Term 2013	Admission Confirmed	Accepted at Fitzwilliam College

Status: You have satisfied the conditions of your offer and your admission to the University of Cambridge has been confirmed.

[Print Certificate of Confirmation](#)

Click the link “Print Certificate of Confirmation”.

Your certificate will open in a new window.

You will be able to print or save it.

**Section 6: Guidance for scanning documents**

We only accept one type of document: **.pdf** (Adobe Acrobat). PDFs must not be password protected or digitally signed. If you want to upload other types of document, please convert them to this format first.

If your computer cannot create PDFs, there are several plugins or converter applications that you can download from the internet. Use one of these to convert your documents to PDF format before uploading them.

If your file cannot be converted to PDF (for example, because it is a music file) then you should post or send it by courier. Instructions on how to do this are in the section [“How to send us documents by post or courier”](#).

The maximum size of a document that you can upload is 2MB. Documents larger than this will not upload.

If you cannot upload a document that you have scanned, because the file size is too large, please try one of the following:

**Online compression:**

There are many websites that offer a free file compression service.

**Image Type:**

Try to find out if the software you are using allows you to set the ‘image type’ of the document you are scanning. Scanners usually offer a choice of Black and White (often referred to as Line Art), Greyscale or Colour. If you are scanning a document of text (no photos) it is sufficient to use a setting of Black and White.

**Resolution:**

Try to find where your scanning software allows you to set the image resolution of the document you are scanning. For most documents a resolution of 200dpi will be sufficient.

**File Format:**

If your scanning software allows you to pick a file format for you scanned image try using JPEG. JPEG images are compressed so will be smaller than most other types.

You will need to convert to JPEG file to PDF format so that you can upload it.

**Area Scanned:**

If your scanning software allows you to select parts of a document to scan and you are scanning a document with large blank borders, try selecting only the part of the document containing the information. Scanning the blank borders will increase the file size unnecessarily.

**Section 7: How to send us documents by post or courier**

If you cannot use the document upload page to submit either pre-decision or post-offer documents, here's what to do.

Print a copy of your cover sheet – click the “Print Cover Sheets” link on the Admissions Pre-Decision page.

Click “Print Cover Sheet”.

The cover sheet will open in a new window.

Print it, and make sure that the application details at the top (the USN and application numbers, your name, the course, the term of admission) are clearly visible on the printed copy.

We will use your cover sheet when we scan your documents.

Tick the items on the cover sheet to show which documents you are sending to us.

Enclose one copy of each of your documents in your package.

If you send the documents by courier or by post, use the following address:

University of Cambridge  
Graduate Admissions Office  
17 Mill Lane  
Cambridge  
CB2 1RX

When we receive the documents, we will scan and store them electronically. You will be able to see via your Self-Service account once they have been processed. However, it might be several days after the day of delivery before we are able to upload and process them, so please be patient.

Any documents sent by post or courier will be destroyed after they have been successfully scanned.