

Graduate Application Cover and Packing List (Paper Applications only)



Board of Graduate Studies

Complete all the information required on this form; do not omit any information.

Your application cannot be processed unless it is complete.

You must fill in the **GRADUATE APPLICATION CHECKLIST** table to show which items are included in your application pack. The individual course entries in the Qualifications Directory section of the **Graduate Studies Prospectus** tell you if extra materials are required for your course.

Applicant's details			
Last Name (as on passport)	<input type="text"/>	DATE OF BIRTH:	
First & other Names (as on passport)	<input type="text"/>	<input type="text"/>	<input type="text"/>
		DD	MM
Title	<input type="text"/>		YYYY
	(Mr/Mrs/Miss/Dr etc)		

Assembling & sending the application packet

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

- Please ensure that none of your material is stapled
- Sort all the materials required for your application in the order shown in the table above
- Put them into a large envelope; please do not fold
- Read carefully and sign the declaration below
- Add this form to the front of the pack
- You must complete the Graduate Application Checklist overleaf, and add it to the front of your application.

If you are applying for more than one course, put the applications in separate envelopes

ADDRESSES		
<i>IMPORTANT: For some subjects, the application form should be sent directly to the department. Please consult the course description in the Graduate Studies Prospectus to check whether this is the case for your application.</i>	<i>Applications sent by Post:</i>	<i>Applications sent by Courier:</i>
	University of Cambridge Board of Graduate Studies PO Box 338 Cambridge United Kingdom CB2 1YP	University of Cambridge Board of Graduate Studies 4 Mill Lane Cambridge United Kingdom CB2 1RZ

The BGS office is closed at weekends and on bank holidays, and from 24th December 2010 – 2nd January 2011 inclusive.

Declaration

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

<input type="text"/>	<input type="text"/>
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Signature

Date (DD/MM/YYYY)

Graduate Application Checklist

ITEMS 1–8 <i>These must be enclosed with your application. We may require original transcripts if we make you a conditional offer.</i>		Number of copies required		ENCLOSED?	
		UK Applicants	Non-UK Applicants	YES (tick)	NO (tick)
1	Your original application form	1	1		
2	Further copies of the full application form	1	2		
3	A copy of page 1 only of the application form	1	1		
4	Sealed envelope containing copies of Reference One	2	3		
5	Sealed envelope containing copies of Reference Two	2	3		
6	Sealed envelope containing Personal Reference (Applicants for funding from the Cambridge Trusts only)	-	1		
7	Copies of your Transcripts	2	3		
8	Personal Data Sheet	2	3		
9	Valid Cheque / Banker's draft for correct amount	1	1		

ITEMS 9–11 <i>These will help us reach a decision about your application more quickly. If they are not present and we decide to make you a conditional offer, they may be required before your admission can be confirmed.</i>		Number of copies required		ENCLOSED?	
		UK Applicants	Non-UK Applicants	YES (tick)	NO (tick)
10	Copies of Degree Certificates	2	3		
11	Copies of your English language proficiency test results (if required)	-	3		
12	Copies of letters showing scholarship funding you have already obtained	2	3		

ITEMS 12-15 <i>You must only include these materials if they are required for your course. The application instructions for your course will tell you this. Do not include material if we do not ask for it.</i>		Number of copies required		ENCLOSED?	
		UK Applicants	Non-UK Applicants	YES (tick)	NO (tick)
13	Copies of your Research Proposal	2	3		
14	Samples of your written work	1	1		
15	Curriculum vitae	1	1		
16	Employer's letter Required for Part-time research degrees only	2	2		