

# Guide to Completing the Supplementary Application Questionnaire (SAQ)

2020/21 Entry

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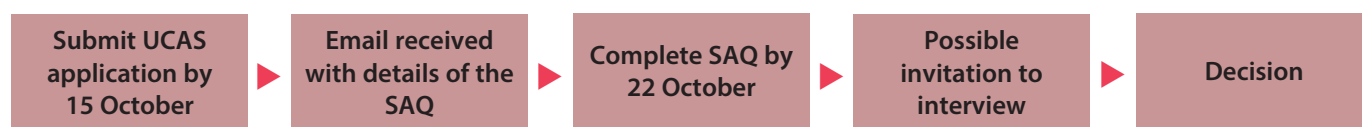
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## Introduction

In order to make a valid application to the University of Cambridge, applicants are asked to complete an online Supplementary Application Questionnaire (SAQ) shortly after submitting their UCAS application. The purpose of the SAQ is to ensure that we have complete and consistent information about all applicants. It also enables us to collect information that is not part of the UCAS application but which we find useful when assessing applications, such as the topics you have covered as part of your AS/A Level (or equivalent) courses (which helps our interviewers decide which questions to ask) and, if applicable, registration numbers for admissions assessments.

Once your UCAS application has been received by the University, which is usually within 48 hours of submission, a message will be sent to the email address you supplied in that application. In this email you will be provided with a link to the online Supplementary Application Questionnaire, your personal log-in details and a date by which you must complete it. In the majority of cases this deadline will be 18:00 (UK time) on 22 October 2019. Your UCAS referee will also be emailed to advise them that your log-in details have been sent to you; please note, however, that the email we send to them will not contain your log-in details.

The application process looks like this:



This guide gives more information about the SAQ in order to help applicants know what to expect before starting the questionnaire and provide support while completing it.

If you are unable to complete the SAQ online (ie because you do not have a valid email address, or as a result of a disability) please contact the Cambridge Admissions Office as soon as possible (email: saqhelp@admin.cam.ac.uk / telephone: 01223 333308) and we will send you a paper version of the SAQ to complete.

**We strongly recommend that you do not leave any part of your application to the last minute/deadline day in case you encounter difficulties that may take some time to resolve and which may cause you to miss a deadline as a result.**

# Overview

## At a Glance

- The SAQ is divided into eight sections:
  - Section 1 Application Type
  - Section 2 Photograph
  - Section 3 Personal Details
  - Section 4 BMAT Number
  - Section 5 Education
  - Section 6 Qualifications
  - Section 7 Additional Information
  - Section 8 Submit

Each section is made up of one or more pages. More information about each section, and the questions that you will be asked in each, is given on p7-21 of this guide.

- You don't have to complete the SAQ in one go. You can log in as many times as necessary to complete the SAQ, until you submit it. The first time you access the SAQ you will be asked to log in using the details in the email we send you. You will then be required to set your own password to enable you to access the SAQ again.
- In addition to the information in this guide you will find guidance in the 'Help Text' panel on each page of the SAQ itself.
- Some questions may not apply to you, for example those that apply only to a particular course or to particular qualifications. In cases where we know that a question definitely does not apply to you individually, the answer box will be unavailable, or the only item in the drop-down menu will say 'Not applicable'.
- Some questions are compulsory and you will not be able to submit your SAQ until you have answered these. Compulsory questions are indicated with an asterisk next to the question number (eg '\* 1.1').
- You can move between pages and sections of the SAQ using the navigation bar which runs across the top of each page as well as by clicking the 'Previous Page' and 'Next Page' buttons. As not all applicants have to complete all sections of the SAQ, we advise you to complete Section 1 first before beginning the remaining sections.
- Every time you go to a different page in the questionnaire all of your work will be saved automatically. Alternatively, you can click the 'Save' button at any time. If your questionnaire is inactive for more than 60 minutes you will automatically be logged out and will lose any unsaved work. Therefore, we advise you to save your work regularly.
- You will be able to view all of your answers at any time by using the 'Review My Answers' button. This overview will also show you which questions haven't been answered yet.
- Please note that Firefox ([www.mozilla.org/firefox](http://www.mozilla.org/firefox)) is the preferred web browser for completing the SAQ.

## Information Required

There are a number of pieces of information you will need to hand in order to complete the SAQ. These include:

- your UCAS Personal ID
- the temporary SAQ Password we send you by email
- a passport-style digital photograph of yourself\*
- details of the units you have taken/are taking, including the UMS results achieved so far if you have taken/are taking modular AS/A Levels\*
- details of the band scores you have achieved, if you have taken Scottish Highers/Advanced Highers\*
- a copy of your High School Transcript, where required\*. For guidance as to whether or not you are required to submit a High School Transcript, please go to: [www.undergraduate.study.cam.ac.uk/applying/transcripts](http://www.undergraduate.study.cam.ac.uk/applying/transcripts)
- a copy of your University Transcript (if applicable)\*. Further information can be found at [www.undergraduate.study.cam.ac.uk/applying/transcripts](http://www.undergraduate.study.cam.ac.uk/applying/transcripts)
- your passport details (if you have a passport at the point of application)

\* If you are applying from outside the EU, and/or wish to be considered for an Organ Scholarship, or an overseas interview, you must submit the Cambridge Online Preliminary Application (COPA – [www.cam.ac.uk/copa](http://www.cam.ac.uk/copa)) before completing the SAQ. In this case, the information listed here is not required again as part of your SAQ. You will, however, need your COPA Reference Number. If you are required to submit a COPA, you must only complete sections 1 and 8 of the SAQ.

You may also find it helpful to consider in advance how you will answer the questions with free text boxes, such as the optional additional personal statement. You can familiarise yourself with these questions by reviewing p7-21 of this guide.

If you have all of the above information to hand and have thought about your answers to those questions requiring a comment or statement, we estimate that you could complete the SAQ in around an hour.

## Example Pages

Supplementary Application Questionnaire

1 Application type → 2 Photograph → 3 Personal details ↓ 4 BMAT number → 5 Education → 6 Qualifications → 7 Additional information → 8 Submit

Log out

**A** → Personal Details (2 of 2)

\* 3.2 Please list your country or countries of ordinary residence since 1 September 2017

\* 3.3 If you are living outside the European Union (EU) will you be available for an interview in Cambridge?  Yes  No  N/A

**B** → 3.4 If there are any dates during the interview period on which it will be very difficult for you to attend an interview, please explain when and why (max. 300 characters including spaces)

Count 0 Characters

\* Indicates a compulsory question Section completed?:

Previous Page Next Page Save Review My Answers

Guide to Completing the SAQ (pdf)

If you require assistance please email saqhelp@admin.cam.ac.uk Help About this site

Supplementary Application Questionnaire

1 Application type → 2 Photograph → 3 Personal details ↓ 4 BMAT number → 5 Education → 6 Qualifications → 7 Additional information → 8 Submit

Log out

**F** → Personal Details (2 of 2)

\* 3.2 Please list your country or countries of ordinary residence since 1 September 2017

\* 3.3 If you are living outside the European Union (EU) will you be available for an interview in Cambridge?  Yes  No  N/A

**D** → 3.4 If there are any dates during the interview period on which it will be very difficult for you to attend an interview, please explain when and why (max. 300 characters including spaces)

Count 0 Characters

\* Indicates a compulsory question Section completed?:

Previous Page Next Page Save Review My Answers

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If you require assistance please email saqhelp@admin.cam.ac.uk Help About this site

**G**

**H**

**J**

Feature		Notes
A	<b>Current section</b>	This highlights which of the eight sections you are currently viewing. It also indicates which page within the section you are on.
B	<b>Question</b>	Each section comprises a number of questions which are numbered 1.1, 1.2, 1.3 etc. Compulsory questions are identified by an asterisk (eg '* 1.1').
C	<b>Answer box</b>	Depending on the question you will either be given Yes, No, N/A (not applicable) buttons to choose, a drop-down list to select from or a text box to type your answer into. If the question is definitely not applicable to you (because it does not apply to the course you are wanting to study), you will not be able to answer the question, although the question text will still be visible.
D	<b>Count button</b>	There are limits to the length of some answers (defined in terms of the number of characters). Where appropriate a 'Count' button can be found next to the answer box. You can use this to calculate how many characters you have used so far in your answer.
E	<b>Help Text panel</b>	On most pages help text for each question will appear on the right-hand side of the screen; on some pages it will appear above the question. If you need extra help, click on the link at the bottom right of the page which will take you to a copy of this guide.
F	<b>Navigation bar</b>	The eight sections of the SAQ are represented in the navigation bar along the top of each page. Each section label will change appearance as you work through the questionnaire. You can jump to a given section by clicking on the appropriate section within the navigation bar.
G	<b>Next Page/ Previous Page</b>	These buttons allow you to move to the next/previous page within a section. If you are on the final/first page of a particular section the buttons will take you to the next/previous section.
H	<b>Save</b>	Every time you move to a different page in the questionnaire your work will be saved automatically. Alternatively, you can click the 'Save' button at any time.
I	<b>Log out</b>	You will have the option to log out at any time using the link in the top right-hand corner of your screen. Before you log out, please use the 'Save' button to avoid losing any work on the current page.
J	<b>Review My Answers</b>	This button takes you to an overview of the answers you have provided and allows you to see which questions have not yet been answered. This page will also highlight any compulsory questions that have not been answered, as well as any problems with the answers you have already provided.
K	<b>Submit</b>	Once you have completed the questions relevant to you and are happy with your answers you can submit your SAQ.

## Moving Between Pages and Sections

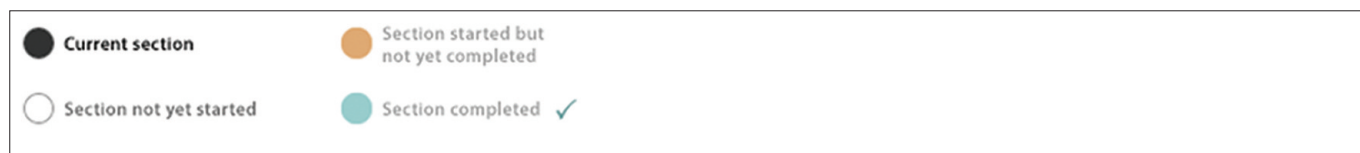
You can either use the 'Next Page' and 'Previous Page' buttons at the bottom of each page to move between pages and sections of the questionnaire, or you can use the navigation bar which runs across the top of each page. As not all applicants have to complete all sections of the SAQ, you should complete Section 1 first before beginning the remaining sections.

### Navigation Bar



## Monitoring Your Progress

The navigation bar, across the top of each page, will also indicate which sections you have marked as complete and which are still in progress, as shown below. Once you have completed all questions that apply to you in a given section, tick the 'Section completed?' box which appears on the final page of each section. This will change the status of the appropriate section in the navigation bar when you move to another section and help you keep track of your progress. You will still be able to change any of your answers up until you submit your SAQ.



You can review the answers you have given and which questions you still have to complete by using the 'Review My Answers' button at any time. This will take you to the 'Review My Answers' screen shown below. Unanswered compulsory questions are highlighted by red error messages on the right-hand side of the page. You can change any of your answers by using the 'Edit' button. This will take you directly to the relevant page in the SAQ.

## Review My Answers Page


**Display Name: Jane Smith**

This page displays an overview of all your answers. You can also see which questions you have not answered. Unanswered compulsory questions are highlighted by warnings to the right. If you want to change any of your answers click on the "Edit" link. You can generate a version of this information suitable for printing by clicking the "Generate Printable Version" button.

**You only have one opportunity to submit your transcript.**

Please check and make sure that the transcript PDF that you upload is the correct file.

Once you have submitted your COPA and transcript, you will not be able to make any changes or upload another transcript PDF.

[Edit](#)

[Return to last page viewed](#)

[Generate Printable Version](#)

[Add Transcript](#)

**Personal Information**

Name Prefix	Ms	Date of Birth	10-September-1999
Forenames	Jane	UCAS Course	VR18
Surname	Smith	Description	Open Application

**Application Type**

No.	Question	Answer	Edit	Warnings (if any)
1.1	Are you attending a school/college/university outside the European Union (EU) or, if you have left school/college/university, are you currently living outside the EU?		<a href="#">Edit</a>	Required question not answered

# Logging in

Once your UCAS application has been received by the University, which is usually within 48 hours of submission at UCAS, a message will be sent to the email address you supplied in that application. In this email you will be provided with a link to the online Supplementary Application Questionnaire, your personal log-in details and the date by which you must complete the SAQ. In the majority of cases this deadline will be 18:00 (UK time) on **22 October 2019**.

The email will be sent from saq@admin.cam.ac.uk and will have the subject line 'Application to the University of Cambridge'. We recommend that you add this email address to your 'safe senders' list and regularly check your email account (including your 'junk'/'spam' folder) after submitting your application to UCAS.

We suggest that you log in as soon as possible once you have received this email so that you can familiarise yourself with the SAQ and the questions asked. You will not be able to log in until you have received an email from us containing your log-in details. **Emails are usually sent within 48 hours of submission of your UCAS application and if you haven't received an email by Friday 18 October 2019 you should contact the Cambridge Admissions Office (email: saqhelp@admin.cam.ac.uk).**

## Initial login

SAQ Initial Login	Help Text
<p>Welcome to the Cambridge Supplementary Application Questionnaire (SAQ)</p> <p>As this is your first login, please complete the basic identity check and create your own password.</p> <p><b>Date of Birth:</b> <input type="text" value="10"/> <input type="text" value="09 - September"/> <input type="text" value="2000"/> DD                      Month                      YYYY</p> <p><b>Surname/Family Name:</b> <input type="text" value="Smith"/></p> <p><b>New Password:</b> <input type="password" value="....."/></p> <p><b>Confirm Password:</b> <input type="password" value="....."/></p> <p><input type="button" value="Change Password"/></p>	<p><b>SAQ Login:</b> Please confirm your date of birth (in DD/MM/YYYY format) and surname/family name so we can verify these details against your UCAS record.</p> <p>You received a temporary password to your registered email address. Please specify a password of your own to enable you to return to your SAQ at a later date.</p> <p><b>Your password must be at least 10 characters long and contain:</b></p> <ul style="list-style-type: none"><li>- a combination of upper and lower case letters</li><li>- at least one number</li><li>- at least one special character ( ) ! @ # \$ % &amp; * - = + \ [ ] { } ; : / ? . &gt; &lt;</li></ul>

The first time you log in you will be asked to provide your surname/family name, date of birth and the temporary SAQ Password sent to you by email. Please note that the password is case sensitive.

You will then be asked to specify a password of your own to enable you to return to your SAQ again. Your SAQ Password must be at least 10 characters long and contain:

- a combination of upper and lower case letters
- at least one number
- at least one special character ( ) ! @ # \$ % & \* - = + \ [ ] { } ; : / ? . > <

You will then be asked to verify the details we hold for you. If you are the named applicant and your contact details are correct please click on 'Identity Confirmed' to continue to the questionnaire itself.

If you are not the applicant named please contact the Cambridge Admissions Office as soon as possible (telephone: +44 (0) 1223 333308).

The postal address, telephone numbers and email address displayed are the ones you gave in your UCAS application. Please check these carefully to ensure that we can communicate with you effectively regarding your application. If any of your details are incorrect you should notify UCAS as soon as possible. Please contact UCAS Customer Services (telephone: 0371 468 0 468 ) or refer to UCAS Track (<https://track.ucas.com>).

## Subsequent Login

Supplementary Application Questionnaire	Help Text
<p>Welcome to your online Supplementary Application Questionnaire (SAQ).</p> <p>Please log in:</p> <p>UCAS Personal ID: <input type="text" value="0123456789"/></p> <p>SAQ Password: <input type="password" value="••••••••"/></p> <p><a href="#">I have forgotten my password</a></p> <p><input type="button" value="Log In"/></p> <p>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 <a href="#">cookies policy</a></p>	<p><b>PASSWORD PROBLEMS?</b> - Try entering your UCAS Personal ID and clicking 'I have forgotten my password' to get a new password sent to you by email.</p> <p><b>TIP!</b> - We recommend that you use the <a href="#">Firefox browser</a> to fill in the SAQ.</p> <p><b>How to Log In:</b></p> <p>Your UCAS Personal ID was provided to you by UCAS.</p> <p>If this is your first log-in, please use the temporary SAQ Password that we sent you by email. If you have already logged in once, please use the password you specified when you initially logged in.</p> <p><b>If you haven't received an email with your initial SAQ Password yet, you cannot log in at this time.</b></p> <p>If you haven't received an email by Friday 18 October 2019, you should contact the <a href="#">Cambridge Admissions Office</a> or phone +44 (0)1223 333308.</p> <p>If you have <b>forgotten your password</b>, please enter your UCAS Personal ID and click on 'I have forgotten my password'.</p> <p><b>If you have forgotten your UCAS Personal ID</b>, please contact <a href="#">UCAS Customer Services</a> or refer to <a href="#">UCAS Track</a>.</p> <p><a href="#">Guide to Completing the SAQ (pdf)</a></p>

The second and subsequent times you log in you will only be asked for your UCAS Personal ID and the new password that you set the first time you logged in. Don't worry if you forget your password. We will email you a new temporary SAQ Password if you enter your UCAS Personal ID and click on 'I have forgotten my password'. You will be asked to change this password to a password of your choice when you next log in.

See also [Frequently Asked Questions \(p22\)](#)

- *I've applied to the University of Cambridge through UCAS but I've not received an email; what should I do?*
- *What should I do if I lose my SAQ login details?*
- *What if I forget my SAQ Password?*
- *What is my UCAS Personal ID?*



# Section 1 Application Type

## Section Summary

This section asks you some general questions relating to your application which will help us ensure that it is processed correctly.

## Questions

### **\*1.1 Are you attending a school/college/university outside the European Union (EU), or if you have left school/college/university, are you currently living outside the European Union (EU)?**

If you are applying from a school/college/university outside the EU, or having left school/college/university now live outside the EU, you must submit a Cambridge Online Preliminary Application (COPA) in order to make a valid application to the University of Cambridge, **before** attempting to complete this questionnaire. This includes applicants studying or living in Iceland, Liechtenstein, Norway, Monaco and Switzerland. Applicants from the Channel Islands and the Isle of Man do not need to submit a COPA. The COPA can be accessed at: [www.cam.ac.uk/copa](http://www.cam.ac.uk/copa).

Your application will not be considered unless **both your UCAS application and COPA** are received by the relevant deadline.

### **\*1.2 Have you applied for an Organ Scholarship?**

Please indicate if you have applied for an Organ Scholarship. More information about these scholarships can be found at: [www.cam.ac.uk/musicawards](http://www.cam.ac.uk/musicawards).

### **1.3 If you have answered 'yes' to either of the above questions, please enter the COPA Reference Number and the UCAS Personal ID from your COPA confirmation email**

You should have received a confirmation email shortly after submitting your COPA, which contains your COPA Reference Number. This will have been sent to the email address you used to log in to your COPA. If you are unable to locate this email then please check your 'junk'/'spam' folder and if you still cannot find the email please contact the COPA help team at [copahelp@admin.cam.ac.uk](mailto:copahelp@admin.cam.ac.uk).

Please ensure the PID (Personal ID) entered here matches exactly the one from your COPA email, even if this differs from your current/correct PID.

**If you have already completed a COPA you should not answer Sections 2-7 of the SAQ. Entering your COPA Reference Number and UCAS Personal ID in question 1.3 will enable us to link the answers you provided in the COPA to your SAQ. Please click 'Next Page' and you will be taken directly to Section 8 (Submit).**

### **1.4 Indicate the option(s) within the course that you wish to follow**

Some courses have particular options or pathways running through them. More information about the different options available can be found in the *Undergraduate Prospectus* and on the Undergraduate Study website ([www.cam.ac.uk/courses](http://www.cam.ac.uk/courses)).

If applicable for your course, a list of course options/pathways will appear as listed on p8.

If there are no specific pathways for your course, or we do not need to know this information at this stage, the drop-down lists will give 'Not applicable' as the only option available.

Course	Notes
Asian and Middle Eastern Studies (TT46)	<p>Please select which two of the options below you wish to follow. If you wish to take just one language, please select the language you wish to study from the first drop-down list and the 'One Language Only' option from the second drop-down list.</p> <ul style="list-style-type: none"> <li>• Arabic</li> <li>• Chinese</li> <li>• French</li> <li>• German</li> <li>• Hebrew</li> <li>• Italian</li> <li>• Japanese</li> <li>• Persian</li> <li>• Portuguese</li> <li>• Russian</li> <li>• Spanish</li> </ul> <p>Some restrictions apply. For full details of possible combinations, see the Faculty website (<a href="http://www.ames.cam.ac.uk">www.ames.cam.ac.uk</a>).</p>
Education (X300)	<p>Please select which one of the options below you wish to follow:</p> <ul style="list-style-type: none"> <li>• Education, English, Drama and the Arts</li> <li>• Education, Policy and International Development</li> <li>• Education, Psychology and Learning</li> </ul>
History and Modern Languages (VR18)	<p>Please select which one of the options below you wish to follow:</p> <ul style="list-style-type: none"> <li>• French</li> <li>• German</li> <li>• German (ab initio)</li> <li>• Italian</li> <li>• Italian (ab initio)</li> <li>• Portuguese (ab initio)</li> <li>• Russian</li> <li>• Russian (ab initio)</li> <li>• Spanish</li> <li>• Spanish (ab initio)</li> </ul> <p><i>'ab initio' refers to starting the language without any previous experience</i></p>
Mathematics (G100)	<p>Please select which one of the options below you wish to follow:</p> <ul style="list-style-type: none"> <li>• Mathematics</li> <li>• Mathematics with Physics</li> </ul>
Modern and Medieval Languages (R800)	<p>Please select which two of the options below you wish to follow:</p> <ul style="list-style-type: none"> <li>• Classical Greek</li> <li>• Classical Greek (ab initio)</li> <li>• Classical Latin</li> <li>• French</li> <li>• German</li> <li>• German (ab initio)</li> <li>• Italian</li> <li>• Italian (ab initio)</li> <li>• Portuguese</li> <li>• Portuguese (ab initio)</li> <li>• Russian</li> <li>• Russian (ab initio)</li> <li>• Spanish</li> <li>• Spanish (ab initio)</li> </ul> <p><i>'ab initio' refers to starting the language without any previous experience</i></p>
Natural Sciences (BCF0)	<p>Please select which one of the options below you wish to follow:</p> <ul style="list-style-type: none"> <li>• Biological Natural Sciences</li> <li>• Physical Natural Sciences</li> </ul>

### 1.5 Are you completing or have you completed an undergraduate degree at another university, either in the UK or elsewhere?

Please indicate if you are completing or have already completed an undergraduate degree from another university and, if so, whether you are applying as an affiliated student. More information about affiliated students can be found at: [www.cam.ac.uk/affiliatedstudents](http://www.cam.ac.uk/affiliatedstudents).

### **1.6 Are you intending to use the Extenuating Circumstances Form (ECF)?**

Please indicate if you intend to use the Extenuating Circumstances Form (ECF). More information about the ECF can be found at: [www.undergraduate.study.cam.ac.uk/applying/decisions/extenuating-circumstances-form](http://www.undergraduate.study.cam.ac.uk/applying/decisions/extenuating-circumstances-form).

If you think you should have used the ECF but have not done so, please contact your chosen College or, if you made an open application, contact the Cambridge Admissions Office (email: [admissions@cam.ac.uk](mailto:admissions@cam.ac.uk) / telephone: 01223 333308).

If the information in the ECF relates to disruption or disadvantage through health or disability (ie disability, Specific Learning Difficulty, long-term health condition or mental health condition), we strongly encourage you to disclose this.

You can declare a disability or health condition at any time by contacting the College assessing your application, but the sooner you do, the sooner we can determine any reasonable adjustments that may be necessary and ensure any required support is in place.

### **\*1.7 Are you currently studying full-time at another university?**

Please indicate if you are currently studying full-time at another university.

## Section 2 Photograph

To make a valid application you must provide a passport-style photograph of yourself. If you are admitted to the University, this photograph will be used in creating your University Card ([help.uis.cam.ac.uk/service/security/university-card](http://help.uis.cam.ac.uk/service/security/university-card)). The photograph is not part of the selection process, but if you are invited to interview it is used for security purposes and to assist interviewers in identifying applicants; therefore it must be a **recent** photograph, and certainly taken within the last six months.


The photograph should:

- (a) be in portrait orientation (eg 840px high by 700px wide)
- (b) be in colour
- (c) have a plain light-coloured background
- (d) show your head and the top of your shoulders only, with your face central on the picture
- (e) have good colour definition, not too dark or light
- (f) be in focus
- (g) show your face un-obscured (no sunglasses, hat or scarf) unless you wear glasses or cover your hair for religious reasons
- (h) show you acting naturally, not smoking, not with other people or in a 'holiday snap'

You are strongly encouraged to upload a digital photograph. This should be a JPEG file (.jpg format, 100–500kb file size). Once you have uploaded a photo, please confirm that it is a true likeness of yourself, by checking the tick-box that will appear. This will complete this section.

### Photograph

**Photograph (1 of 1)**



[Delete photo](#)  I confirm that this is a true likeness of myself

If you are unable to provide a digital photograph you must complete and submit the Undergraduate Applicant Photograph Submission Form ([www.undergraduate.study.cam.ac.uk/files/publications/undergraduate\\_applicant\\_photo\\_submission\\_form.pdf](http://www.undergraduate.study.cam.ac.uk/files/publications/undergraduate_applicant_photo_submission_form.pdf)) by 18:00 (UK time) on 22 October 2019. If it is your intention to do this please check the appropriate tick-box. This will complete this section.

I undertake to submit a completed Undergraduate Applicant Photograph Submission Form.

See also *Frequently Asked Questions (p22)*

- *I don't have a digital photograph of myself; what should I do?*

# Section 3 Personal Details

## Section Summary

In this section we will ask for more information about you and your circumstances, such as your preferred first name and your country of ordinary residence.

## Questions

### **\*3.1 Please give the first name you prefer to be called**

Please tell us the name by which you prefer to be called. For instance, if your given name is David but you prefer to be called Dave, specify this in the space provided.

### **\*3.2 Please list your country or countries of ordinary residence since 1 September 2017**

Please note that your country of ordinary residence is the country where you normally live (not solely for the purposes of education). A full definition of 'ordinary residence' for the purpose of fee status assessment from the UK Council for International Student Affairs (UKCISA) can be found here: [www.ukcisa.org.uk/Information--Advice/Fees-and-Money/England-fee-status#layer-6085](http://www.ukcisa.org.uk/Information--Advice/Fees-and-Money/England-fee-status#layer-6085). You may be required to provide proof of residency.

### **\*3.3 If you are living outside the European Union (EU) will you be available for interview in Cambridge?**

Applicants living **within** the EU are expected to be available for interview in Cambridge and should therefore answer this question 'N/A' (not applicable). Interviews usually take place in the first three weeks of December.

### **3.4 If there are any dates during the interview period on which it will be very difficult for you to attend an interview, please explain when and why**

Applicants are advised to avoid making any unbreakable commitments during the first three weeks of December. Please list any dates during this period when you would be unable to attend an interview. Acceptable reasons for being unable to attend on a given date include religious observations or long standing hospital appointments. Holidays, school concert rehearsals or sports matches are not acceptable reasons. Your answer can be a maximum of 300 characters including spaces.

# Section 4 BMAT Number

## Section Summary

This section is only relevant for Medicine applicants. If you are not applying for this course, please ignore this section.

## Questions

### **4.1 Please enter your BMAT number (omitting the 'B' prefix) (*Medicine applicants only*)**

Applicants for Medicine are asked to take the BioMedical Admissions Test (BMAT). More information about the BMAT can be found at: [www.admissionstesting.org/bmat](http://www.admissionstesting.org/bmat). If you are registered for the October sitting of BMAT, you will receive a unique BMAT number, consisting of a 'B' followed by five digits. Please only enter the five digits here, omitting the 'B'. For example, if your code is B12345, enter '12345' into the textbox. If you have registered for the August BMAT session, you will not have received a candidate number, so please enter '00000' (five zeros) into the textbox to indicate that you have registered for this alternative session.

# Section 5 Education

## Section Summary

This section explores your education and asks questions about schools/colleges you are currently attending or have attended in the past.

## Questions

### 5.1 If you have taken GCSEs at a UK school please enter its name and postcode

If you have **not** taken GCSEs at a UK school please leave this blank.

### \*5.2 Please give the month and year when you left or will leave school/college

Please specify the month and year when you left or expect to leave school/college in MM/YYYY format (eg June 2020 would be presented as 06/2020).

### \*5.3 Having checked the transcript flowchart, are you required to submit a High School and/or University Transcript?

You may be required to submit a High School Transcript in English as part of your application. Please check the transcripts flowchart (p26) carefully to find out whether a transcript is required. If a transcript is required, you must submit it by the relevant application deadline.

If you are attending/have attended a university, you must submit a University Transcript in English. Your application will not be considered unless a transcript is received.

By 'High School Transcript', we mean a record of your academic achievement to date in your secondary school/college examinations. For most students, the transcript will be an official document or certificate from your school/college/university which lists the subjects you have studied and the grades/qualifications that you have obtained. Further guidance on whether or not you are required to submit a transcript (High School and/or University) can be found at:

[www.undergraduate.study.cam.ac.uk/applying/transcripts](http://www.undergraduate.study.cam.ac.uk/applying/transcripts). **Transcripts must be uploaded at question 7.4.**

*See also Frequently Asked Questions (p22)*

- *What do you mean by a 'High School Transcript'?*
- *Am I required to submit a High School Transcript?*
- *What do you mean by a 'modular A Level'?*

### 5.4 Were you able to take the subjects at AS/A Level or equivalent that you wanted?

Please comment on whether or not you were able to take the AS/A Level or equivalent (eg International Baccalaureate) subjects you would ideally have liked to take. Your answer can be a maximum of 300 characters including spaces.

### 5.5 If you are currently at school/college (or left in 2019) please complete the table below for the AS/A Level (or equivalent) qualifications you studied last year (and the year before if you left in 2019) and those that you are currently undertaking

Please provide us with details of the class sizes and the main topics covered for each qualification taken in your last two years of school/college:

- if you are still at school/college, please provide details for the 2018-19 school year and topics studied up until December 2019 in the 2019-20 school year
- if you have finished or are finishing school/college in 2019, please provide details for both the 2017-18 and 2018-19 school years
- if you left school/college before 2019, there is no need to complete this table.

Please complete one row per subject per year. You can add additional rows with the 'Add New Subject' button. Checking the tick-box to the left of the subject box and then clicking 'Delete Selected' will delete the row.

Information on topics is requested to help our interviewers compose questions. Abbreviations are acceptable. Please see our examples for the level of detail required. If you are unsure which topics you will be covering up to December 2019 please ask your teachers for guidance.

## Class Sizes and Topics Covered

	Subject	Qualification / Level	Other Qualification	Class Size	Topics
<input type="checkbox"/>	Biology	A Level (linear) Y12		15	Molecules and Cells; Exchange Transport; Gen
<input type="checkbox"/>	Biology	A Level (linear) Y13		10	Human Health; Respiration
<input type="checkbox"/>	Chemistry	A Level (linear) Y12		8	Atomic Structure; Bonding; Kinetics; Energetics
<input type="checkbox"/>	Chemistry	A Level (linear) Y13		7	Functional Groups; Periodicity
<input type="checkbox"/>	English Literature	AS Level (linear) Y12		10	Keats; Shakespeare's Hamlet; A Streetcar Nam
<input type="checkbox"/>	Mathematics	A Level (linear) Y12		15	Algebra and Functions; Calculus; Trigonometry
<input type="checkbox"/>	Mathematics	A Level (linear) Y13		12	Probability; Complex Numbers

See also *Frequently Asked Questions* (p22)

- How much detail do I need to give about topics that I have studied?

### 5.6 Have there been any difficulties with the teaching in any of your subjects at AS/A Level or equivalent (eg International Baccalaureate)?

If there have been any difficulties with the teaching in any of your AS/A Level or equivalent (eg International Baccalaureate) subjects please give details in the space provided. Your answer can be a maximum of 300 characters including spaces.

### 5.7 Does your school/college provide any extra lessons to support preparation for STEP or the Advanced Extension Award (AEA) in Mathematics?

You only need to answer this question if you intend to sit STEP or the AEA. The tests are only required for certain courses.

If your school/college provides support in preparing for STEP and/or the Advanced Extension Award (AEA) in Mathematics please give details in the space provided. Your answer can be a maximum of 300 characters including spaces.



# Section 6 Qualifications

## Section Summary

Here we ask for details, if applicable, of the AS and A Level units you have studied/are studying and the marks achieved to date. Applicants who have taken Scottish Highers and Advanced Highers are also asked for further information on their levels of achievement. If you are **not** taking AS/A Levels or Scottish Highers/Advanced Highers, please move on to Section 7.

## Questions

### 6.1 Please provide information about your AS/A2 units in the table below

If you are **not** taking modular AS and A Levels, please ignore this question. You must not enter linear AS and A Levels in this table.

If you are taking, or have taken, modular AS and A Levels (ie your course is broken down into individually examined units), please complete the table with details of the subjects you have taken or are taking together with the Awarding Body and the level of the qualification. **Failure to provide this information in the format specified below will disadvantage your application.**

### AS/A Level Subject Details

	Subject	Awarding Body	Qualification / Level
<input type="checkbox"/>	Biology	WJEC ▼	A Level ▼
<input type="checkbox"/>	Chemistry	WJEC ▼	A Level ▼
<input type="checkbox"/>	English Literature	WJEC ▼	AS Level ▼
<input type="checkbox"/>	Mathematics	Pearson ▼	A Level ▼

Please enter a given subject only once. For instance, if you have taken Mathematics AS Level and are completing the A Level this year, just list Mathematics A Level and specify the Awarding Body (eg AQA).

Wherever possible the subject should be selected from the drop-down menu. For instance:

- Salters Chemistry should be indicated as 'Chemistry'
- Advancing Physics should be indicated as 'Physics'
- Human Biology should be indicated as 'Biology'
- all varieties of Design Technology (Product Design, Resistant Materials etc) should be indicated as 'Design Technology'
- **all Mathematics units should be indicated as 'Mathematics' irrespective of whether they may ultimately contribute to a Further Mathematics qualification. Failure to do so may disadvantage your application.** (We will know from other information in your application if you are taking Further Mathematics.)

If the subject (or a close equivalent) does not appear in the drop-down menu, select '~ Other' and specify the subject in the field provided.

You can add additional rows by clicking the 'Add New Subject' button. Checking the tick-box to the left of the subject box and then clicking the 'Delete Selected' button will delete the row.

When you have completed this table please click on the 'Enter Unit Details' button. You will then be taken to a new page which will have been pre-populated using the information you have just entered.

## AS/A Level Unit Details

Subject: Mathematics

Qualification / Level: A

Awarding Body: OCR

**Modular AS/A Level units completed**

	Unit Code	Unit Title	Date Taken (MM/YYYY)	UMS Score	Out of	Plan to retake?
<input type="checkbox"/>	4721	Core Mathematics 1	06/2019	100	100	<input type="checkbox"/>
<input type="checkbox"/>	4722	Core Mathematics 2	06/2019	98	100	<input type="checkbox"/>
<input type="checkbox"/>	4732	Probability and Statistics 1	06/2019	92	100	<input type="checkbox"/>
<input type="checkbox"/>	4728	Mechanics 1	06/2019	95	100	<input type="checkbox"/>
<input type="checkbox"/>	4736	Decision Mathematics 1	06/2019	99	100	<input type="checkbox"/>
<input type="checkbox"/>	4725	Further Pure Mathematics 1	06/2019	81	100	<input checked="" type="checkbox"/>

Add New Unit      Delete Selected

**Modular AS/A Level units to be completed**

	Unit Code	Unit Title
<input type="checkbox"/>	4723	Core Mathematics 3
<input type="checkbox"/>	4724	Core Mathematics 4
<input type="checkbox"/>	4733	Probability and Statistics 2
<input type="checkbox"/>	4729	Mechanics 2
<input type="checkbox"/>	4737	Decision Mathematics 2
<input type="checkbox"/>	4726	Further Pure Mathematics 2

Add New Unit      Delete Selected

For each subject please provide details of the units you have taken and any units you are currently studying towards in the appropriate tables. Units you are retaking should only be listed in the 'Modular AS/A Level units completed' table.

For each unit you have taken, please provide details of the unit code, unit title, date taken, UMS score achieved, maximum UMS score possible and indicate whether you plan to retake it. 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. **Your preference/allocated Cambridge College will require that you supply full and accurate evidence of your UMS/percentage uniform marks achievements once your application has been received.**

For each unit you are currently studying towards, please provide details of the unit code and title only.

You can add additional units by clicking the 'Add New Unit' button, and use the tick-boxes and 'Delete Selected' button to delete rows from the table. Any blank rows should be deleted. If you need to add additional subjects click on the 'Back' button to return to the previous page.

As you may have a lot of data to enter on this page, we recommend that you save your work regularly using the 'Save' button provided.

When you have finished, click on the 'Back' button. This will take you back to the previous page so that you can continue with the rest of the SAQ.

See also Frequently Asked Questions (p22)

- What do you mean by a 'modular A Level'?

## 6.2 Please provide the bands of your Scottish Higher/ Advanced Higher grades.

If you have **not** taken Scottish Highers/Advanced Highers, please ignore this question.

If you have completed any Scottish Highers/Advanced Highers a table will be pre-populated with the information you supplied in your UCAS application. Please add the band associated with each of your grades (for example A1 or A2) in the final column. You may need to consult a teacher to find out your band results.

### Scottish Higher/Advanced Higher Band Information

Subject	Qualification / Level	Date Taken (MM/YYYY)	Grade / Result	Band
English C115	SQA Highers	08/2019	A	1
French C059	SQA Highers	08/2019	A	2
German C060	SQA Highers	08/2019	A	1
History C044	SQA Highers	08/2019	B	3
Maths: Maths 1, 2 & 3 C100	SQA Highers	08/2019	C	5
Modern Studies C064	SQA Highers	08/2019	A	1

Section completed?:

# Section 7 Additional Information

## Section Summary

This section gives you the option to add an additional personal statement if you wish, as well as any other details which have not been covered by your UCAS application or the rest of the SAQ.

## Questions

### 7.1 Optional additional personal statement

We will already have received a copy of your UCAS personal statement. If you wish to add anything specific about your application to Cambridge please do so in the space provided. We would be particularly interested to know what aspects of the Cambridge course attracted you to apply here. Your answer can be a maximum of 1,200 characters including spaces. We strongly recommend that you type your personal statement directly into the text box (rather than copying and pasting) as some characters are not supported by our system, and this may cause problems with the submission of your SAQ.

Not providing an additional personal statement will not disadvantage your application in any way.

### 7.2 Is there anything else you would like us to know?

If there is anything else not already mentioned in your application that you would like us to know, please give details in the space provided. Your answer can be a maximum of 600 characters including spaces.

### 7.3 Are you currently eligible for Government-funded Free School Meals at a UK school/college, or have you been eligible at any point in the last six years?

*This question is asked primarily for equality monitoring purposes. Some financial assistance with travel costs to interview in Cambridge is available to **UK** Free School Meals (FSM)-eligible applicants. If called to interview, you will be required to provide proof of FSM eligibility in order to qualify for financial assistance. In the event that you are made an offer, the offering Cambridge College may require you or your school/college to provide evidence of your FSM eligibility if you have declared it and it has not otherwise been verified.*

If you are currently at a UK school/college, or have been at a UK school/college at any time during the last six years, please select the option from the drop-down menu that most accurately reflects your eligibility for Free School Meals funded by Government in England, Northern Ireland, Scotland or Wales. If you are unsure, please check with your school/college before answering this question.

If you are not at a UK school/college, and have not been at a UK school/college at any time during the last six years, you must select '5 – Not applicable (my schooling is/was outside the UK)' from the drop-down menu.

### 7.4 Transcript

You may be required to submit a High School Transcript in English as part of your application. For guidance on whether or not you are required to submit a transcript (High School and/or University), please refer to [www.undergraduate.study.cam.ac.uk/applying/transcripts](http://www.undergraduate.study.cam.ac.uk/applying/transcripts), or refer to the transcripts flowchart on p26. If a transcript is required, you must submit it by the relevant application deadline.

If you are attending/have attended a university, you **must** submit a University Transcript in English. Your application will not be considered unless a transcript is received.

We require the High School Transcript(s) and/or University Transcript(s) to be uploaded as a single PDF document. Where a transcript covers more than one side of A4 paper, you'll be required to create a single multi-page PDF. The overall file size should not exceed 3MB. For assistance, please refer to our PDF Creation Guide ([www.undergraduate.study.cam.ac.uk/applying/transcripts](http://www.undergraduate.study.cam.ac.uk/applying/transcripts)).

If your transcript is ready, please use the 'Attach transcript' button to upload your transcript. If you are not able to upload a transcript at this point, you can still complete and submit your SAQ. Once you have submitted your SAQ, you can log in again to review the answers you have submitted and upload your transcript.

You **must** ensure that your transcript is uploaded by the relevant deadline. If you think that you will not be able to upload your transcript by the relevant deadline, please contact the Admissions Office of your preference College, or the Cambridge Admissions Office if you have made an open application, for further advice and guidance.

You should not delay submission of your SAQ.

*See also Frequently Asked Questions (p22)*

- *What do you mean by a 'High School Transcript'?*
- *Am I required to submit a High School Transcript?*

# Section 8 Submit

## Section Summary

This section asks you to provide information about your immigration status, and to confirm that the information you have provided throughout the SAQ is complete and accurate.

## Questions

### \*8.1 Do you agree with the visa declaration?

Please note that the information you enter in this question will not be used in assessing your application for admission. It is for immigration purposes only.

Your nationality (or nationalities, in the case of applicants with dual nationality) and the visa declaration that you submitted in your UCAS application will be displayed above this question. Please check that the information you have given in your UCAS application is accurate. If you think that the visa declaration you made in your UCAS application is incorrect, for example if you entered the wrong information or your circumstances have changed, please select 'No'.

Depending on your nationality and your response to this question, you may need to complete one or more of the other questions (8.1a, 8.1b and 8.1c) on this page. If these questions definitely do not apply to you, the answer boxes will not appear.

**Example: Applicant is an EU citizen and declares at UCAS they don't require a new visa. They agree with the visa declaration and therefore do not need to answer questions 8.1a, 8.1b or 8.1c.**

Submit (1 of 2)

Visa information as submitted on your UCAS application

Nationality: UK national

Visa declaration: I do not require a visa to study in the UK

\* 8.1 Do you agree with the visa declaration?  Yes  No

8.1a Please provide a reason why you think you do not need a visa

8.1b Please enter your current visa details

Visa Type

Expiry date:

Day Month Year

8.1c Please confirm that the name entered in your passport matches the name in your UCAS application

The name stated matches my passport

The name does not match

I do not have a passport

\* Indicates a compulsory question

**Example: Applicant is not an EU citizen and agrees with the visa declaration that they require a new visa to study in the UK. As this is the case, they also need to complete question 8.1c.**

Submit (1 of 2)

**Visa information as submitted on your UCAS application**

Nationality: Australian

Visa declaration: I require a visa to study in the UK

\* 8.1 Do you agree with the visa declaration?  Yes  No

8.1a Please provide a reason why you think you do not need a visa

8.1b Please enter your current visa details

Visa Type

Expiry date:

Day Month Year

8.1c Please confirm that the name entered in your passport matches the name in your UCAS application

**Jane Smith**

The name stated matches my passport

The name does not match

I do not have a passport

\* Indicates a compulsory question

If you are not an EEA or Swiss citizen, we would normally expect you to require a visa to enter the UK. If you are a non-EEA/Swiss national and you indicate that you do not need a new visa, please select a reason from the drop-down list (question 8.1a).

If you have answered question 8.1a indicating that you already hold a current visa, please select your visa type from the drop-down list, and enter the expiry date in the boxes provided (question 8.1b).

If you have indicated that you do require a new visa to study in the UK, you should check whether your name as provided in your UCAS application matches exactly the name in your passport, and select the appropriate response in question 8.1c.

Please note that if your names are listed in a different order on your application and passport, but all names are present and correctly spelt, you should select "the name stated matches my passport".

If the name you have given in your UCAS application does not match the name in your passport, you should notify UCAS Customer Services (telephone: 0371 468 0 468 ) as soon as possible to avoid delays or errors later on.

More information about visa requirements for study at Cambridge can be found at:  
[www.undergraduate.study.cam.ac.uk/international-students/visas](http://www.undergraduate.study.cam.ac.uk/international-students/visas).

## Submitting your SAQ

When you think you have completed all sections of the SAQ, you may wish to check your answers by using the 'Review My Answers' button. If you have not answered any compulsory questions or you have provided an invalid answer these will be highlighted on the right-hand side of the page as shown below.

### Example of an Error Message

5.2 Please give the month and year (MM/YYYY) when you left or will leave school/college Edit Required question not answered

You can edit your answers by clicking on the 'Edit' link. This will take you to the appropriate page in the SAQ. If you are satisfied with all of your answers and there are no errors you should proceed to Section 8 of the SAQ (Submit). At this stage you may wish to print a final copy of your answers for your records.

You are asked to confirm that the information you have provided is complete and accurate and that no requested information has been omitted. You will also find a link to a webpage which explains how the University and Colleges of Cambridge will use the data you have provided. You will need to agree to the declaration statement by checking the 'I accept these terms and conditions' tick-box at the bottom of the page before you can click 'Submit'.

When you click 'Submit' you will be asked to confirm that you wish to submit your SAQ. **Please note that after submitting the SAQ it is not possible to alter your answers.** After you submit, you will receive an email confirming that your SAQ submission has been received.

Please note that you will be unable to submit your SAQ if there are compulsory questions that you have not answered or if you have provided an invalid answer. If this is the case you will be referred back to the 'Review My Answers' page to check and correct your answers before trying to submit your SAQ again. Please remember that your application to the University of Cambridge will not be valid until you have successfully submitted your SAQ.

# Frequently Asked Questions

## Why does Cambridge have a Supplementary Application Questionnaire (SAQ)?

The Supplementary Application Questionnaire (SAQ) was developed to ensure that we have complete and consistent information about all applicants. It also enables us to collect information that is not part of the UCAS application but is helpful when assessing applications. The SAQ asks for details such as UMS marks obtained in AS/A Level units, information about topics already covered as part of your AS/A Level (or equivalent) courses (which helps our interviewers decide which questions to ask), and registration numbers for admissions assessments (if applicable).

## I have completed a COPA; do I also have to submit the SAQ?

Yes. All applicants should complete the Supplementary Application Questionnaire (SAQ). Your application will not be valid unless you also submit a SAQ. However, once you have confirmed your identity, and entered your COPA Reference Number and UCAS Personal ID in the boxes provided in Section 1, you will be taken directly to Section 8 (Submit), which is the only other Section you need to complete. This enables us to link the answers you provided in the COPA to your SAQ and avoid duplicate information.

## I have submitted my UCAS application but want to change College. Can I do this?

No. Once you have submitted your UCAS application, it is not possible to change your College under any circumstances so make sure you research your College choice and are sure about your decision. If you have submitted a COPA and have listed a different College choice to that stated on your UCAS application then the College choice on your UCAS application will take precedence. Please note that this also applies if you have made an open application.

## What is the deadline for submitting my SAQ?

The initial email you receive from the University about completing the SAQ will include a deadline by which you must submit your SAQ. In the majority of cases this will be 18:00 (UK time) on **22 October 2019**.

## I've applied to the University of Cambridge through UCAS but I've not received an email: what should I do?

Emails containing SAQ log-in details are usually sent within 48 hours of submission of a UCAS application so you may not receive an email from us immediately. If you submit an application to the University of Cambridge through UCAS but do not receive an email about the SAQ by Friday 18 October 2019 you should contact the Cambridge Admissions Office (email: [saqhelp@admin.cam.ac.uk](mailto:saqhelp@admin.cam.ac.uk)). Please include your full name, UCAS Personal ID, date of birth, course and College choice in your correspondence.

## Receiving emails from the University of Cambridge

During the early stages of your application, the University will send important information and reminders to the email address that you have provided. It is essential that your email account is configured correctly so that emails sent from the University are not rejected or filtered into your 'junk'/'spam' folder by your email provider.

Your application to the University of Cambridge may be disadvantaged if you do not take the steps described below.

The University may contact you using the following email addresses:

- [saq@admin.cam.ac.uk](mailto:saq@admin.cam.ac.uk)
- [saqhelp@admin.cam.ac.uk](mailto:saqhelp@admin.cam.ac.uk)
- [copa@admin.cam.ac.uk](mailto:copa@admin.cam.ac.uk)
- [copahelp@admin.cam.ac.uk](mailto:copahelp@admin.cam.ac.uk)
- [appfees@admin.cam.ac.uk](mailto:appfees@admin.cam.ac.uk)

Please ensure that all five of the above email addresses are:

- ✓ added to your email account's Contact List
- ✓ added to your email account's Safe Sender List (if available)
- ✓ removed from your email account's Blocked Sender List

Help for some of the more commonly used email providers can be found at the links below.

Hotmail/Windows Mail	<a href="http://windows.microsoft.com/en-gb/windows/outlook-help">http://windows.microsoft.com/en-gb/windows/outlook-help</a>
BT Internet/Yahoo	<a href="http://www.help.yahoo.com/kb/helpcentral">www.help.yahoo.com/kb/helpcentral</a>
Apple Mail	<a href="http://www.apple.com/support/mac-apps/mail/">www.apple.com/support/mac-apps/mail/</a>
Google Mail	<a href="http://www.support.google.com/mail/">www.support.google.com/mail/</a>
AOL	<a href="https://help.aol.co.uk/contact">https://help.aol.co.uk/contact</a>
iOS devices	<a href="http://www.apple.com/support/">www.apple.com/support/</a>



### What should I do if I lose my SAQ log-in details?

If you lose the initial email from the University which contains the web address of the online Supplementary Application Questionnaire and your temporary SAQ Password details, please contact the Cambridge Admissions Office (email: saqhelp@admin.cam.ac.uk / telephone: 01223 333308) requesting that your initial log-in details be resent.

### What if I forget my SAQ Password?

Don't worry if you forget your password. If this happens, enter your UCAS Personal ID on the log-in page and click the 'I have forgotten my password' link. We will send you a new temporary SAQ Password by email. You will be asked to change this temporary password to a password of your choice when you next log in.

### What is my UCAS Personal ID?

Your UCAS Personal ID is the unique number which UCAS allocates to your application. If you have forgotten your UCAS Personal ID, please contact UCAS Customer Services (telephone: 0371 468 0 468) or refer to UCAS Track (<https://trackucas.com/TroubleLoggingIn>).

Your UCAS Personal ID remains the same regardless of how many times you apply through UCAS. If you are a re-applicant (in other words, if you have made an application/applications via UCAS to any Higher Education institution in a previous year or years), UCAS will give you a new temporary Personal ID for your new application until all of their necessary checks are completed. The Personal ID supplied to us with your new application will revert to your original (and permanent) one, and should be used in the SAQ and in any correspondence you subsequently have with us.

### What if my email address changes?

We will use the contact details you provided as part of your UCAS application to communicate with you. If your email address (or any other contact details) change after you have submitted your UCAS application you will need to advise UCAS Customer Services (telephone: 0371 468 0 468) or change the information on UCAS Track (<https://trackucas.com>).

### I don't have a digital photograph of myself; what should I do?

We strongly encourage you to upload a digital photograph. However, if you are unable to provide a digital photograph please follow the link given in Section 2 of the SAQ. This will take you to the Undergraduate Applicant Photograph Submission Form. The completed form should be returned to the Admissions Office of the College you applied to or, in the case of open applicants, the Cambridge Admissions Office by 18:00 (UK time) on **22 October 2019**.

### How much detail do I need to give about topics that I've studied?

We are looking for a list of the main topics that you have covered in your studies in order to help the staff interviewing you to compose appropriate questions to ask. As such, you only need to include topics covered up to December 2019. The two examples below (the first is for A Levels, and the second is for the International Baccalaureate) give an indication of the level of detail that we are looking for in this question.

List as many topics as you can but do not worry if you can't list them all. Abbreviations are acceptable. If you are unsure which topics you will be covering up to December 2019 you should ask your teachers for guidance. If any of your qualifications are self-taught or you are home-schooled, please enter '1' under 'Class size'.

Subject	Qualification/Level	Class Size	Topics
Biology	A Level (linear) Y12	15	Molecules and Cells, Exchange Transport, Genetics
Biology	A Level (linear) Y13	10	Human Health, Respiration
Chemistry	A Level (linear) Y12	8	Atomic Structure, Bonding, Kinetics, Energetics
Chemistry	A Level (linear) Y13	7	Functional Groups, Periodicity
English Literature	A Level (linear) Y12	10	Keats, Shakespeare's Hamlet, A Streetcar Named Desire
Mathematics	A Level (linear) Y12	15	Algebra and Functions, Calculus, Trigonometry
Mathematics	A Level (linear) Y13	12	Probability, Complex Numbers

Subject	Qualification/Level	Class Size	Topics
English	IB Higher Level	15	Kiss of the Spider Woman, The Outsider, Antony and Cleopatra, Yeats, Heaney
Spanish	IB Higher Level	12	Study of Grammar, History of Spain and South America, Spanish Literature, Politics and Culture
History	IB Higher Level	15	Russia 1850–1953, Causes of the Cold War, Rise and Rule of Single Party States
Biology	IB Standard Level	15	Cells, Digestion, Respiration, Health and Nutrition, Blood and Circulation
Latin	IB Standard Level	10	Catullus: Love Poetry, Horace, The Aeneid Book II, Translation of Ovid, Grammar
Maths Studies	IB Standard Level	20	Calculus, Trigonometry, Financial Mathematics, Algebra, Graphs

### What do you mean by a ‘modular A Level’?

A modular A Level is assessed through individually examined units (modules) that are taken throughout the course, rather than by examinations at the end of the final year of study. Applicants taking modular A Levels normally receive a Uniform Mark Scale (UMS) score for each unit completed.

In some countries, applicants receive a Percentage Uniform Mark (PUM) for each completed unit rather than a UMS score. UMS scores/Percentage Uniform Marks can usually be found on the statement of results issued by the Awarding Body. If you are unsure whether UMS scores/Percentage Uniform Marks are available for your completed A Levels, please ask your school/college for advice.

### Students currently studying at a university

You are required to submit a University Transcript as part of your application to Cambridge. Please note that your application will not be considered unless a transcript is received.

- If your University Transcript is available to you at the time of application, you must submit it through the COPA (if applicable) or question 7.4 of the SAQ. See p18 of this guide for further information.
- If your University Transcript is not available to you at the time of application, please contact your preference College (or Cambridge Admissions Office in the case of Open applications) for further advice.

You should not delay submission of your SAQ, or your High School Transcript.

Please refer to [www.undergraduate.study.cam.ac.uk/applying/transcripts](http://www.undergraduate.study.cam.ac.uk/applying/transcripts) for our transcript requirements.

### My SAQ isn’t displaying correctly on my computer screen; how can I correct it?

We strongly recommend that you download and use the Firefox web browser ([www.mozilla.org/firefox](http://www.mozilla.org/firefox)) to complete the SAQ, as it may not display correctly in other browsers. If you are having difficulty displaying pages of the SAQ correctly (when they have previously displayed without any problems) please try logging out and logging back in again. This should correct any problems you are experiencing.

### I’m unable to submit my SAQ, what should I do?

You will be unable to submit your SAQ if you have not answered any compulsory questions or you have provided an invalid answer. Go to the ‘Review My Answers’ page by clicking on ‘Review My Answers’ to check for any errors. Once you have corrected any errors try to submit your SAQ again. You will need to agree to the declaration statement again.

### I am having difficulty logging into my SAQ, what do I do?

We strongly recommend that you download and use the Firefox web browser ([www.mozilla.org/firefox](http://www.mozilla.org/firefox)) to complete the SAQ, as this is the preferred browser and some applicants have experienced problems logging in using other browsers. If you are experiencing difficulties logging into your SAQ, we recommend that you clear your ‘cookies’ and browsing history, and allow ‘pop-ups’. Alternatively, try using a different machine.

### **What if I need to change information but have already submitted my SAQ?**

Once you have submitted your SAQ, it is not possible to amend the answers online. If you now notice an error in the information you provided or have any other queries please contact the Admissions Office of the College you applied to or, in the case of open applicants, the Cambridge Admissions Office (email: [admissions@cam.ac.uk](mailto:admissions@cam.ac.uk) / telephone: 01223 333308).

### **Can schools/colleges submit an additional Cambridge-specific reference?**

As we receive a copy of your UCAS reference, there is no need for your teachers/referees to provide an additional reference for Cambridge. However if your teachers/referees have any particular comments to make that relate to Cambridge specifically and were not included in your UCAS reference, they are welcome to do so and should send this direct to the relevant College.

In order to ensure that any additional reference arrives at the right place it should be addressed to the Admissions Office at the College concerned and should include your (the applicant's) full name, date of birth, course applied for and, if possible, UCAS Personal ID. In the case of an open application, this information and additional reference should be sent to the Cambridge Admissions Office. Contact details for the Colleges can be found at [www.undergraduate.study.cam.ac.uk/colleges/college-contacts](http://www.undergraduate.study.cam.ac.uk/colleges/college-contacts).

### **What do you mean by a 'High School Transcript'?**

By 'High School Transcript', we mean a record of your academic achievement to date in your secondary school/college examinations. If you are currently studying at a university, you are also required to provide a University Transcript. For most students, the transcript will be an official document or certificate from your school/college/university which lists the subjects you have studied and the grades/qualifications that you have obtained. Please provide as much information on your examination performance as possible including details of any internal assessments that you may have undertaken. Please do NOT include references, detailed project work, or any non academic achievements.

If you are unsure as to whether or not you are required to submit a transcript (High School and/or University), please refer to our website: [www.undergraduate.study.cam.ac.uk/applying/transcripts](http://www.undergraduate.study.cam.ac.uk/applying/transcripts).

If the original transcript is not in English, you will need to have it translated and authorised (ie signed or stamped) by an official translation service or by your school/college/university.

For an example of a High School Transcript and further guidance relating to transcripts, please see: [www.undergraduate.study.cam.ac.uk/applying/transcripts](http://www.undergraduate.study.cam.ac.uk/applying/transcripts)

### **Transcript submission deadlines**

You **must** ensure that your transcript is uploaded by the relevant deadline.

#### **Non-COPA applicants**

Transcripts must be received by **22 October 2019**

#### **COPA applicants**

COPA applicants cannot submit a transcript via the SAQ; it must be uploaded as part of your COPA, at Question A5.1 in line with the following deadlines:

#### **Overseas Applicants**

Transcripts must be received by:

- **20 September 2019** for those requesting to be interviewed in Malaysia or Singapore
- **22 October 2019** for those requesting to be interviewed in Cambridge, Canada, PR China, Hong Kong, India, or the USA (Remote Interview Scheme)

#### **Organ Scholarship Applicants**

Transcripts must be received by **1 September 2019**

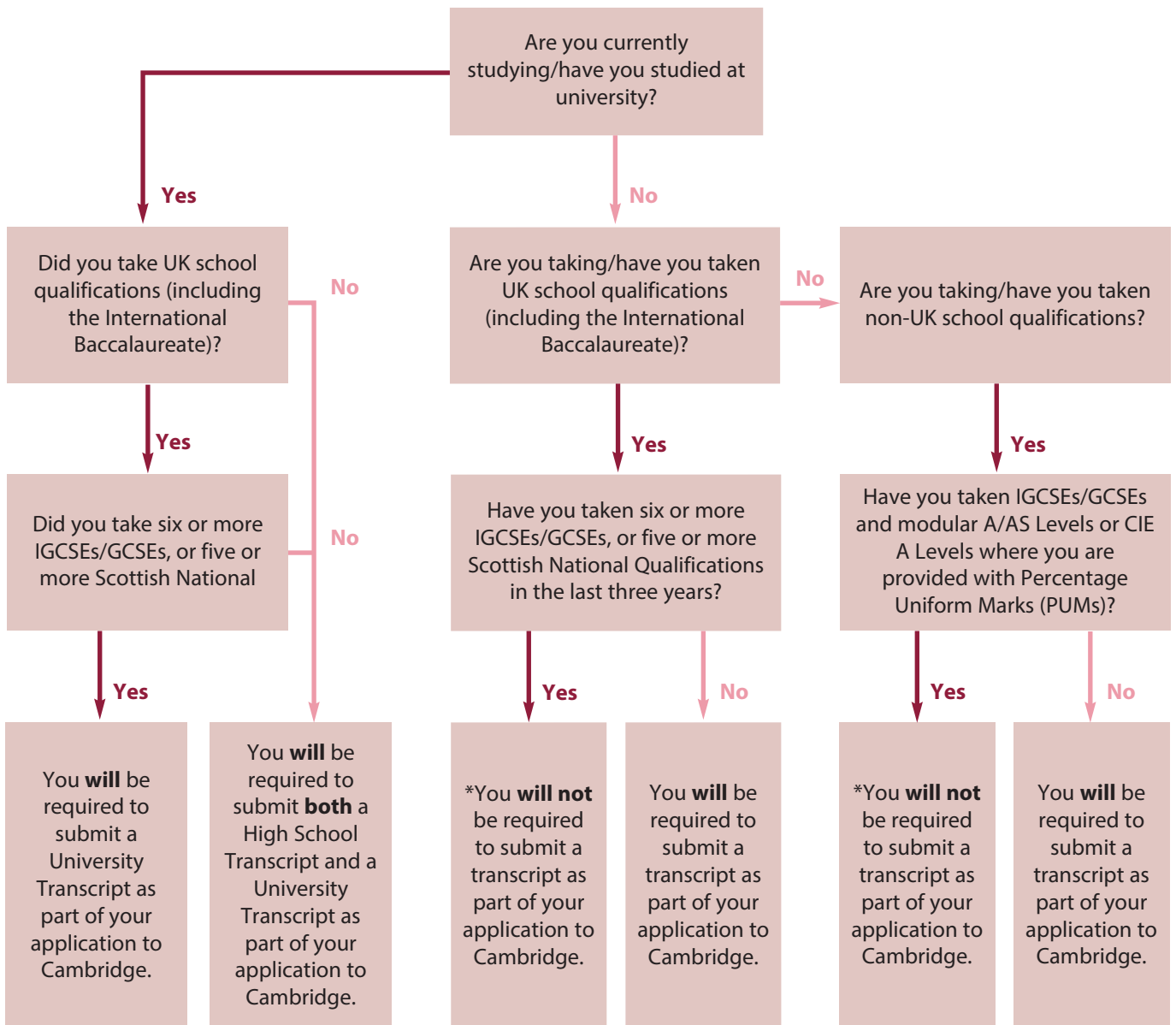
### Am I required to submit a High School Transcript?

Please refer to [www.undergraduate.study.cam.ac.uk/applying/transcripts](http://www.undergraduate.study.cam.ac.uk/applying/transcripts) for our transcript requirements, or refer to the transcripts flowchart below.

It is your responsibility to check whether you are required to submit a transcript. Please note that your application will not be considered unless the appropriate transcript is received.

#### Do I need to submit a transcript?

\*Please note that if you are applying to a Mature College you will usually be required to submit a transcript as part of your application to Cambridge.



Last revised: 15 June 2016

## Further Help

If you have any further enquiries relating to how to complete a particular question in the SAQ please consult the Admissions Office of the College you have applied to for advice (or the Cambridge Admissions Office if you made an open application). Should you have a technical question about completing your SAQ please contact the Cambridge Admissions Office (email: [saqhelp@admin.cam.ac.uk](mailto:saqhelp@admin.cam.ac.uk) / telephone: 01223 333308).

Cambridge Admissions Office  
Student Services Centre  
New Museums Site  
Cambridge CB2 3PT

Telephone: 01223 333308  
Email: [saqhelp@admin.cam.ac.uk](mailto:saqhelp@admin.cam.ac.uk)