

CAMBRIDGE APPLICATION PROCESS

Only those students whose Cambridge application is being supported by the Head of School should follow this process:

1. Completing the application:

- a. Sections 1, 2 and 3 of the application form and the ethnicity form – to be completed by the student.** Students will be supplied with a Word version of the form. It is the student's responsibility to complete Sections 1, 2 and 3 of the form. All three sections should be completed electronically, except for the sub-section 'Extracurricular interests...' and the 'Student Declaration' – which should be completed in the student's own handwriting. Students should then pass the completed and signed form as a hard copy (A4, single-sided) to their first referee, along with a hard copy of the completed ethnicity form. This must be done by no later than the start of week 12. Note: students should normally approach their Tutor to be the first referee and for advice about interview, but if they have worked closely with another member of staff, for example on a summer project, then that person may be well placed to be the referee. The second referee will be one of the Pro Deans (this referee must be medically qualified).
- b. Transcript – to be provided by the student.** Students must arrange for an up-to-date academic transcript to be supplied to the Assistant Admissions Officer by no later than the start of week 13. Students should contact transcripts@st-andrews.ac.uk
- c. Section 4 Confidential report – to be completed by the first referee.** The student will supply the first referee with a completed hard copy of Sections 1-3 of the form and the ethnicity form by no later than the start of week 12. The Admissions team will supply the first referee with Section 4 in Word format. The first referee should complete Section 4 electronically and print out a hard copy (A4, single-sided). Note that the first referee's signature in Section 4.2 must be original, not digitally inserted. The first referee should check with the Executive Administrator regarding the content of box 4.2 (disciplinary / Fitness to Practise). The completed hard copy of Sections 1-4 and the ethnicity form should be passed by the first referee to the second referee (Pro Dean) by no later than the end of week 12.
- d. Section 5 Fitness declaration – to be completed by the second referee (Pro Dean).** The first referee will provide the second referee (Pro Dean) with a completed hard copy of Sections 1-4 and ethnicity form by no later than the end of week 12. The Admissions team will supply the second referee with Section 5 in Word format. The second referee should complete Section 5 electronically and print out a hard copy (A4, single sided). Note that the second referee's signature in Section 5 must be original, not digitally inserted. The second referee should pass the completed hard copy application form (Sections 1-5) and the ethnicity form to the Assistant Admissions Officer by no later than the middle of week 13.
- e. Dean's letter.** Concurrently Admissions will generate a Dean's letter for each student stating:
- i. Student's name and number.
 - ii. Student is on 3rd year of BSc (Hons) Medicine and is predicted to achieve a 1st Class Honours.
 - iii. 'I support this student's application'
- f. Dispatch.** The completed application form (Sections 1-5), ethnicity form, academic transcript, and the Dean's letter of support, will be sent from the Admissions Office by no later than the Friday of week 13, in order that the application meets the closing date of 4 Jan.