

Guide to COPA

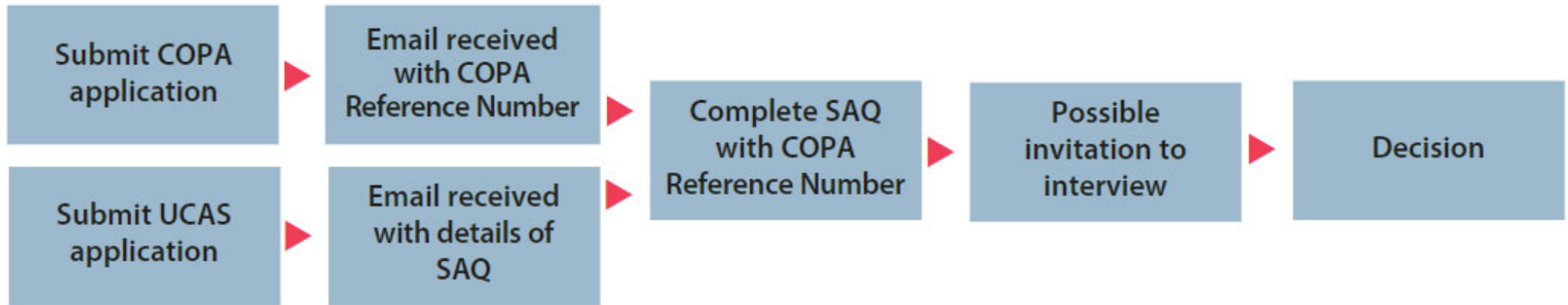
Cambridge Online Preliminary Application

Raffles Institution
Higher Education Office
August 2020

COPA: Overview

Cambridge Online Preliminary Application

The application process looks like this:



The COPA is a required part of the application process for anyone applying outside the EU, or for anyone wishing to be considered for an Organ Scholarship.

The COPA should be completed **in addition** to your UCAS application and Supplementary Application Questionnaire (SAQ). Your application to the University of Cambridge will not be valid unless all three are received by the relevant deadlines.

**It may take up to 24 hours for the email containing your COPA reference Number to come through. It will also take time for your UCAS application to be processed, so you will not receive the email containing the details of the SAQ immediately.*

Check your email regularly, especially the junk/spam folder.

COPA: Overview

Cambridge Online Preliminary Application

- You can access COPA via this link:
<https://www.undergraduate.study.cam.ac.uk/applying/copa>.
- The first time you access COPA, you will be asked to register by providing a valid email address, a password and your ten-digit UCAS Personal ID number.
- Not all questions are applicable to you. However, compulsory questions marked with an asterisk* need to be answered or you will not be able to submit your COPA.
- After submission, you will not be able to change your answers. **Make sure that you check through your application carefully before submission.**
- You **DO NOT** need to complete the COPA in one go. Start early so that you do not have to rush through it.

Avoid last minute submissions in case you encounter difficulties which may cause you to miss a deadline. Application deadlines are FIRM. Late submissions will be considered invalid.

****ALWAYS PLAN AHEAD AND SUBMIT MATERIALS WELL AHEAD OF DEADLINES.****

COPA: Overview

Cambridge Online Preliminary Application

- You should read through the Cambridge resources and FAQ guide before starting your account: <https://www.undergraduate.study.cam.ac.uk/applying/copa/faq>
- Then refer to the online “*Guide to Completing the Cambridge Online Preliminary Application (COPA) 2020-21 Entry*” (the updated copy is not published yet) <https://www.undergraduate.study.cam.ac.uk/files/publications/copa.pdf>
- If you require further assistance on COPA or the portal, email Cambridge Admission Office directly: copahelp@admin.cam.ac.uk.

COPA: Overview

Cambridge Online Preliminary Application

You will need the following in order to complete COPA:


- Your UCAS Personal ID number (you will need to have created a UCAS account prior).
- A valid, personal email address
- A passport-style digital photograph of yourself
- Your BMAT registration number (if applicable)
- Details of your academic qualifications
- Copy of personal statement that you have included or intend to include in your UCAS application
- Contact details for your UCAS referee (your CT's email and office phone number)
- A valid debit or credit card
- Copies of your relevant results slips (see later slides).

- ❖ **It is very important that you enter your UCAS Personal ID number exactly as UCAS has given you at registration.**
- ❖ **Have a password ready and record it somewhere for your subsequent reference.**

Relevant Sections of COPA

Application Type (T1.1 – T1.4)

This section needs to be completed before you can fill out the rest of your application.

 UNIVERSITY OF CAMBRIDGE

🏠 / Cambridge Online Preliminary Application

Cambridge Online Preliminary Application

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Application Type (1 of 1)

* T1.1 Date of birth

DD Month YYYY

* T1.2 Proposed year of entry

* T1.3 I am making an overseas application

☐ Yes ☐ No

* T1.4 I am making an Organ Scholarship application (deadline 1 September 2019)

☐ Yes ☐ No

* Indicates a compulsory question

Help Text

Question T1.1
Please enter your date of birth.

Question T1.2
Please indicate which year of entry you are applying for.

Question T1.3
If you are attending school/college/university and/or living in a country outside the **European Union (EU)**, you must complete a COPA in addition to your UCAS application. This includes applicants living or studying in Iceland, Liechtenstein, Monaco, Norway and Switzerland.

Question T1.4
If you are applying for an Organ Scholarship, you must complete a COPA in addition to your UCAS application.

[Tell me more about Organ Scholarship applications](#)

We strongly recommend that you download and refer to the [Guide to Completing the COPA](#) for detailed help on all questions.

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Personal details (P1.1 – 3.1)

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Personal Details (1 of 3)

Attach your photo here

☐

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

Help Text
Question P1.1

 Please ensure that you follow the instructions below exactly before attempting to upload your photograph. The system will time out if you take longer than 10 minutes to upload. If this happens, you will have to start the upload again.

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](#). 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:

- be in **portrait** orientation (840px high by 700px wide)
- be in colour
- have a plain light-coloured background
- show your head and the top of your shoulders only, with your face central on the picture
- have good colour definition, not too dark or light
- be in focus
- show your face un-obscured (no sunglasses, hat or scarf) unless you wear glasses, or cover your hair for religious reasons
- 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 appears.

If you are unable to provide a digital photograph you must complete and submit the [Undergraduate Applicant Photograph Submission Form](#) for receipt by the relevant application deadline. If it is your intention to do this, please check the appropriate tick-box.

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Personal details (P1.1 – 3.1)

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Personal Details (2 of 3)

P2.1 Name details

* Title

* Surname/family name

* First/given name

Middle name(s)

* Preferred name

* P2.2 Gender

* P2.3 Have you indicated or will you indicate that you have a disability/specific learning difficulty on your UCAS application? ☐ Yes ☐ No

* Indicates a compulsory question

Help Text

Question P2.1
Please complete your personal details, ensuring that they match those you have provided or will provide in your UCAS application.

Please indicate the first name that you normally use under 'Preferred name'.

Question P2.2
Please select your gender exactly as it is stated on official documents, such as your passport, birth certificate or driving licence.

Question P2.3
For further information about this question, see the relevant section in [UCAS Apply 2021](#).

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Personal details (P1.1 – 3.1)

Cambridge Online Preliminary Application

Application type →

Personal details ↓

Application details →

Education →

Qualifications →

Fees & Funding →

Additional Information →

Pay & Submit

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Personal Details (3 of 3)

P3.1 Contact details

* Country

* Address line 1

Address line 2

* Town/city

County/state

Postcode

Date address valid to

DD

Month

YYYY

Telephone (incl. code)

Mobile telephone (incl. code)

Fax (incl. code)

* Indicates a compulsory question

Help Text

Question P3.1

It is important that these details are correct, as we will use them to contact you about your application. If your contact details change after submitting your application, please inform the Admissions Office of your [preference College](#) or the [Cambridge Admissions Office](#) if you made an open application.

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Application details (D1.1 – D2.3)

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Application type →Personal details →Application details ↓Education →Qualifications →Fees & Funding →Additional Information →Pay & Submit

Application Details (1 of 2)

* D1.1 Proposed course at Cambridge

* D1.1a Indicate the option(s) within the course that you wish to follow

D1.1b Please enter your BMAT number (omitting the 'B' prefix)

* D1.2 Preferred College (Organ Scholarship applicants should ignore this question)

* D1.3 Are you currently studying full-time at another university? ☐ Yes ☐ No

* D1.4 Are you completing or have you completed an undergraduate degree at another university? ☐ Yes ☐ No

* D1.4a If yes, are you applying as an affiliated student?

* D1.5 Are you intending to use the Extenuating Circumstances Form (ECF)? ☐ Yes ☐ No

Help Text

Question D1.1
Please specify the subject that you wish to study at Cambridge. Not all subjects are available at all Colleges; see the [Undergraduate Study website](#) for details. Please check the [admissions assessments](#) pages carefully, and ensure that you register for a pre-interview assessment by 18:00 (UK time) on 15 October 2019 if you are required to do so.

Organ Scholarship applicants: Please also note that in some Colleges, awards are not normally available to applicants planning to study certain subjects. [Click here for further information.](#)

Question D1.1a
If applicable, please indicate the course options/pathway you wish to follow from the drop down list. For further information about the options available (if any) please see the [Guide to Completing the COPA](#).

Question D1.1b
Medicine only. If you are registered for the October sitting of BMAT, please enter only the five *digits* of your candidate number. For example, if your BMAT number is B12345, enter '12345'. If you submit your COPA before BMAT registration opens, please register promptly in September and pass your BMAT number to your [preference College](#) or the [Cambridge Admissions Office](#) if you made an open application.

If you have registered for the August BMAT session, please enter '00000' (five zeros), to indicate that you have registered for this alternative session.

[Tell me more about BMAT](#)

Question D1.2
Overseas applications: Please select a College, or select 'Open Application' if you wish to make an open application. This information **must** match the College choice you make in your UCAS application.

[Tell me more about Colleges and open applications](#)

Organ Scholarship applications: You will be able to enter your College preferences at a later point in the application.

Question D1.3
Please indicate if you are currently studying full-time at another university.

Question D1.4
[Tell me more about affiliated students.](#) Please note that affiliated students may not make an open application.

Students applying to read Med/VetMed will have to provide your BMAT number. Register early with SEAMEO RELC as they will need at least 2 working days to generate your BMAT number.

Application details

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Application Details (2 of 2)

- * D2.1 Please indicate where you would prefer to be interviewed if selected
Singapore (deadline 20/09/2020) ▼
- D2.2 If you are selected for interview but it is not possible to interview you outside the UK, would you be able to come to Cambridge for interview, normally in November/December?
- D2.3 If you have left school/college (or expect to leave by March 2021) please indicate what you intend to do before starting your degree course (max. 300 characters including spaces)
- Count 0 Characters

- Make sure you fill this in for Cambridge to arrange for your interview.
- Note that RI's internal deadline for submission of UCAS & COPA is **8 Sep 2020**.

Help Text

Question D2.1

This year we plan to hold remote interviews in the following countries during these dates:

- Singapore - late October/early November 2020
- Malaysia - late October/early November 2020 in Kuala Lumpur
- Canada - late November/early December 2020 in Toronto
- PR China - late November/early December 2020 in Shanghai
- Hong Kong - late November/early December 2020
- India - late November/early December 2020 in Mumbai
- USA - late November/early December 2020 in New York

Please note that your COPA and UCAS applications *must* both be received by the **deadlines** relevant to the location you have selected. Please do *not* select a location whose deadline has passed.

A limited number of places is available for overseas remote interviews, so there are some restrictions. Please make sure you are eligible to apply for interview in the country you select. If you are selected for remote interview in one of our overseas locations, you must pay an interview fee of £50.

[Tell me more about overseas interviews](#)

Question D2.2

Please ignore this question. In order to minimise COVID-related risks to our applicants, students and staff in the coming undergraduate admissions round, we are making plans to interview applicants this year without requiring them to travel to Cambridge in December.

Question D2.3

If you have already left school/college, or will have left by March 2021, please provide a brief description of what you plan to do before starting your degree course.

Education details (E1.1)

Cambridge Online Preliminary Application

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Education (1 of 4)
* E1.1 School/college/university currently or last attended
Raffles Institution
* Country
Address 1
Address 2
* Town/city
County/state
Postcode
Telephone (incl. code)
Fax (incl. code)
* Date entered (MM/YYYY) * Leaving date (MM/YYYY)
* Indicates a compulsory question

Help Text
Question E1.1
Please include the name, as well as the full postal address and telephone number, of your current or most recent school/college/university. If these details change after submitting your application, please inform the Admissions Office of your [preference College](#) or the [Cambridge Admissions Office](#) if you made an open application.

Please also give the date when you entered and will leave (or left) the school/college/university in the format MM/YYYY (e.g. June 2021 would be presented as 06/2021)

Use these details and contact numbers for RI.
Reflect dates of admission/graduation accordingly.
*RI boys: reflect date of admission into Year 1.

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Education details (E2.2 – 2.3)

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Education (2 of 4)

E2.1 If you have taken GCSEs at a UK school please enter its name and postcode

School name

School postcode

E2.2 Places of education since age 11

	Name, Town, Postcode, Country	Date entered (MM/YYYY)	Date left (MM/YYYY)
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Add New Place of Education](#) [Delete Selected](#)

* E2.3 Having checked the transcripts flowchart, are you required to submit a High School and/or University Transcript? ☒ Yes ☐ No

* E2.3a If yes, I acknowledge that my application will be invalid if I have not submitted a High School and/or University Transcript by the relevant application deadline ☒

* Indicates a compulsory question

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Help Text

Question E2.1
If you have not taken GCSEs at a UK school please leave this blank.

Question E2.2
Please give a complete list in chronological order of the schools you have attended since age 11. There is no need to re-enter your current or most recent school/college. Checking the tick-box to the left of any row in the table and then clicking 'Delete Selected' will delete the row.

Question E2.3
You may be required to submit a High School Transcript in English as part of your application. Please check the [transcripts flowchart](#) carefully to find out whether a transcript is required from you. 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.

[Tell me more about transcripts](#)

Fill this in accordingly. Omit RI as it is already reflected in the previous section.

Fill in as reflected here.

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Education details (E3.1)

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Education (3 of 4)

Help Text

Question E3.1
If you are currently at school/college (or left in 2020), 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 2020) and those that you're currently undertaking.

Please give details of the **approximate** number of students in your classes and the **main topics** covered in each of these subjects. Information on topics is requested to help our interviewers compose questions, therefore please include topics covered up until December 2020. Please see the [Guide to Completing the COPA](#) and our [FAQs](#) for the level of detail required. Abbreviations are acceptable. Please complete one row for each subject studied in each year. 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 'Delete Selected' will delete the row.

Wherever possible the subject and qualification type should be selected from the drop-down menus: for instance, Advancing Physics should be indicated as 'Physics', Human Biology should be indicated as 'Biology'. If the subject/qualification (or a close equivalent) does not appear in the drop-down menu, select '~ Other' from the bottom of the list and specify the subject/qualification in the field provided.

Applicants who left school/college before 2020 should not complete this question.

	Subject	Qualification/Level	Class Size	Academic Year	Topics
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Add New Subject](#) [Delete Selected](#)

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Former students can skip this section.
Y6 students: refer to final page for class sizes.

Education details (E3.1)

- Take the time to list key topics covered in your listed subjects. They are important for the interview.

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	Class Size	Academic Year	Topics
<input type="checkbox"/> Biology	A Level (linear) ▼	15	2018-2019 ▼	Molecules and Cells Exchange
<input type="checkbox"/> Biology	A Level (linear) ▼	10	2019-2020 ▼	Human Health, Respiration
<input type="checkbox"/> Chemistry	A Level (linear) ▼	8	2018-2019 ▼	Atomic Structure, Bonding, Kinetics
<input type="checkbox"/> Chemistry	A Level (linear) ▼	7	2019-2020 ▼	Functional Groups, Periodicity
<input type="checkbox"/> English Literature	AS Level (linear) ▼	10	2018-2019 ▼	Keats, Shakespeare's Hamlet
<input type="checkbox"/> Mathematics	AS Level (UMS) ▼	15	2018-2019 ▼	Algebra and Functions, Calculus
<input type="checkbox"/> Mathematics	AS Level (UMS) ▼	12	2019-2020 ▼	Probability, Complex Numbers

Subject	Qualification/Level	Class Size	Academic Year	Topics
<input type="checkbox"/> Economics	IB Higher Level ▼	20	2018-2019 ▼	Introduction to Economics, Microeconomics
<input type="checkbox"/> Economics	IB Higher Level ▼	15	2019-2020 ▼	Macroeconomics, International Economics
<input type="checkbox"/> History	IB Higher Level ▼	18	2018-2019 ▼	World War 1, World War 2, USSR
<input type="checkbox"/> History	IB Higher Level ▼	15	2019-2020 ▼	International Relations 1918-1936, The Cold War
<input type="checkbox"/> German	IB Higher Level ▼	11	2018-2019 ▼	Goethe's Faust, Mann's Der Tod in Venedig
<input type="checkbox"/> German	IB Higher Level ▼	11	2019-2020 ▼	Brecht's Die Dreigroschenoper
<input type="checkbox"/> Biology	IB Standard Level ▼	24	2018-2019 ▼	Cells, Genetics, Human Health
<input type="checkbox"/> Biology	IB Standard Level ▼	16	2019-2020 ▼	Ecology, Evolution, Cell Respiration
<input type="checkbox"/> English Literature	IB Standard Level ▼	14	2018-2019 ▼	Shakespeare's Othello
<input type="checkbox"/> English Literature	IB Standard Level ▼	12	2019-2020 ▼	Shakespeare's Twelfth Night
<input type="checkbox"/> Mathematics	IB Standard Level ▼	19	2018-2019 ▼	Functions, Sequences, Trigonometry
<input type="checkbox"/> Mathematics	IB Standard Level ▼	19	2019-2020 ▼	Logic, Fundamental Calculus

Qualifications *completed*: Sec 4 IP or O levels

- Current students should list **ALL Y4 grades here** (IP and O levels).
- Former students should list **BOTH** Y4 grades and A level grades.
- Y4 IP results: reflect the **letter grade** (without “+”/“-”) and not your GPA. Reflect exactly the way you had entered the information in your UCAS application.

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Qualifications (1 of 4)

Help Text

Question Q1.1

Qualifications completed

Please enter information for any **qualifications already completed** where the result is known, including any resits.

If you have taken modular AS/A Levels, including Cambridge International AS/A Levels where you are provided with a Percentage Uniform Mark (PUM), you should not list individual units (or Cambridge International PUM) here: these will be entered on a later page. If you have completed O Levels, SPM, or other examinations where alphanumeric results are awarded (e.g. A1 or A2) please list them in full.

Wherever possible you should select the subject and qualification type from the drop-down menus: for instance, Advancing Physics should be indicated as 'Physics', Human Biology should be indicated as 'Biology'. If the subject/qualification (or a close equivalent) does not appear in the drop-down menu, select '~ Other' from the bottom of the drop-down menu and specify the subject/qualification in the field provided. By 'awarding body' we mean the organisation that officially awards the qualification. Please see the [Guide to Completing the COPA](#) for further information.

You may be required to submit a High School Transcript in English as part of your application. Please check the [transcripts flowchart](#) carefully to find out whether a transcript is required from you. 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. [Tell me more about transcripts](#)

A Level qualifications: If you have taken Singapore A Levels, please select the appropriate 'A Level (Singapore)' level as Qualification Type. Otherwise, if you have taken [modular AS/A Levels](#) (including Cambridge International AS/A Levels where you are provided with a PUM), please select 'AS Level (UMS)' or 'A Level (UMS)', as appropriate, as Qualification Type. If you have taken [linear AS/A Levels](#) (including Cambridge International AS/A Levels where a PUM is *not* provided), please select 'AS Level (linear)' or 'A Level (linear)', as appropriate, as Qualification Type.

Australian, Canadian, Chinese and Indian qualifications: Please select '~ Other' as Awarding Body and enter your Province/State/Territory.

Degrees: Please select '~ Other' as Subject and enter both subject and degree level, e.g. 'MA in Classical Archaeology'.

	Date Taken (MM/YYYY)	Awarding Body	Other Awarding Body	Subject	Qualification/Level	Grade/Result
<input type="checkbox"/>	12/2018	~ Other	Raffles Girls' School	English Literature	IP End Secondary 4 (Singapore)	A
<input type="checkbox"/>	12/2018	~ Other	CIE-MOE-SEAB	Geography	A Level (Singapore H2)	A

Add New Subject

Delete Selected

Qualifications; *current*

- Current students should list **ALL subjects with pending A level grades** in this section.
- Not applicable** to former students.

Application type → Personal details → Application details → Education → **Qualifications ↓** Fees & Funding → Additional Information → Pay & Submit

Qualifications (2 of 4)

Help Text

Question Q2.1

Qualifications not yet completed

Please enter information for any qualifications currently being studied or not yet completed.

If you are taking modular AS/A Levels, including Cambridge International AS/A Levels where you are provided with a Percentage Uniform Mark (PUM), you should not list individual units (or Cambridge International PUM) here: these will be entered on a later page.

Wherever possible you should select the subject and qualification type from the drop-down menus: for instance, Advancing Physics should be indicated as 'Physics', Human Biology should be indicated as 'Biology'. If the subject/qualification (or a close equivalent) does not appear in the drop-down menu, select '~ Other' from the bottom of the drop-down menu and specify the subject/qualification in the field provided. By 'awarding body' we mean the organisation that officially awards the qualification. Please see the [Guide to Completing the COPA](#) for further information.

You may be required to submit a High School Transcript in English as part of your application. Please check the [transcripts flowchart](#) carefully to find out whether a transcript is required from you. 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. [Tell me more about transcripts](#)

A Level qualifications: If you are taking Singapore A Levels, please select the appropriate 'A Level (Singapore)' level as Qualification Type. Otherwise, if you are taking **modular AS/A Levels** (including Cambridge International AS/A Levels where you are provided with a PUM), please select 'AS Level (UMS)' or 'A Level (UMS)', as appropriate, as Qualification Type. If you are taking **linear AS/A Levels** (including Cambridge International AS/A Levels where a PUM is *not* provided), please select 'AS Level (linear)' or 'A Level (linear)', as appropriate, as Qualification Type.

Australian, Canadian, Chinese and Indian qualifications: Please select '~ Other' as Awarding Body and enter your Province/State/Territory.

Degrees: Please select '~ Other' as Subject and enter both subject and degree level, e.g. 'MA in Classical Archaeology'.

	Month/Year (MM/YYYY)	Awarding Body	Other Awarding Body	Subject	Other Subject	Qualification/Level
<input type="checkbox"/>	12/2020	~ Other	CIE-MOE-SEAB	~ Other	General Paper	A Level (Singapore H1)
<input type="checkbox"/>	12/2020	~ Other	CIE-MOE-SEAB	Economics		A Level (Singapore H2)
<input type="checkbox"/>	12/2020	~ Other	CIE-MOE-SEAB	Biology		A Level (Singapore H2)
<input type="checkbox"/>	12/2020	~ Other	CIE-MOE-SEAB	Mathematics		A Level (Singapore H2)
<input type="checkbox"/>	12/2020	~ Other	MOE	~ Other	Geopolitics	A Level (Singapore H3)

Add New Subject

Delete Selected

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Qualifications; SATs, EL (Q4.1 – 4.2)

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Qualifications (4 of 4)

Q4.1 SAT results

	Date Taken (MM/YYYY)	SATs Test	Score (out of 800)	Plan to Retake?
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Add new SAT

Delete Selected

Q4.2 English language qualifications

If you have taken the IELTS qualification please provide details of your scores below

	Date Taken (MM/YYYY)	Listening	Reading	Writing	Speaking	Overall Score
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Add new IELTS qualification

Delete Selected

Q4.2a If you have taken, or intend to take, a different English language qualification please provide details (max. 300 characters including spaces)

Count 0 Characters

* Indicates a compulsory question

Help Text

Question Q4.1

If you have completed SAT I (Reasoning) or SAT II (Subject) Tests, please provide details including the results. If you are intending to take SAT examinations in the future, please add these to your list in question Q2.1, selecting 'USA SAT I' or 'USA SAT II (Subject)', as appropriate, from the qualification/level drop-down menu.

The College Board changed the scoring system for the SAT in March 2016, so please take care to enter the correct 'date taken' for each test. We will assess scores according to the system in use at the time you took the SAT, so failure to provide the correct date may lead to your score(s) being misinterpreted.



Prior to March 2016 the SAT was made up of three scores: 'Critical Reading'; 'Writing'; and 'Math' (each out of 800).

From March 2016 the SAT is made up of two scores: 'Reading and Writing'; and 'Math' (both out of 800). The SAT Essay is now optional and is scored separately, so if you took the Essay from March 2016 onwards, please provide your combined score out of 24 by selecting 'SAT - Essay' (Reading, Analysis, and Writing in the essay are each marked out of 8, to give a combined score out of 24).

Question Q4.2

If your first language is not English you must demonstrate that you meet the University's English language requirements. Please provide details of any English language qualifications you have taken or are intending to take. By 'English language qualification' we mean qualifications that include a strong element of spoken English, for example IELTS.

If you have completed the IELTS qualification, please provide details in the table in Q4.2. If you have taken IELTS more than once, please list your most recent scores first.

If you have taken an English language qualification other than IELTS (for example TOEFL, Cambridge Advanced C1, or Cambridge Proficiency C2), you should note the qualification you have taken, the date (MM/YYYY) you took it, and your results in question Q4.2a. If you intend to take an English language qualification in the future, please note the qualification you intend to take and the date you intend to take it in question Q4.2a.

Applicable only for those who have **COMPLETED** SAT and/or IELTS.

If you are intending to take SAT/ IELTS, do add this information to the list at Q2.1

“Qualifications currently being studied or not yet completed”

Fees & Funding (F1.1 – F2.3)

- Select 01 Private Finance OR 09 International agency

Application type →

Personal details →

Application details →

Education →

Qualifications →

Fees & Funding ↓

Additional Information →

Pay & Submit

Fees/Funding (1 of 2)

* F1.1 Country of birth

* Place of birth

* F1.2 Nationality

* F1.3 Country of ordinary residence since 1 September 2018 not solely for education

* F1.4 Residential category as given in your UCAS application

* F1.5 Fee code as given in your UCAS application

01 Private finance

01 Private finance

02 SLC, SAAS, NIBd, EU, ChI,

04 Research Council

05 DH/Regional Health

06 UK Govt intl award

07 Training Agency

08 Other UK govt award

09 International agency

10 UK industry/commerce

90 Other source

99 Not Known

* Indicates a compulsory question

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Help Text

Question F1.1

The questions on this page will be used to help determine your fee status.

[Tell me more about fee status](#)

Please enter your country and place of birth (i.e. the city or town in which you were born).

Question F1.2

Please indicate your nationality by selecting a country from the drop-down list.

Question F1.3

Please note that your 'country of ordinary residence' is the country where you normally live (not solely for the purposes of education). You may be required to provide proof of residency.

Question F1.4

Please enter the residential category that you have given or intend to give in your UCAS application.

Question F1.5

Please enter the fee code that you have given or intend to give in your UCAS application.

[Guide to Completing the COPA](#)

[Change your Email or Password](#)

Additional Information

Application type →

Personal details →

Application details →

Education →

Qualifications →

Fees & Funding ↓

Additional Information →

Pay & Submit

Fees/Funding (2 of 2)

* F2.1 Passport number

* F2.2 Source and amount of funding (max. 300 characters including spaces)

Count

0 Characters

* F2.3 Have you applied or will you be applying for a scholarship only tenable at specific Cambridge Colleges?

☐ Yes ☐ No

* Indicates a compulsory question

Help Text

Question F2.1

Please enter your passport number. If you do not have a passport, please enter 'No passport'.

Question F2.2

Please indicate possible sources of funding and likely annual amounts. 'Private funding' is not a sufficient answer.

For overseas students support normally comes from family funding and/or through a scholarship programme. The source of any scholarship funding should be indicated. The [Cambridge Commonwealth, European & International Trust](#) has some bursaries that may provide limited support for students who are able to meet the major part of their costs from other sources, but there are very few full-cost awards available for undergraduate study. If you receive an offer of a place, your College will send you appropriate information in January.

Question F2.3

[Tell me more about College-specific scholarships](#)

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Review My Answers

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Additional Information

Application type →

Personal details →

Application details →

Education →

Qualifications →

Fees & Funding →

Additional Information ↓

Pay & Submit

Additional Information (4 of 5)

* A4.1 Please provide contact details for your UCAS referee

* Country

* Name and title

* Position

* School/college/university name

Address line 1

Address line 2

* Town/City

County/State

Postcode

Telephone (incl. code)

* Email

* Indicates a compulsory question

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Help Text

Question A4.1

Please provide the contact details for your UCAS referee. If you are submitting your COPA for the 1 September 2020 Organ Scholarship deadline, we will contact your referee directly by email to request a copy of the reference they will provide in your UCAS application. If you are submitting your COPA for any other deadline, the reference will be obtained from your UCAS application.

If you do not know your referee's email address, please contact them as soon as possible to obtain it. If your referee does not have an email address, please contact the Overseas Applications Administrator at the [Cambridge Admissions Office](#) for guidance as soon as possible.

Your CT's full name and position

Your CT's email address

Note that this is your CT's official email address.

**VERY IMPORTANT: Enter the email address accurately so that Cambridge emails can reach your CT.*

Submitting the COPA

email or Password

Additional Information

Application
type →

Personal
details →

Application
details →

Education →

Qualifications →

Fees &
Funding →

Additional
Information ↓

Pay &
Submit

Additional Information (5 of 5)

Transcript

You are able to upload your High School Transcript as a single PDF document.

To upload, click the 'Attach transcript' button and select a pdf to attach to your application

Attach transcript

**Submit your results slips as a
single multi-page PDF document.**

Help Text

Question A5.1

You may be required to submit a High School Transcript in English as part of your application. Please check the [transcripts flowchart](#) carefully to find out whether a transcript is required from you. 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.

Tell me more about transcripts

If you are required to upload both a High School Transcript and a University Transcript, you will need to combine them to create a single PDF. If your University Transcript is not available at the point of application, please see the [Undergraduate Study website](#) for advice.

If your transcript is ready, then please upload it now. If you are not able to upload a transcript at this point, you can still complete and submit the rest of your COPA. Once you have submitted your COPA, 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 made an open application.

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High School Transcript

- ALL Cambridge applicants are to upload your transcripts. Once you have submitted your COPA and transcript, you cannot make changes. Hence, be careful and double check your materials.
- Applicants hoping to interview in SG are to upload your transcripts and submit your COPA by **8 Sep 2020** (although official deadline on Cambridge website is 20 Sep) for the COPA application to be considered complete.
- Transcripts should comprise **Certified True Copy** of the following documents.
 - Y6s: Bring original documents and photocopies to the SAC for certification.
 - Former students: Limited entry to school as part of safe management measures. (I) Get a junior to certify your photocopies at the SAC and scan you the soft copies. (II) If you can't arrange for that, email SAC (*student.affairs@ri.edu.sg*) to make an appointment to come in for certification. You are not allowed to hang around in school or visit your teachers before/after the appointment. You have to leave the campus once you are done at the SAC.

RI INTERNAL DEADLINE: 8 Sep 2020

TRANSCRIPTS TO UPLOAD	
CURRENT Y6	FORMER STUDENTS
O level or IP Year 4 grades	O level or IP Year 4 grades
Promo (Y5 Overall Grades)	Promo (Y5 Overall Grades)
	Y6 Prelim results slip
	A level Certificate

Pay & Submit

- When you have completed all sections of the COPA, **be sure to review your submission 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.
- Then proceed to the 'Pay & Submit' section of the COPA. **At this stage, you may wish to print a final copy of your answers for your records.**

Application type → Personal details → Application details → Education → Qualifications → Fees & Funding → Additional Information → Pay & Submit

Declaration and Submit

Declaration

We cannot process your application unless you tick the declaration box at the bottom of this page.
[Please click here to review the terms and conditions you agreed to during the registration process.](#)

Please note that your application will be invalid if you do not pay (if an application fee applies) and submit by the appropriate deadline:

Overseas applications

- 20 September 2020 18:00 (UK time) for remote interview in Malaysia or Singapore
- 19 October 2020 18:00 (UK time) for interview in all other locations

Organ Scholarship applications

- 1 September 2020 18:00 (UK time) for Organ Scholarship applications

The following fees are payable for COPA applications, depending on your application type:

Overseas application *only*

- Total fee of £30.00

Organ Scholarship application *only*

- No fee

Overseas and Organ Scholarship application

- Total fee of £30.00, comprising £30.00 overseas application fee (there is no additional fee for Organ Scholarship applications)

If an application fee is payable, you will be asked to use a credit or debit card to pay your application fee after you click the 'Submit and Pay' button below. Your application will not be submitted until this card payment has been successfully created and you press the 'Complete payment' button.

If no application fee is payable, clicking the 'Submit and Pay' button below will submit your application.

By clicking the 'Submit and Pay' button, you confirm that you agree to the terms and conditions of the Cambridge Online Preliminary Application (COPA), consent to pay the application fee (if applicable), and acknowledge that your application will be invalid if it is received after the relevant application deadline. You also confirm that the data you have provided is complete and accurate.

*** I accept these terms and conditions:** ☐ **Submit and Pay**

Previous Page Save Review My Answers

Click to check that you have entered all the required sections before moving further.

If you have not answered any compulsory questions or if you have provided an invalid answer, these will be highlighted.

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.

[Return to last page viewed](#)

[Generate Printable Version](#)

[Add Transcript](#)

There are 31 questions with errors in your application. These are highlighted in red below.

Please make sure that you have not missed the relevant COPA application deadline. Failure to submit your COPA by the application deadline will render your application invalid and you will not be considered for admission. In order to avoid last minute problems, we strongly discourage you from leaving submission of your COPA (and UCAS application) until deadline day.

Pay & Submit

When you click 'Submit and Pay', you will be asked to confirm that you wish to submit your COPA. **Note that it is not possible to alter your answers once you submit your COPA.** If you confirm that you wish to submit, you will be taken through the application fee payment process. You will be asked to pay the appropriate fee by debit or credit card.

Successful Payment

Secure, reliable internet payments from

UNIVERSITY OF CAMBRIDGE CamSIS Barclaycard Business ePDQ

VISA MasterCard Maestro VISA ELECTRON Verified by VISA MasterCard SecureCode

Payment Status - Success Please click 'Complete Payment' to complete your payment and process your order

Transaction Details		Cardholder Details	
Payment Status:	Success	Cardholder Details:	Cambridge Admissions Office
Date / Time:	Jul 03 2019 12:37:19		Student Services Centre
Merchant:	COPA Application Fee Payment		New Museums Site
Approval Code:	016117		--
Payment ID:	ATJQ0026274		Cambridge
Amount:	£ 30.00		--
Card number:	*****1234		CB2 3PT
Expiry date:	07/20		--
		E-mail:	copahelp@admin.cam.ac.uk

* Please print for your records (landscape format) Please click 'Complete Payment' to complete your payment and process your order

[Print](#) [Complete Payment](#)

You must click "complete payment" to finalise the COPA submission process.

Pay & Submit

- After submission, you will receive an email confirming that your COPA submission has been received. The submission confirmation email will contain your COPA Reference Number (consisting of the letter 'C' followed by 9 digits).
- **It is very important that you retain these emails – you will need both your COPA Reference Number and your UCAS Personal ID number at a later stage in the application process.**

SAQ (Supplementary Application Questionnaire)

It is very important that you also complete the Supplementary Application Questionnaire (SAQ) after submitting your UCAS application – your application will not be valid unless you also submit a SAQ.

Cambridge will email you a link to the SAQ once they receive your UCAS application. You are not likely to receive anything from Cambridge before 20 September as that is their official UCAS deadline. Hence, be patient and ensure that you check your spam folder regularly from 20 September.

In the SAQ, once you have confirmed your identity and entered your COPA Reference Number and UCAS Personal ID number in the boxes provided in **Section 1**, you will be automatically be taken to **Section 8**.

You will **NOT** need to complete the rest of the SAQ questions, as you will already have answered them in the COPA. The email you receive from the University about completing the SAQ will also include a deadline by which you must submit your SAQ.

Reminders

- For your Cambridge application to be considered valid, you must make sure that all of the following items reach them by the appropriate deadline:
 - UCAS application
 - COPA & COPA fee payment (not applicable to Organ scholars)
 - SAQ
- It may take up to 24 hours for the email containing your COPA reference Number to come through. It will also take time for your UCAS application to be processed, so you will not receive the email on SAQ immediately. There's no need to worry unnecessarily. Check your inbox regularly, especially the junk/spam folder.
- We strongly recommend that you submit your UCAS & COPA ahead of the internal deadline (8 Sep 2020) to allow enough time for your Civics Tutor and the Higher Ed Office to prepare the required documents in support of your application.
- Note that your COPA will not be considered valid if the required documents are not submitted by the given deadline.

**Avoid last minute, careless submissions.
If this matters to you, plan ahead and make time to do it properly.**