Cambridge Applications: Completing the COPA

Supplementary Information to UCAS Apply 2017 (for entry in 2017 or deferred entry 2018)

College Admissions Counseling Office
Cambridge applications process (for candidates applying from outside the EU)

The application process looks like this:

1. Submit COPA application
2. Email received with COPA Reference Number
3. Submit UCAS application
4. Email received with details of SAQ
5. Complete SAQ with COPA Reference Number
6. Possible invitation to interview
7. Decision
Cambridge: submission documents & deadlines for Applicants interviewing in SG

1. Cambridge Online Preliminary Application (COPA)
2. Transcript Document Submission
3. Supplementary Application Questionnaire (SAQ)

- 20 Sept: COPA & UCAS due
- 20 Sept: Transcript Document upload due
- 22 Oct: SAQ deadline for most colleges
Cambridge Online Preliminary Application (COPA)

• The COPA is the required part of the application process for *applicants from outside the European Union*, or for anyone wishing to be considered for an *Organ Scholarship*. The COPA helps collect detailed info on top of the UCAS, to make arrangements for overseas interviews and Organ Trials.

*earlier deadlines apply.*
COPA & UCAS: FAQs

• In addition to completing your UCAS application, all Cambridge applicants will also need to create a Cambridge Online Preliminary Application (COPA) account.

• You should first create a UCAS account before beginning the COPA. You will need your UCAS ten-digit Personal ID for your COPA.

• It is very important that you enter your UCAS Personal ID number exactly as UCAS has given it to you at registration.
COPA & UCAS: FAQs

• Do I have to complete my UCAS or COPA first? It does not matter which application you complete first.

• You don’t have to complete the COPA in one go.

• Not all questions may be applicable to you; however, you will not be able to submit the COPA until you have completed the necessary sections.

• Compulsory questions are marked with an asterisk *. 

• You are allowed only one COPA submission a year.
COPA, UCAS & SAQ: a summary

- Both COPA & UCAS are due latest by 20 Sept for applicants interviewing in SG (i.e. outside of Cambridge); UCAS due 15 Oct, COPA due 19 Oct for those interviewing in Cambridge.
- Upon your UCAS submission, you will receive a confirmation of receipt. CHECK.
- Sometime after the UCAS is submitted, you will receive via email the details on the Supplementary Application Questionnaire (SAQ). Log into the SAQ and enter your COPA Reference number.
- Your Cambridge application is complete once you submit the SAQ.
Your COPA (for Cambridge applicants only)

What will I need to complete the COPA?

- Your UCAS Personal ID number
- A valid personal email address
- A passport style digital photograph
- Your BMAT registration number (if applicable)
- Details of the qualifications you are currently studying and/or have completed since age 11
- A copy of your personal statement you have included / intend to include in your UCAS application
- Contact details of your UCAS referee
- A valid debit or credit card
- A copy of your High School Transcript
Cambridge Online Preliminary Application (COPA)

• Register your COPA account here to begin your application:
  https://camsis.cam.ac.uk/psp/publicprod/EMPLOYEE/HRMS/c/UC_COCOA_ONLINE_APP_UC_COA_IDENTIFY.GBL

• The first time you access the COPA, you will be asked to register by providing a valid email address, a password and your UCAS Personal ID number. It is very important that you enter your UCAS details accurately.

• You can only make one COPA application a year. Making more than one application invalidates your application and you will no longer be considered for admission.

• After submitting the COPA, it is not possible to change your answers.
Cambridge Online Preliminary Application (COPA)

- Use the Help Text on the right of your COPA screen.
- Refer to the *Guide to Completing the COPA*.
- Contact Cambridge Admissions Office directly for COPA matters: Helpline: Tel: +44(0)1223 333308; Email: copahelp@admin.cam.ac.uk
COPA: Reminders

• It is strongly recommended that you do not leave submitting the UCAS and COPA till the last minute in case you encounter difficulties.

• Estimated time taken to complete the COPA: ~2 hours, although you can log in as many times as needed

• It may take up to 24 hours for the email containing your COPA Reference Number to come through. It will also take a short time for your UCAS application to be processed, so you will not receive the email containing details of the SAQ immediately. Remember to check your ‘junk’/ spam folder, though.
Cambridge Online Preliminary Application (COPA)

- **The Firefox browser is the preferred web browser to use** to complete your COPA. If you experience difficulties on other browsers, log out and log back in.
- You have to complete the *Application Type* section to access the rest of the questionnaire.
- Use *Navigation Bar* to move between different sections. *Help Text* for most questions will appear on the right-hand side of the screen. Use ‘*Review my Answers*’ button to check your answers. Any info will be auto-saved, but you will be logged out once your applications have been inactive for more than 60 mins, unsaved work could be lost.
COPA: Application Type

• This section needs to be completed before you are able to complete the rest of the application.
• Ensure you have answered these questions accurately to prevent unnecessary waste of time (change to answers here may result in changes in answers required at a later point)
• T1.1 Date of birth
• T1.2 Proposed year of entry
• T1.3 I am making an overseas application
• T1.4 I am making an Organ Scholarship application
COPA: Personal Details

Personal details

• digital photograph, name details, gender, disability/ specific learning disability declaration (as stated in UCAS), relevant criminal conviction (as stated in UCAS), contact details, details of parents/ legal guardians
• Be sure that the contact information you have provided is accurate.
COPA: Application Details

Application details –
• D1.1 Proposed course at Cambridge
• D1.1a Indicate option(s) within the course that you wish to follow
• D1.1b Enter your BMAT number (omitting the ‘B’ prefix) – Med and Vet Med applicants only

[Reminder from RELC: Pls register early for the BMAT; allow 2 working days for response time]
• D1.2 Preferred college – must match UCAS choice or UCAS choice takes precedence; not possible to make changes upon submission of UCAS and COPA
COPA: Application Details

- D2.1 Pls indicate where you would prefer to be interviewed if selected
- You are eligible to interview in SG or Cambridge

- D2.2: if not possible to interview outside UK, willing to come to Cambridge in November/December?

- D2.3 If you have left school / college (or expect to leave by March 2017), indicate what you intend to do before starting your degree course
**COPA: Education details (E1.1)**

**Cambridge Online Preliminary Application**

**Education (1 of 4)**

- **Country**: Singapore
- **Address 1**: One Raffles Institution Lane
- **Address 2**:
- **Town/city**: Singapore
- **County/state**:
- **Postcode**: 575964
- **Telephone (incl. code)**: 065 6419 9741
- **Fax (incl. code)**: 065 6419 9886
- **Date entered (MM/YYYY)**: 01/2015
- **Leaving date (MM/YYYY)**: 12/2016

* Indicates a compulsory question

**Help Text**

**Question E1.1**

Please include the name as well as the full postal address, telephone number, and fax 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 2016 would be presented as 06/2016)

Guide to Completing the COPA
Change your Email or Password
COPA: Education details (E2.2, E2.3, E2.3a)

Cambridge Online Preliminary Application

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

- **School name**: [ ]
- **School postcode**: [ ]

**Question E2.2**
Places of education since age 11

<table>
<thead>
<tr>
<th>Name, Town, Postcode, Country</th>
<th>Date entered (MM/YYYY)</th>
<th>Date left (MM/YYYY)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Raffles Girls’ Secondary, Singapore 250978</td>
<td>01/2011</td>
<td>12/2014</td>
</tr>
</tbody>
</table>

**Question E2.3**
If you are attending or have attended an institution that is not a UK school, then you must submit modular or CIE A levels, and you must submit a High School transcript in English by the relevant application deadline. If you are currently attending a university, you must also submit a University Transcript in English. Your application will not be considered unless a transcript is received.

If you are attending a high school/college in the UK and are taking predominantly linear qualifications, you are strongly encouraged to submit a transcript.

**Tell me more about transcripts**

* Indicates a compulsory question

Guide to Completing the COPA
Change your Email or Password
COPA: Education Details (E3.1)

E3.1 If you are currently at school/college (or left in 2016), 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 2016), 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 2015-16 school year and topics studied up until December 2016 in the 2016-17 school year
- if you have finished or are finishing school/college in 2016, please provide details for both the 2014-15 and 2015-16 school years
- if you left school/college before 2016, there is no need to complete this table.

Please complete one row for each subject studied in each 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 2016, please ask your teachers for guidance.
COPA: Education details (E3.1) – current subjects

**Help Text**

**Question E3.1**

If you are currently at school/college (or left in 2015), 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 2014) 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 2015. 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 2015 should not complete this question.
COPA: Application Details (E3.1)

- Please check for information on the class sizes for your subject with the College Admissions office.
- You MUST take time to list topics covered in your listed subjects. They are important for interview purposes.

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 2016, please ask your teachers for guidance.

Class Sizes and Topics Covered

<table>
<thead>
<tr>
<th>Subject</th>
<th>Qualification/Level</th>
<th>Class Size</th>
<th>Academic Year</th>
<th>Topics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology</td>
<td>AS Level (UMS)</td>
<td>13</td>
<td>2016-2017</td>
<td>Molecules and Cells Exchange</td>
</tr>
<tr>
<td>Biology</td>
<td>A Level (UMS)</td>
<td>13</td>
<td>2016-2017</td>
<td>Human Health Respiration</td>
</tr>
<tr>
<td>Chemistry</td>
<td>AS Level (UMS)</td>
<td>8</td>
<td>2016-2017</td>
<td>Atomic Structure, Bonding, Kinetics</td>
</tr>
<tr>
<td>Chemistry</td>
<td>A Level (UMS)</td>
<td>7</td>
<td>2016-2017</td>
<td>Functional Groups, Periodicity</td>
</tr>
<tr>
<td>English Literature</td>
<td>AS Level (UMS)</td>
<td>13</td>
<td>2015-2016</td>
<td>Ksats, Shakespeare's Hamlet</td>
</tr>
<tr>
<td>Mathematics</td>
<td>AS Level (UMS)</td>
<td>15</td>
<td>2016-2016</td>
<td>Algebra and Functions, Calculus</td>
</tr>
<tr>
<td>Mathematics</td>
<td>A Level (UMS)</td>
<td>12</td>
<td>2016-2017</td>
<td>Probability, Complex Numbers</td>
</tr>
</tbody>
</table>
COPA: Education (E4.1, E4.2, E4.3)

**E4.1** Were you able to take the subjects at AS/A Level or equivalent that you wanted? (max. 300 characters including spaces)

- Count 0 Characters

**E4.2** Can your school or college provide extra lessons or support to Cambridge applicants (e.g. preparation for STEP Mathematics)? (max. 300 characters including spaces)

- Count 0 Characters

**E4.3** Have there been any difficulties with the teaching of your subjects at AS/A Level or equivalent? (max. 300 characters including spaces)

- Count 0 Characters

* Indicates a compulsory question
Current students should list all Y4 grades here (IP and/or O levels)

Ex-students should list both Sec 4 grades and A level grades they have received here.
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 CIE AS/A Levels where you are provided with a Percentage Uniform Mark (PUM), you should not list individual units (or CIE 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 carefully the transcripts flowchart 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 Hong Kong A Levels, please select ‘A Level (Hong Kong)’ as Qualification Type. 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 CIE 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 CIE AS/A Levels where a PUM is not provided), please select ‘AS Level (linear)’ or ‘A Level (linear)’, as appropriate, as Qualification Type.

<table>
<thead>
<tr>
<th>Month/Year (MM/YYYY)</th>
<th>Awarding Body</th>
<th>Other Awarding Body</th>
<th>Subject</th>
<th>Other Subject</th>
<th>Qualification/Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/2016</td>
<td>~ Other</td>
<td>CIE-MOE-SEAB</td>
<td>~ Other</td>
<td>General Paper</td>
<td>A Level (Singapore H1)</td>
</tr>
<tr>
<td>12/2016</td>
<td>~ Other</td>
<td>CIE-MOE-SEAB</td>
<td>Economics</td>
<td></td>
<td>A Level (Singapore H2)</td>
</tr>
<tr>
<td>12/2016</td>
<td>~ Other</td>
<td>CIE-MOE-SEAB</td>
<td>Chemistry</td>
<td></td>
<td>A Level (Singapore H2)</td>
</tr>
<tr>
<td>12/2016</td>
<td>~ Other</td>
<td>CIE-MOE-SEAB</td>
<td>Biology</td>
<td></td>
<td>A Level (Singapore H2)</td>
</tr>
<tr>
<td>12/2016</td>
<td>~ Other</td>
<td>CIE-MOE-SEAB</td>
<td>Mathematics</td>
<td></td>
<td>A Level (Singapore H2)</td>
</tr>
<tr>
<td>12/2016</td>
<td>~ Other</td>
<td>MOE</td>
<td>~ Other</td>
<td></td>
<td>Proteomics A Level (Singapore H3)</td>
</tr>
</tbody>
</table>
COPA – Qualifications not completed: A level subjects

Question Q2.1

- Current students should list all subjects with pending final grades here (i.e. A levels).
- Ex-students do not need to complete this section unless you are re-sitting exams.
- Ex-students should have listed your completed exams with grades under Question Q1.1.
COPA: Qualifications
– Modular AS/ A level Unit details

Question Q3.1
• If you have taken/ are only taking Singapore or Hong Kong A levels, please ignore this question.
**COPA: Qualifications – SATs, EL qualifications**

**Question Q4.1**
If you have already completed American SATs or SAT 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’ from the qualification/level drop-down menu.

The College Board has changed the scoring system for SATs this year, so please take extra care to enter the correct ‘date taken’ for each SAT/Subject Test. We will assess scores according to the system in use at the time you took SATs, so failure to provide the correct date may lead to your score(s) being misinterpreted.

**Question Q4.2**
If your first language is not English you must have, or achieve, an acceptable qualification in English language (see details on the Undergraduate Study website). 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 already 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, 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.

Failure to declare English language qualifications you have achieved or are intending to take will disadvantage your application.
COPA: Fees & Funding

• F1.1 Country & place of birth
• F1.2 Nationality
• F1.3 Country of ordinary residence since 1 Sept 2014 not solely for education
• F1.4 Residential category as given in your UCAS application
• F1.5 Fee code as given in your UCAS application
  - Choose 01 Private Finance or 09 International agency
COPA: Fees & Funding

**Question F2.1**
Please enter your passport number. If you do not have a passport, please enter 'No passport'. If your passport details change after submitting your COPA, please inform the Admissions Office of your preference College or the Cambridge Admissions Office if you made an open application.

**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
COPA: Additional information

• **A1.1 Enter your UCAS personal statement**

Please provide the personal statement that you have included or intend to include in your UCAS application. Please ensure that it matches the personal statement you provide through UCAS. If you have any additional comments that are particularly relevant to your application to Cambridge, you should enter them in question A2.1. Your answer can be a maximum of 4,000 characters including spaces (this is the same length as your UCAS personal statement).

*We strongly recommend that you type your personal statement directly into the COPA (rather than copying and pasting) as some characters are not supported by our system, and this may cause difficulties with the submission of your application.*

• **A2.1 Optional additional 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.

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

• **A3.1 Is there anything else you would like us to know? (max 600 characters)**
COPA: Additional information

• A4.1 Provide **accurately** the contact details for your UCAS referee (see next slide for **important information**)

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

Please provide the contact details for your UCAS referee. If you are submitting your COPA for a deadline earlier than 19 October 2016 (i.e., if you are applying for an Organ Scholarship or to be considered for interview in China, Malaysia, or Singapore), we will email your UCAS referee directly to request a copy of their reference along with predicted grades and ranking (ranking is not required for Organ Scholarship applicants). This information must reach us by no later than 11 September 2016 (Organ Scholarship applicants) or 20 September 2016. If you are submitting your COPA application for the 19 October 2016 deadline, the reference will be obtained from your UCAS application (we will not email your UCAS referee separately).
You input your civics tutor’s details.

But the email must read: cambridgeapplications@ri.edu.sg for RI’s College Admissions Office to follow up on necessary action.
What do you mean by ‘reference’?
References are an important part of our admissions process because they tell us about your academic abilities and potential. Comments that are particularly helpful to us are those that show evidence of your intellectual flexibility and curiosity, analytical ability, logical reasoning and the ability to learn quickly.

Your referee should ideally be one of your current teachers at school/college. If you are applying independently, have left school/college and/or have not yet submitted your UCAS application, we recommend that your referee is someone who has most recently been acquainted with your academic ability and performance.

In the case of those with a COPA deadline earlier than 15 October 2015 (ie if you are applying for an Organ Scholarship or to be considered for interview in China, Malaysia, or Singapore), we will email your UCAS referee directly to request a copy of their reference along with predicted grades and ranking (ranking is not required for Organ Scholarship applicants). This information must reach us by no later than the relevant deadline, ie 11 September 2015 (Organ Scholarship applicants) or 20 September 2015. If you are submitting your COPA application for the 15 October 2015 deadline, the reference will be obtained from your UCAS application (we will not email your UCAS referee separately).

We strongly recommend that you submit your COPA as early as possible to allow enough time for your referee to prepare and send us the required documents. Please note that your COPA will not be considered valid if the documents are not submitted by the set deadline.

You will be asked to provide your referee’s email address at Question A4.1 (‘Please provide details for your UCAS referee’) of the COPA.
COPA: High School Transcript

**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.

**Help Text**

**Question A5.1**

You may be required to submit a High School Transcript in English as part of your application. Please check carefully the transcripts flowchart 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.
High School Transcript submission

- All Cambridge applicants will have to upload their transcripts as part of the COPA.
- Transcripts should comprise of Certified True Copies of the following documents (Bring original documents and photocopies to Student Affairs Centre):

<table>
<thead>
<tr>
<th>For current students</th>
<th>For ex-students</th>
</tr>
</thead>
<tbody>
<tr>
<td>O level or IP Year 4 summary grades</td>
<td>O level or IP Year 4 summary grades</td>
</tr>
<tr>
<td>Promo (Y5 Overall Grades)</td>
<td>Promo(Y5 Overall Grades) + Prelims</td>
</tr>
<tr>
<td></td>
<td>A level results</td>
</tr>
</tbody>
</table>

- Applicants hoping to interview in SG have to upload Transcript by 20 Sept for your COPA application to be complete.
COPA: Declaration

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 2016 18:00 (UK time) for interview in Malaysia, PR China or Singapore
- 19 October 2016 18:00 (UK time) for interview in all other locations

Organ Scholarship applications

- 1 September 2016 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)

In the event that you are selected for an interview at a location outside the UK, an interview fee of £140.00 is payable prior to the interview date. Further information on this payment will be provided in the correspondence inviting you to attend an interview.

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, and give express consent that your application may now be processed and assessed.

* I accept these terms and conditions:  

[Submit and Pay]
Cambridge Online Preliminary Application (COPA)

• You will be able to generate a Printable Version of the COPA prior to submission.
• You will also be able to upload your transcript after you complete your COPA.
• However, you have only one opportunity to upload the Transcript; once you have submitted your COPA and Transcript, you can no longer make changes nor upload another transcript.
Cambridge Online Preliminary Application (COPA)

For the COPA to be valid, the following items have to arrive by the appropriate deadline:

1) COPA application
2) UCAS application
3) Application fee payment (COPA)
4) A copy of your UCAS reference #
5) A copy of your high school transcript

# Important: refer to slides #33, #34
High School Transcript submission

• You will have to submit your transcript as a single multi-page PDF document.
• Note also that *only transcripts* should be submitted at this link.
• 20 Sept: Deadline for transcript upload for Cambridge applicants interviewing in Singapore
• 15 Oct: Deadline for transcript upload for Cambridge applicants interviewing in Cambridge
Cambridge applicants only: COPA – final reminders

• You will not be prevented from submitting the COPA after the deadline but you should observe the deadline that applies to you (based on where you are interviewing) or your application will not be valid and you will not be considered for admission.
• Check your answers using the ‘Review My Answers’ button prior to submission. Once you have submitted the COPA, it will not be possible to alter your answers.
• On the submit page, check the Declaration Tick-box, and press the ‘Submit and Pay’ button.
COPA: Final Reminders

• Remember to click on “Complete Payment” or there may be a delay of up to 24 hours before you receive the email confirmation that your payment for the COPA has been received.
• Upon submission, you should receive 2 emails: one confirms that your payment has been processed, the other confirms that your COPA submission has been received. The Submission Confirmation email contains your COPA Reference Number (C followed by 9 digits). It is very important you retain these emails. You will need this info later.
• If you fail to receive both emails 24 hours after submission, contact Cambridge Admissions Office.
Cambridge applicants: the SAQ

- Upon submission of your UCAS, you will also receive a link to the Supplementary Application Questionnaire (SAQ). You will also need to submit your SAQ in order for your application to be valid.
- The SAQ: Once you have confirmed your identity, entered your COPA Reference Number and your UCAS Personal ID in Section 1, you will automatically be taken to Section 8.
- 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 12:00 (noon, UK time) on 22 October 2016.
Cambridge applicants: the SAQ

- For queries regarding the SAQ, refer to SAQ Guide for 2017/2018 entry at a later point, to be updated by Cambridge: http://www.study.cam.ac.uk/undergraduate/apply/saq.html
Cambridge Applications: Additional Costs

- UCAS: £24
- (non-refundable) application fee for COPA submissions: £30
- Shortlisted Cambridge applicants must pay an additional fee of £140 that goes toward the cost of the overseas interview scheme.
Cambridge Application: UCAS & COPA deadlines

- Remember that your UCAS & COPA deadlines will depend on where you choose to have your Cambridge interview.

<table>
<thead>
<tr>
<th>Applicants applying from outside the EU</th>
<th>Submit UCAS application by</th>
<th>Submit COPA by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicants who would like to be considered for interview in China, Malaysia, or Singapore</td>
<td>20 September 23:59 (UK time)</td>
<td>20 September 18:00 (UK time)</td>
</tr>
<tr>
<td>Applicants who would like to be considered for interview in Cambridge</td>
<td>15 October 18:00 (UK time)</td>
<td>19 October 18:00 (UK time)</td>
</tr>
</tbody>
</table>
Ensure your Cambridge Application is complete

For your application to the University of Cambridge to be considered valid, you must make sure that all of the following items reach us by the appropriate deadline:

- COPA
- UCAS application
- SAQ
- COPA fee payment (not applicable to Organ Scholars)
- A copy of your UCAS reference. In the case of those with a COPA deadline earlier than 19 October 2016, we will email your UCAS referee directly to request a copy of their reference along with predicted grades and ranking (ranking is not required for Organ Scholarship applicants). This information must reach us by no later than the relevant deadline, i.e. 11 September 2016 (Organ Scholarship applications) or 20 September 2016. If you are applying for the 19 October 2016 COPA deadline, the reference will be obtained from your UCAS application (we will not email your UCAS referee separately). We strongly recommend that you submit your COPA as early as possible to allow enough time for your referee to prepare and send us the required documents. Please note that your COPA will not be considered valid if the documents are not submitted by the set deadline.
Note to Oxbridge & Medicine applicants

• All Oxford or Cambridge or UK Medicine / Dentistry/ Vet Science applicants are reminded to register your details with us at the College Admissions Counseling office.

• This helps us ensure your UCAS application arrives on time.
Important Dates to note: Cambridge

<table>
<thead>
<tr>
<th>Date</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>mid Aug – 15 Oct</td>
<td>Register for admissions tests, where required</td>
</tr>
<tr>
<td>19 Aug 2016</td>
<td>Last day for student to request references from CTs for Cambridge / Oxford / UK Med, Vet Science, Dentistry application</td>
</tr>
<tr>
<td>7 Sept 2016</td>
<td>UCAS Submission deadline: for RI students applying to Cambridge (teachers need time for send-off)</td>
</tr>
<tr>
<td>20 Sept 2016</td>
<td>Submission deadline (Ext) : Cambridge UCAS, COPA &amp; Transcript upload</td>
</tr>
<tr>
<td>15 Oct 2016</td>
<td>UCAS (External) Deadline: Camb applicants interviewing at Camb only</td>
</tr>
<tr>
<td>By 22 Oct</td>
<td>Cambridge SAQ deadline <em>(required submission for complete Camb app)</em></td>
</tr>
<tr>
<td>17 – 21 Oct</td>
<td>Cambridge interviews take place in Singapore</td>
</tr>
<tr>
<td>22 Oct 2016</td>
<td>Cambridge At-Interview Admissions Tests</td>
</tr>
<tr>
<td>2 Nov 2016</td>
<td>BMAT &amp; ALL Cambridge Pre-Interview Admissions Tests</td>
</tr>
<tr>
<td>By 15 Nov</td>
<td>Cambridge Written Work deadline, where required</td>
</tr>
<tr>
<td>Jan 2017</td>
<td>Cambridge Decisions released</td>
</tr>
</tbody>
</table>