



## OUT OF TERM RESIDENCE APPLICATION FORM – Christmas Vacation 2018

- Please complete all fields in BLOCK CAPITALS
- This form must be returned to the First Court D2 only. The deadline for submission is 5pm on Friday 30<sup>th</sup> November.
- You will be informed if your application is successful via email by Wednesday 19<sup>th</sup> December.
- Remember that OTR is not guaranteed until you receive a confirmation email from the Accommodation Coordinator

### 1. **Student** to complete this section (MUST BE COMPLETED)

First Name \_\_\_\_\_ Surname \_\_\_\_\_ Email \_\_\_\_\_@cam.ac.uk

Current College room \_\_\_\_\_ eg. Mallory Court D Room 2

Circle the nights of your stay below – remember that you will depart the morning after the final night you circle (if the last night circled is 28<sup>th</sup>, you will depart on 29<sup>th</sup>).

You are permitted a maximum of two stays per vacation. Please consult the OTR Fact Sheet for further information.

December 19 / 20 / 21 / 22 / 23 / 24 / 25 / 26 / 27 / 28 / 29 / 30 / 31

January 1 / 2 / 3 / 4

Notes \_\_\_\_\_

### 2. **DoS** to complete this section (only to be completed if the student is staying for academic reasons)

Reason(s) for OTR request (please tick all that apply)

- Taking an exam
- Exam preparation
- Course work/dissertation deadline
- Using essential reference items in the library
- For academic work, but not specific reason for staying in Cambridge

} Date of exam/Work deadline  
 \_\_\_ / \_\_\_ / \_\_\_

Notes \_\_\_\_\_

DoS Name (BLOCK CAPS) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

### 3. **Tutor** to complete this section (MUST BE COMPLETED)

Reason(s) for OTR request (please tick all that apply)

- For the DoS' reasons above
- Personal/tutorial/medical reasons
- Field trip
- Travel limitations (EU/overseas student)
- Travel limitations (UK student)
- Other (please specify below)

Notes \_\_\_\_\_

Tutor Name (BLOCK CAPS) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_