



Information Sheet to accompany the CFIR

When you signed your University of Cambridge Financial Undertaking Form you agreed to the financial conditions of your offer. The College now needs to be satisfied that you have sufficient funds to cover your costs while studying in Cambridge. Only once the College is satisfied that you can meet your financial obligation will the College be able to confirm your place at Magdalene.

The following steps need to be completed before your place can be 'College confirmed':

1) College Financial Information Requirements form (CFIR)

You must complete the CFIR providing full and accurate details of the source(s) of funding for both your Course Fees & Living expenses. You must provide supporting third party evidence of the source(s) of funding. Please enclose copies of this evidence with the form. Some examples of evidence are: confirmation letters from sponsoring bodies; bank issued letter confirming the balance(s) available, together with a letter from your guarantor that the funds will be used to support your studies in Cambridge.

2) University of Cambridge Financial Undertaking Form

All students must also provide a copy of their completed *University of Cambridge Financial Undertaking Form*. This can be sent to the College with your CFIR.

3) Advance Payment

[If you are 100% sponsor funded, and the College will receive the sponsorship monies direct from the sponsor, please proceed straight to part 4].

You will be classed as a self funding student if you are paying all or part of your fees from personal funds, or if your sponsor pays the funds direct to you rather than direct to the College.

As a self funding student an advance charge invoice will be emailed to you once the College has approved your CFIR. The advance payment invoice will consist of the following:

- i) a full year's course fees (less any sponsor funded fees)
- ii) an additional course fee deposit if you are applying for a PhD (Home/EU student £2,000, Overseas Student £7,000)
- iii) an accommodation deposit (£3,000)

You will not be permitted to commence your studies, until the College has received cleared funds in full settlement of the invoice.

4) VISA

If you require a visa in order to undertake your studies in the UK, it is essential that you satisfy the financial requirements of the UK Visas and Immigration before the College's advance payment invoice is paid, unless you are certain you will still have sufficient funds in your own bank account to meet your Visa requirements.

Please refer to the following webpage for further information regarding Visa applications <http://www.internationalstudents.cam.ac.uk/applying/uk-immigration>.

5) College confirmation

Once your University place is confirmed, your CFIR has been approved by the College, and any advance payment invoice has been settled in full we will then 'College confirm' your place. You will be notified of the confirmation by Magdalene College's Academic Office.

6) Accommodation

College accommodation is not guaranteed and is only offered on a '*first come first served*' basis once your place has been University and College confirmed. Due to the limited number of rooms available we advise that the sooner your place is fully confirmed (prior to 31 August) the more likely you are to be able to be offered a room in College. After the first week of September any remaining rooms may be released to current students. Should the College not be able to offer you any accommodation we will refund any accommodation deposit you have paid.

The College Financial Information Requirements form must be completed and returned to The Academic Office, Magdalene College, Cambridge CB3 0AG by **31 August** at the latest for Michaelmas Term starters.

Any queries on the information above or about the completion of the CFIR should be emailed to the Graduate Officer at gradassist@magd.cam.ac.uk.

Please be aware that until you have provided the information requested on the CFIR, and it has been accepted by the College, you will be unable to commence your studies and the place offered may lapse.

For a statement on how the College handles and uses the information provided by applicants to the University of Cambridge please see the Privacy Notice for applicants at <https://www.magd.cam.ac.uk/privacy-notice-applicants-student>. The College Data Protection Policy is also available at <https://www.magd.cam.ac.uk/data-protection>.

Additional points to note if you are coming to the UK from overseas:

- Travel Arrangements - Under no circumstances should you make arrangements to travel to Cambridge until you have received positive written confirmation (by letter or e-mail) from the College that you are 'College confirmed'. The College will accept no responsibility for any costs incurred by you if you ignore this requirement, nor will it provide or arrange any accommodation for you.
- Opening a Bank Account - If you will need to set up a Bank Account once in the UK, you should be aware that it may take up to four weeks to obtain normal banking facilities. Therefore, you should come prepared with credit arrangements, traveller's cheques or cash to cover your initial living expenses.