



# UNIVERSITY OF CAMBRIDGE

Faculty of History



Photo: Sir Cam

## Visiting Students Prospectus

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## **Coming to Cambridge as a Visiting Student**

A small number of students each year come to the Faculty as 'visiting students' to undertake a short period of study or supervised research (typically from one month up to a year). These are students who do not intend to become candidates for any Cambridge qualification, but who, in many cases, are registered postgraduate students at overseas institution.

## **Facilities and Resources**

Visiting students will be able to access many of the same facilities as a full-time student. They will:

- gain access to the Faculty's Postgraduate Research Room and be allocated a pro-rata printing allowance (125 pages for each month of the visit);
- attend Faculty initiated events as detailed in the Postgraduate Training and transferable skills booklet including Faculty lectures and seminars, subject to availability, with the exception of teaching opportunities;
- obtain a letter from the Faculty, at the start of the visit, which should assist in gaining access to the Faculty's Seeley Library and the University Library;
- receive a certificate of attendance toward the end of the visit.

Full information about the Faculty's postgraduate programmes, including the facilities and resources can be found on our website and we recommend that prospective visiting students consider these pages before applying.

## **Supervision**

All visiting postgraduate students who are accepted by the Faculty of History will be assigned a supervisor who will work with them for the duration of their stay.

As part of the application for visiting student status, applicants are invited to include the name of a potential supervisor with whom they would like to work. The Faculty will usually endeavour to approach a prospective supervisor if listed, but reserves the right to approach other supervisors if an academic is unavailable.

A full list of the academic staff working at the Faculty can be found on our website:

<http://www.hist.cam.ac.uk/directory/academic-staff>

## **College Membership**

Visiting students will not usually have college affiliation, i.e. they will not be a member of one of the Cambridge Colleges.

Once a student has been accepted, in some cases it may be possible for visiting students to gain college membership through their assigned supervisor. It is the responsibility of the student to contact his/her the supervisor to discuss this possibility; the Faculty will not arrange this nor can we guarantee College membership.

If visiting students are interested in obtaining college membership for the duration of their visit, they can apply formally for admission as a visiting student through the [Board of Graduate Studies](#) but students are warned that the termly fees are significantly higher than those charged by the Faculty.

## Accommodation

Visiting students are required to reside in Cambridge for the duration of their stay. Visiting students are responsible for arranging their own accommodation and that of any accompanying family. Where visiting students are members of a College it may be possible to arrange to stay in College accommodation. Alternatively students are welcome to use the University's Accommodation Service (<http://www.accommodation.cam.ac.uk/>) who help University staff and students find suitable accommodation in Cambridge. **Please note:** if you are not a UK/EU citizen you will be liable to pay Council Tax for the duration of your stay. If you are bringing your spouse, you will both be liable for paying Council Tax. See further: <https://www.cambridge.gov.uk/council-tax>

## Language Requirements

### IELTS (Academic)

Element	Score
Listening	7.0
Writing	7.0
Reading	7.0
Speaking	7.0
Total	7.5

Visiting students are normally required to meet the University's minimum language requirements. The scores required by the Faculty of History are shown in the accompanying tables.

### TOEFL Internet Score

Element	Score
Listening	25
Writing	25
Reading	25
Speaking	25
Total	110

### CAE

**Score:** Grade A or B (with at least 193 in each individual element) plus an assessment with the University's Language Centre.

### CPE

**Score:** Grade A, B, or C (with at least 200 in each individual element)

Full information about which tests are acceptable can be found on the University's website:

<http://www.graduate.study.cam.ac.uk/international-students/competence-english/what-tests-are-accepted>

## Visa and Immigration Advice

It is the student's responsibility to ensure they have a valid visa for the duration of their stay at Cambridge. If accepted, the Faculty will issue a letter of invitation, to be presented to UK Visas and Immigration Office.

Students who require a visa in order to study in Cambridge will be asked to provide an additional form and some extra materials with their application.

Advice on visas for visiting students is provided by the University's International Students team: <http://www.internationalstudents.cam.ac.uk/applying/your-uk-immigration/visiting-students-and-visas>

## Fees and Funding

Students who are accepted to start from 1 October 2021 will be charged a fee of £240 per month in 2021-22 (rounded up to the nearest month) for the duration of their stay and is charged in full on arrival. This fee takes into consideration the resources that will be used during the stay. This may include use of library and computational facilities as well as access to teaching and lectures.

Students may also choose to apply directly through the [Board of Graduate Studies](#) but students are warned that the termly fees are significantly higher.

Applicants should make allowance for additional/incidental fees and expenses that will be required throughout their visit. Applicants are reminded that the Faculty and the University does not have any funding available to enable students to come to Cambridge as visiting students nor can it assist a visiting student if they encounter financial difficulty whilst visiting.

## Refunds

Where a student cancels the visit it is not normally possible to refund the visiting students fee unless there are exceptional circumstances.

Refunds will generally only be offered in the following cases:

- Where a visiting student terminates the visit prior to arrival in Cambridge and can provide evidence of exceptional circumstances (e.g. serious illness, bereavement), the Faculty fee will be refunded, minus a £40 administration charge;
- Where a visiting student terminates the visit after arriving in Cambridge and can provide evidence of exceptional circumstances (e.g. serious illness, bereavement): the Faculty will refund the fee for each full month remaining; minus a £40 administration charge;

Where the Faculty terminates the trip the fee will always be refunded:

- Where the Faculty terminates the visit prior to student arrival in Cambridge due to exceptional circumstances, the Faculty fee will be refunded in full;
- Where the Faculty terminates the visit after the student has arrived in Cambridge due to exceptional circumstances: the Faculty will refund the fee for each full month remaining.

## Funding

The Faculty does not offer any funding opportunities for Visiting Students.

## Terms and Conditions

The terms of conditions of visiting students can be found on the following page:

<http://www.admin.cam.ac.uk/offices/hr/policy/visitors/terms.pdf>

## How to Apply

To apply, please send an email to [visiting@hist.cam.ac.uk](mailto:visiting@hist.cam.ac.uk) with Visiting Student Application: [Your Name] as the email subject and attach the following documents:

- A full CV with a detailed covering letter stating why and for how long you wish to come to Cambridge;
- An outline of the research you propose to conduct while you are here;
- A letter of recommendation from your current supervisor or Head of Department. This letter should comment on the reasons why it would be helpful for you to spend time in Cambridge;
- Proposed Supervisor – the name of the member of staff with whom you would like to work or whose interests have the greatest overlap with your own;
- Academic transcripts - for example, previous and ongoing degrees, to accompany your CV.
- Language test if English is not your native language\*\*.
- Complete the Visiting Student Application Form, available at: <https://www.hist.cam.ac.uk/visiting-students>

Students are advised to submit their application as early as possible, and at least three months before the proposed visit to ensure there is sufficient time for processing.

There is a non-refundable application fee of £50. Your application will not be processed by the Faculty until this payment has been received.

### Payment by Cheque or Postal Order

Please arrange for a cheque or postal order to be sent to the below address:

Visiting Students Administrator  
Faculty of History  
West Road  
Cambridge  
CB3 9EF

### Payment by Bank Transfer

Account Name:	UNIVERSITY FINANCIAL BOARD NO 1 ACCOUNT
Sort Code:	20-17-68
Account Number:	10921084
Branch :	Barclays Bank Plc, 15 Bene't Street, Cambridge CB2 3PZ
Iban Number:	GB96 BARC 2017 1910 9210 84
Swift Code:	BARC GB22

Please use the reference “**JJ-History-fees**” when paying so the funds can be easily traced.

Once the payment has been made please notify the Faculty of History Accounts Office by e-mail at: [accounts@hist.cam.ac.uk](mailto:accounts@hist.cam.ac.uk).

Additional documents may be requested by the Faculty throughout the application process.

Students may also choose to apply directly through the [Board of Graduate Studies](#) but students are warned that the termly fees are significantly higher.

### **Arriving in Cambridge**

The International Student Team provides a very helpful guide for International students arriving in Cambridge, with information from how to open a UK bank account to travelling around Cambridge:  
[http://www.internationalstudents.cam.ac.uk/files/international\\_student\\_guide.pdf](http://www.internationalstudents.cam.ac.uk/files/international_student_guide.pdf)

The Faculty also provide a Health and Safety guide for postgraduate students which contains information about studying at Cambridge:  
<http://www.hist.cam.ac.uk/graduate-students/health-safety>