



# UNIVERSITY OF CAMBRIDGE

Faculty of History



Photo: Sir Cam

## Visiting Students Prospectus

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## 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 institutions.

## **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 their 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.

Applicants who just miss the University's minimum language requirements, in any of the IELTS categories, will be referred for an additional assessment at their own additional cost.

### 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

Applications that are issued with an acceptance to study at the Faculty of History between 1 October 2022 and 30 September 2023 will be charged £260 per month (rounded up to the nearest month) for the duration of their stay. The actual start date of the visit may fall within this period or be beyond these dates. Payment is to be made 3 weeks in advance of the start date of the visit. 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 – such as health charges, council tax, etc – depending upon the type of visa obtained/length of visit.

Applicants are reminded that the Faculty and the University do 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;
- A letter from your Home Institution, which must confirm the title and dates of your current course and those of the visit to Cambridge. This must also state that you will remain registered with your Home Institution whilst visiting Cambridge, and that your research in Cambridge is part of this course.
- 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>

### **Payment**

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.

The application charge is £50, payment can be made at:

<https://onlinesales.admin.cam.ac.uk/product-catalogue/products/schools-faculties-departments-and-institutions/history>

Please ensure you enter the correct figure: £50 and follow the instructions specified there.

When payment is made please notify the Faculty of History Accounts Office by email via: [accounts-office@hist.cam.ac.uk](mailto:accounts-office@hist.cam.ac.uk)

If you are unable to use the above payment method, please contact the Accounts Office (email address above) for information how to make a bank transfer.

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>

### **Additional Costs**

Please note that Visiting Students are responsible for the following additional costs:

- **NHS health charge**

This is dependent upon the type of visa required for the visit. The visiting student is responsible for payment of the health charge. Further details can be found here: <https://www.gov.uk/healthcare-immigration-application>

- **Accommodation/College membership**

Visiting students are responsible for arranging their own accommodation/college membership and that of any accompanying family. It may be possible to gain college membership through the assigned supervisor.

Otherwise, please be in touch with the University Accommodation Service well before you arrive ([accommodation.service@admin.cam.ac.uk](mailto:accommodation.service@admin.cam.ac.uk)) who will be happy to assist or answer any accommodation questions you may have.

Alternatively, see Section 5 of this prospectus.

- **College/accommodation fees**

Visiting students should be aware that they are responsible for paying any College/accommodation fees in addition to the Faculty Course Fee. If College membership is secured through the assigned supervisor, the applicant should contact the College Accounts Office for details of the fees payable.

- **Council Tax**

All visiting students should check with Cambridge City Council, before arrival, whether they will be liable to pay Council Tax: <https://www.cambridge.gov.uk/> ; their contact numbers and emails can be located here: <https://www.cambridge.gov.uk/contact-us> toward the bottom of the webpage.

If you are non UK/EU student, 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 to pay.

- **Personal health matters:**

Visiting students are responsible for arranging their own personal health matters, such as doctors/dentists, etc. Please see the Cambridge University Student Union website for more details: <https://www.cambridgesu.co.uk/>

- **Additional/incidental costs:**

Visiting students should allow for additional/incidental costs that may be incurred throughout their visit. Visiting students are reminded that they are responsible for their own funding. Unfortunately, the Faculty and University do not have funding available to support visiting students and cannot assist visiting students who encounter financial difficulty.