

Faculty of History**Visiting Student Application Checklist**

Please read through this checklist carefully. These tasks must be completed before application submission.

Preparing your Application

- ☐ **Read the Visiting Student application form** to see what is required from you when submitting your application. The form can be found at:
<https://www.hist.cam.ac.uk/prospectivegraduates/visiting-students-1>;
- ☐ **Work out your proposed start and dates** for your stay at Cambridge;
- ☐ **Research and decide on a supervisor** – this is the member of staff with whom you would like to work or whose interests have the greatest overlap with your own;
- ☐ **Get a letter of recommendation** from your current Supervisor or Head of Department at your home university. This letter should comment on the reasons why it would be helpful for you to spend time in Cambridge;
- ☐ **Get a student status letter** from your Home Institution confirming that the study/research is part of your current course (including course title, start date and end date).
- ☐ **Write a CV** stating all of your academic achievements including your grades;
- ☐ **Obtain evidence of your English language qualification scores.** This must meet the Faculty requirements (see Visiting Student Prospectus for details available at:
<https://www.hist.cam.ac.uk/prospective-graduates/visiting-students-1>) and must be taken no more than two years before your proposed start date;
- ☐ **Obtain copies of your academic transcripts**, for example previous and ongoing degrees, to accompany your CV;
- ☐ **Write a research proposal** outlining the reasons for your stay and activities you plan to undertake while in Cambridge;
- ☐ Once you have the above information to hand, you are ready to **complete the Visiting Student application form** which can be found at: <https://www.hist.cam.ac.uk/prospective-graduates/visiting-students-1>.

- ☐ **Note** that 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 to pay Council Tax.
- ☐ **Check whether you will need a visa to study in the UK.** If you will need a visa, ensure you have the required information indicated in the visa section of this checklist. Guidance on determining whether you will need a visa can be found at:
<https://www.internationalstudents.cam.ac.uk/immigration/visiting-students>

If You Need a Visa (Non-EEA Citizens & Swiss Nationals)

- ☐ If you have studied in the UK before, organise previous qualification information and the type of UK visa held to enter in your application form;
- ☐ **Scan your passport**, including the page with the photo and nationality details;
- ☐ Ensure you complete the visa section of the application form;

Submitting your Application

- ☐ **Pay the £50 application fee.** Information can be found in the Visiting Student Prospectus available at: <https://www.hist.cam.ac.uk/prospective-graduates/visiting-students-1>;
- ☐ **Email** the Faculty of History Accounts Office to confirm payment at: accounts@hist.cam.ac.uk;
- ☐ **Send your application form along with your supporting documentation and confirmation that you have paid your application fee to visiting@hist.cam.ac.uk.** The email should have 'Visiting Student Application: [Your Name]' as the email subject.

Remember:

If you do not pay your **£50 application fee prior to submitting your application**, the processing of your application will be delayed.