

Applicant Instructions for Choral and Organ Award Form

Please read the following carefully before completing your application form

GENERAL POINTS

- **Information about the Choral Awards and Organ Scholarships**

Details of Choral Awards and Organ Scholarships offered by the Colleges of the University and the application process are given in the University of Cambridge *Undergraduate Prospectus*. This is available from the Cambridge Admissions Office, Fitzwilliam House, 32 Trumpington Street, Cambridge, CB2 1QY, telephone: 01223 333308, email: admissions@cam.ac.uk, and on our website at: www.cam.ac.uk/admissions/undergraduate/musicawards/.

- **Application forms**

If you are applying for a **Choral Award** you must complete the *Choral and Organ Award Application Form*, and send it to the Admissions Office of your first preference College. Applicants for Choral Awards must also be applicants for ordinary admission. **Therefore, you should also complete a UCAS application, indicating Cambridge as one of your choices, although this does not have to be submitted until the 15 October deadline.**

If you are applying for an **Organ Scholarship** you must complete the *Choral and Organ Award Application Form* and send it to the Admissions Office of your first preference College. **You should also complete a UCAS application, indicating Cambridge as one of your choices, although this does not have to be submitted until the 15 October deadline.** You may withdraw your application to the University if you are unsuccessful in winning an Organ Scholarship in the Organ Trials, and do not wish to continue your application for normal admission. Such applicants may wish to re-apply the following year, or seek an Organ Scholarship at another university. All Organ Scholarship applicants will be assessed and interviewed academically during the Organ Trials in September.

All applicants must have the same first preference College on their Choral and Organ Award application as on their UCAS application. If you apply for both awards (see below) with different first preference Colleges, you should state your first preference Organ Scholarship College on your UCAS application.

Whilst you may apply for an Organ Scholarship at both Cambridge and Oxford, dual applications for Choral Awards will not be accepted by either Cambridge or Oxford. Organ Scholarship applicants applying for Medicine may NOT apply to both universities.

You may apply for both an Organ Scholarship and Choral Award at Cambridge. If your first preference College is the same for both awards you should submit just one application form (and £17.50 application fee, see below), indicating on page 1 that you are applying for both awards. If your first preference College is different for each award, you should send the original application form (and £10.00 fee) to your first preference Organ Scholarship College and a **copy** of the form (and £7.50 fee) to your first preference Choral Award College.

- **Deadlines**

Please note the following deadlines (late applications will not be considered):

- Organ Scholarship applications – 1 September 2010
- Choral Award applications – 5 September 2010
- School/college reference letters – 11 September 2010
- UCAS application – 15 October 2010

Your first preference College(s) will acknowledge receipt of your *Choral and Organ Award Application Form*. If you do not receive acknowledgement by mid-September, you should contact the College(s) concerned.

- **Application fee**

All applicants for awards must send a cheque or postal order for the appropriate application fee with their completed *Choral and Organ Award Application Form*:

- £10.00 if applying for an Organ Scholarship
- £7.50 if applying for a Choral Award

Cheques (or postal orders) should be **made payable to the first preference College(s)**, should be in sterling and should be **drawn on a UK branch of a bank**. You should write your full name, subject applied for and College applied for on the back of the cheque (or postal order).

- **Competition and interviews**

The competitions for Choral Awards and Organ Scholarships for 2011 entry or for deferred entry in 2012 will be held in Cambridge in late September 2010. You will be considered for Organ Scholarships and/or Choral Awards according to the orders of preference which you express on page 2 of the application form. **All awards are provisional upon the offer of a place to study your chosen subject at the College making the award.**

You cannot obtain an award at more than one College.

All applicants for Organ Scholarships are interviewed academically during the course of the Organ Scholarship Competition in September, although very occasionally applicants will be asked to return in December if an interview in September proves impossible to arrange for some reason.

Choral Award applicants for King's and St John's Colleges are interviewed academically at the time of the Choral Competition. Other applicants for Choral Awards, if invited, will return to Cambridge for their academic interviews in December. **If you are invited for interview at a College other than your first preference College, please note this College has assumed responsibility for your application.**

You should note that the Colleges will not continue to consider your application for an award if they judge that you are below the appropriate academic standard for normal admission. If your previous academic record is poor, and there are no mitigating circumstances, you may be excluded from consideration before the final stage of the competition. If you are uncertain whether or not to pursue your application, you should consult the Admissions Tutor of your first preference College who will be able to offer you advice. If for any reason you decide to withdraw after you have sent your application and your fee, you should inform the College Admissions Office immediately; a proportion of the fee may be returned at the discretion of the College concerned.

PAGE 1

Surname/family/first/given name(s): Use the same form of your name as you intend to use on your UCAS application. Underline the first name you normally use.

Gender: Please indicate whether you are male or female.

Photograph: A passport style photograph should be glued onto the form. Please put your name and subject on the back of the photograph. The photograph is not part of the selection process. If you are invited for interview it is used for security and to assist interviewers in identifying applicants. For security reasons interviews may also be recorded.

Proposed course at Cambridge: Specify the subject that you wish to study at Cambridge. Not all subjects are available at all Colleges; see the University of Cambridge *Undergraduate Prospectus* and the University website for details. Please also note that in some Colleges, awards are not normally available to applicants planning to study certain subjects. Please see the University website for more information at: www.cam.ac.uk/admissions/undergraduate/musicawards/.

Further subject details: Complete this section if any of the following apply (see the *Undergraduate Prospectus* or website for details)

- **Asian and Middle Eastern Studies** – state the language(s) you wish to study
- **Chemical Engineering** – state your wish to study Chemical Engineering here, and the subject you wish to study in the first year under 'Proposed course at Cambridge'
- **Computer Science** – indicate if you are interested in **Computer Science with Natural Sciences**, **Computer Science with Mathematics** or **Computer Science with Social Psychology**
- **Education** – please indicate the subject to be combined with Education
- **Management Studies** – state your wish to study Management here, and the subject you wish to study in the first two years under 'Proposed course at Cambridge'
- **Manufacturing Engineering** – state your wish to study Manufacturing Engineering here, and the subject you wish to study in the first two years under 'Proposed course at Cambridge'
- **Mathematics** – indicate, if relevant, if you are interested in **Mathematics with Physics**
- **Modern and Medieval Languages** – state the two languages you wish to study
- **Natural Sciences** – please state whether you prefer **Physical** or **Biological** sciences. You are not committing yourself by what you write here, the information is intended as a guide for the College

Change of course/Tripes: If you think you are likely to want to change to another course in the second or third year, you should indicate this here.

First preference College for Choral or Organ awards: All applicants must state the same first preference College as on their UCAS application. Where both awards are being applied for with a different first preference College for each award, the first preference Organ Scholarship College should be stated on the UCAS application.

Affiliated applicants: If you are applying for a place as an affiliated student (ie you already have a degree and wish to study for a second undergraduate degree) please tick the appropriate box.

Cambridge Special Access Scheme (CSAS): You will be eligible for consideration under the CSAS if either of the following circumstances apply:

- few people from your school/college proceed to higher education AND your family has little or no tradition of studying for a degree
- your education has been significantly disrupted or disadvantaged through health or personal problems, disability or difficulties with schooling

If you are applying through the CSAS please tick the appropriate box and ask your school/college to complete a CSAS form. A copy of the form can be obtained from the Cambridge Admissions Office, from any College admissions office or from the University website at: www.cam.ac.uk/admissions/undergraduate/apply/csas.html.

Correspondence details: In order to make sure that we can contact you, please include, where available, telephone numbers, fax numbers and email addresses. In particular please make sure that your email address is written clearly as we use email to communicate quickly with applicants. If your contact details change after submitting your *Choral and Organ Award Application Form*, please inform the Admissions Office of your first preference College(s).

Date of birth: Use figures for your date of birth, eg if born on 1 December 1992, show this as 01 12 1992. Please also indicate your age on 1 October of the year of entry in years and months.

Choral Award and/or Organ Scholarship: Please indicate which award you are applying for. If you wish you can apply for both a Choral Award and an Organ Scholarship.

Applicants should also add their surname/initial, current or last school/college (or university for affiliated applicants), proposed course, and year of entry to the section running down the right hand side of page 1.

PAGE 2

Choral Award Applicants

Choral Awards are offered for entry in 2011 and/or 2012 by the following Colleges:

(S = Soprano; C = Contralto; A = Male Alto; T = Tenor; Br = Baritone; B = Bass)

Christ's	S C A T Br B	Gonville & Caius	S C A T Br B	Robinson	S C A T Br B
Clare	S C A T Br B	Jesus	S C A T Br B	St Catharine's	S C A T Br B
Corpus Christi	S C A T Br B	King's	A T Br B	St John's	A T Br B
Downing	S C A T Br B	Magdalene	S C A T Br B	Selwyn	S C A T Br B
Emmanuel	S C A T Br B	Newnham	S C	Sidney Sussex	S C A T Br B
Fitzwilliam	S C A T Br B	Peterhouse	S C A T Br B	Trinity	S C A T Br B
Girton	S C A T Br B	Queens'	S C A T Br B		

For details of the number of vacancies in each voice part by College please see the Choral Award information on the University website (www.cam.ac.uk/admissions/undergraduate/musicawards/).

On page 2 of the application you should indicate your preferences for College(s) and for year(s) of entry by inserting the numbers 1, 2, 3 etc against the Colleges for which you wish to be considered. **You must make a copy of your preferences and bring it with you to the Choral Award Competition.**

Example 1 – indicating preference of year over College

	2011	2012		2011	2012
Christ's	4		Magdalene		
Clare	3		Newnham		
Corpus Christi			Peterhouse		
Downing			Queens'		
Emmanuel			Robinson	8	
Fitzwilliam	10		St Catharine's	9	
Girton			St John's	6	
Gonville & Caius	2		Selwyn	7	
Jesus	1		Sidney Sussex	5	
King's			Trinity		

Example 2 – indicating preference of College over year

	2011	2012		2011	2012
Christ's			Magdalene	5	6
Clare			Newnham	9	10
Corpus Christi	3	4	Peterhouse		
Downing			Queens'		
Emmanuel			Robinson		
Fitzwilliam			St Catharine's		
Girton	1	2	St John's		
Gonville & Caius			Selwyn		
Jesus			Sidney Sussex	7	8
King's			Trinity		

The Choral Award Competition will be held on 27–28 September 2010 (sopranos, contraltos and altos) and 29–30 September 2010 (tenors, baritones and basses). Accommodation is available to those requesting it on page 1 of the form.

A detailed timetable will be sent out a few days before the competition. You should arrange to be free to stay in Cambridge from the day before your audition until the day after your audition.

Applicants will be required to sing a piece of their own choice (lasting no more than four minutes), to read at sight and to take ear tests.

Please note:

1. include only those Colleges that offer Awards for your voice part
2. as the distribution of applicants between Colleges is often very uneven, and as successful applicants do not always receive an Award from their first preference College, you should include in your list of preferences every College from which you would be willing to accept an Award. However, you are not obliged to include every College for which you are eligible; you may restrict your list to certain Colleges (or to one College only) if you wish to do so. Successful applicants in the past have listed between eight and 10 Colleges. Please check the entry requirements set by Colleges for your course on the University website (www.cam.ac.uk/admissions/undergraduate/apply/requirements.html). You should not express a preference for a College for which you are not qualified
3. it is possible that a College other than your first preference College will assume responsibility for your application following the Choral Award Competition. If you would prefer to be considered for admission without a Choral Award by your first preference College than be considered for a Choral Award at other Colleges, you should only indicate your first preference College on page 2 of the form
4. most Colleges have vacancies every year in each voice. A detailed list of vacancies by voice in each College is available on the Music Awards website
5. you may apply for an Award in either 2011 or 2012 or make choices for both years in any order
6. your first preference College on the *Choral and Organ Award Application Form* must tally with the College you select on your UCAS application. If you are applying for an Organ Scholarship as well as a Choral Award and have a different first preference College for each award, you should state your first preference Organ Scholarship College on your UCAS application
7. if you decide, after sending in your application form, that you wish to alter your list of preferences, alterations will be accepted up to 5 September. **No alterations to the order of preferences you have listed will be permitted after this date, although lists can be extended after this date, by consulting the Co-ordinator of the Choral Awards**

Awards are usually tenable for three years, and holders are required to take part in the musical services of the College chapel, attend choir practices, and take an active part in the secular musical life of the College. Except at King's and St John's, choral services are not normally held outside the University's terms.

Organ Scholarship Applicants

Organ Scholarships are offered for entry in 2011 and/or 2012. On page 2 of the application form, you should indicate your College preferences by inserting the numbers 1, 2, 3 etc against the Colleges for which you wish to be considered (see examples above, under Choral Award Applicants).

Organ Scholarships are offered by the following Colleges, but not in all years (please check the application form for details):

Christ's	Emmanuel	King's	Queens'	Selwyn
Churchill	Fitzwilliam	Magdalene	Robinson	Sidney Sussex
Clare	Girton	Pembroke	St Catharine's	Trinity
Corpus Christi	Gonville & Caius	Peterhouse	St John's	Trinity Hall
Downing	Jesus			

The Organ Scholarship Competition will be held on 19–22 September 2010. Accommodation is available on request by ticking the appropriate box on page 1 of the form. A detailed timetable will be sent out a few days before the competition.

Applicants will be required to:

- a. play one of the following Trios by J S Bach – Trio No. 1 in E flat major (BWV 525) (first movement only), Trio No. 4 in E minor (BWV 528) (first movement only), Trio on Herr Jesu Christ, dich zu uns wend (BWV 655) or Trio on Nun komm der Heiden heiland (BWV 660)
- b. read at sight
- c. transpose a hymn or chorale up or down by not more than a tone
- d. play a second, contrasting piece of their choice (the piece must be Grade 8 standard or above)
- e. harmonise a short hymn-like melody
- f. take ear tests
- g. conduct a short choir practice (lasting about seven minutes)

Applicants may also be required to extemporise on a given theme and/or play a hymn or psalm.

Please note:

1. you should include in your list of preferences every College by which you wish to be considered for a Scholarship. You are not obliged to include every College for which you are eligible; you may restrict your list to certain Colleges (or to one College only) if you wish to do so. On the other hand, if your desire to win an Organ Scholarship is stronger than your attachment to any particular College, you should include a number of Colleges in your list. Successful applicants in the past have listed between six and eight Colleges. Please check the entry requirements set by Colleges for your course on the University website. You should not express a preference for a College for which you are not qualified
2. your first preference College on the *Choral and Organ Award Application Form* must tally with the College you select on your UCAS application. If you are applying for a Choral Award as well as an Organ Scholarship and have a different first preference College for each award, you should state your first preference Organ Scholarship College on your UCAS application
3. if you decide, after sending in your application form, that you wish to alter your list of preferences, alterations will be accepted up to 1 September. **No alterations to the order of preferences you have listed will be permitted after this date, although lists can be extended after this date, by consulting the Co-ordinator of the Organ Scholarships**
4. Colleges will not consider applicants whose technical and musical standard falls short of the high level expected of organ scholars. All applicants should have a good pass at Grade 8 Organ (or have reached an equivalent level), and be competent in sight-reading. If in doubt, please consult the Director of Music or Admissions Tutor at your first preference College

Scholarships are usually tenable for three years, and holders are required to take part in the musical services of the College chapel, attend choir practices, and take an active part in the secular musical life of the College. Except at King's and St John's, choral services are not normally held outside the University's terms.

All Applicants

Instruments played: All applicants should give details of instruments played and any diplomas and/or Associated Board examinations passed.

PAGES 3–4

Choral/organ experience: Please detail any relevant experience in the space provided.

Admissions test: Applicants for Medicine and Veterinary Medicine are required to sit the Bio-Medical Admissions Test (BMAT). You must register to sit the BMAT and should enter your registration number where requested. If you are unable to provide your BMAT registration number on the *Choral and Organ Award Application Form*, please indicate this and forward it to the Admissions Office of your first preference College(s) as soon as possible. More information about the BMAT is available on the University's website (www.cam.ac.uk/admissions/undergraduate/apply/bmat.html). Applicants for other courses may be asked to sit a test if they are invited to interview (please see the website for details).

Career plans: Please indicate if you have any specific plans. We do not necessarily expect you to have any definite ideas at this stage, and you will not be disadvantaged if you have none.

Fees and funding: The level of tuition fees you pay (UK/EU or overseas) depends on the College's/University's assessment of your fee status, under the Education (Fees and Awards) Regulations 1983 and their subsequent amendments. Please provide details of your place and country of birth, nationality, country of ordinary residence, and residential and fee codes as required on your UCAS application so that we can begin to assess your fee status.

If you are unsure of your fee status or think you may be liable for overseas fees, please request a fee status questionnaire from the Admissions Office of your first preference College(s) or the Cambridge Admissions Office and complete and return it. This will help the College(s) to decide your classification. **You should consult your College(s) as soon as possible if there is any doubt about your fee status classification.**

Disability/specific learning difficulty: Please specify if you are intending to indicate a disability/specific learning difficulty on your UCAS application.

Criminal conviction: Please specify if you are intending to indicate a relevant criminal conviction on your UCAS application.

Parents/guardians: Please provide the names of your parents/guardians and their address(es) if different from that given on page 1 (*for applicants under 21 only*).

School/college/university: Please include the name as well as the full postal address, telephone number, and fax number of your current or most recent school/college/university. If these details change after submitting your *Choral and Organ Award Application Form*, please inform the Admissions Office of your first preference College(s). Please also give the date when you will leave (or left) the school/college/university.

Education since age 11: Give a complete list in chronological order of the schools you have attended since age 11 and give the name and postcode of the school at which you sat your GCSEs (or equivalent).

Please indicate if you have been able to take all the AS/A level or equivalent subjects you wanted to. Please also indicate, for each of the subjects you have taken, the approximate class sizes and the main topics you have covered so far. If there have been any difficulties with the teaching or if your school/college provides extra lessons to support preparation for STEP please indicate so in the appropriate place.

Qualifications completed/not yet completed: Enter information on examinations already completed where the result is known (including any resits) and those that you are currently studying towards. Please list all examinations of a single type together, ie GCSEs followed by AS levels, A levels, International Baccalaureate and finally any other qualifications, finishing with your highest qualification. If there is room, leave a line between the different types of qualifications. If you have completed Scottish Highers/Advanced Highers or other qualifications where alphanumeric results are awarded (eg A1 or A2) please list them in full. Individual module results should not be listed here but in the 'Modular AS/A level units' section (see below). If your qualifications cannot be fitted into the format of the form please enclose the details (clearly stating your name and subject) on a separate sheet of paper.

Applicants from non-UK EU countries must submit a copy of their official High School Transcript of academic performance/examination results to date along with details of the marking scale. These must be in English and should be enclosed with your application, clearly stating your name and subject. If your Transcript is not available at the time of application you must inform the Admissions Office of your first preference College(s) of this and forward it to them as soon as possible. Please note that your application will be invalid if you do not submit your Transcript to the College(s). Applicants for a place as an affiliated student should include a brief summary of their academic record including pre-university examinations and overall grade or classification for degree examinations. You must also submit an official transcript or other official record of your academic performance/examination results to date. This should be enclosed with your application or sent by your university without delay, clearly marked for the attention of the Admissions Office of your first preference College(s). Your application cannot be considered until this has been received.

Modular AS/A level units completed/currently being studied: If you are taking modular AS and A levels please provide details of the units you have taken, those that you are currently studying towards and indicate which (if any) units you are planning to resit. Please note that UMS scores should be listed for each sitting of the unit and regardless of whether or not you have certificated or retaken the unit. Units should be listed by subject rather than by date taken. Please continue on a separate sheet if necessary.

Personal statement: Please enclose a copy of your personal statement as prepared for your UCAS application. If there is anything additional to this statement that is particularly relevant to your application to Cambridge, you have the option to write this in the box provided. We would be particularly interested to know what aspects of the Cambridge course attracted you to apply here. However, leaving this box empty will not disadvantage your application in any way. If you are unable to submit a final version of your UCAS personal statement by the September deadline, a working draft can be submitted. If this is your intention please make it clear that the version submitted is a working draft and that the final version will follow shortly. Please ensure that the final version is sent to the appropriate College(s) as soon as possible to enable the College(s) to make their assessment at the Choral and Organ Trials, which take place towards the end of September.

Declaration – Please read this carefully and keep a copy of it with your copy of the application form

You **must** sign the *Choral and Organ Award Application Form* or we cannot process your application. When you sign the form, you agree to the following conditions:

- a. you have the right to cancel your application to us. You can do this by writing to us within 10 working days of the date of the College(s) acknowledgement letter to you
- b. you confirm that the information you have given is complete and accurate. If we, the Cambridge Colleges or the University of Cambridge, believe that you have left out any information or given false or misleading information, we may take any necessary steps to check whether it is accurate or complete and, if it is not, we have the right to cancel your application (without returning your application fee). If you have any reason to believe that information we have about you is not accurate or complete, you must tell us
- c. we may, at any time, ask you or your referee to provide more information about your application (for example, proof of identity, status, qualifications). If we do not receive that information by a set date, or if the information is not satisfactory, we can cancel your application (without returning your application fee)

- d. we try to process applications and decisions efficiently and accurately. However, we will not be liable for any mistakes or delays, any loss or damage caused by mistakes or delays. We endeavour to interview a high proportion of applicants, as long as they are available on the published interview dates, but it is not possible to guarantee that every applicant will be invited for interview as part of the assessment of their application
- e. you agree to the processing of your personal data (as defined by the Data Protection Act 1998) by the University of Cambridge and the Cambridge Colleges for the purpose of considering your application. You additionally accept that –
- we may keep a copy of information provided in respect to your application and use the information to collect anonymised statistics or monitor equal opportunities (or both)
 - we may use or disclose information provided in respect of your application for research purposes, but no information which could identify you will be published
 - we will confirm that you are an applicant or student to banks and other third party organizations, as requested by you in writing
 - save as stated elsewhere in these terms and conditions, we will share your information as necessary with, but only with, your referee; the appropriate staff at the Cambridge Colleges and University; your school/college or training organisation; your examination board or awarding body; the appropriate student support assessment body; and in the case of international applicants, the British Council or appropriate agency
 - we may provide information from your application to outside organisations including the police, the Home Office, local authorities, examination boards or awarding bodies, and the Department for Work and Pensions and its agencies, in order to prevent or detect fraud
 - we may further use your personal data in any manner and for any purposes described in the online *Student Handbook* (www.cam.ac.uk/staffstudents/studenthandbook/), as amended from time to time

We confirm that, in line with the terms of the Data Protection Act 1998, you are entitled to a copy of all your personal data held by us. We normally charge £10 for this service to cover administrative costs. If you would like a copy of the information, please write to the Admissions Office at the relevant Cambridge College(s) giving your full name, address and subject, together with a cheque or postal order for £10, payable to the appropriate College.

You **must** sign the form to confirm that the information you have given within your application is complete and accurate and that no requested or other material information has been omitted. You should have read the notes on completing the application form and give your consent to the processing of your data by the relevant Colleges and University. You should note that if you do not fully comply with these requirements, the Colleges and University have the right to cancel your application and you will have no claim against the Colleges or University in relation thereto.

APPLICANT CHECKLIST

Please check:

- all sections of the form have been completed (except the referee's section)
- you have signed the declaration on page 10
- a copy of your personal statement as prepared for your UCAS application is enclosed
- (*non-UK EU applicants only*) where available, a copy of your official High School Transcript and details of the marking scale, both in English, are enclosed (your application will be invalid if you fail to submit your Transcript to your first preference College(s))
- the appropriate application fee(s) is enclosed: £10.00 (Organ Scholarship) and/or £7.50 (Choral Award)

Once you have checked the above, please pass it all, along with the *Instructions for Referees* (page 8) to your referee who will complete their section of the form and send it to the Admissions Office of your first preference College(s) (see the *Undergraduate Prospectus* or website for addresses). If you are applying for both a Choral Award and an Organ Scholarship and have selected a different first preference College for each award, please ensure that the appropriate application fee and a copy of your *Choral and Organ Award Application Form* is sent to both College Admissions Offices.

The form must be received in Cambridge by the closing date of **1 September** for Organ Scholarship applications and **5 September** for Choral Award applications. Faxed copies of the form are not acceptable. Late applications will not be considered.

Please pass your completed application and these instructions to your referee

Referee Instructions for Choral and Organ Award Form

Please read the following carefully before submitting the application

GENERAL POINTS

Applicants for a Choral and/or Organ award at the University of Cambridge should submit a *Choral and Organ Award Application Form* to the Admissions Office of their first preference College(s). Applicants must also complete a UCAS application, although this does not need to be submitted until the 15 October deadline.

The following instructions and checklist are intended to help referees check that forms are filled in correctly and so avoid any delays in the processing of the application.

PAGE 11

Reference: A copy of the reference prepared for the UCAS application should be enclosed with the *Choral and Organ Award Application Form*. This should include the applicant's name, as well as the referee's name, position and signature. Should you wish to make any additional points about an applicant which have not been covered by your UCAS reference please write to the Admissions Office of the first preference College(s). If you are unable to submit a final version of the UCAS reference by the September deadline, a working draft can be submitted. If this is your intention please make it clear that the version submitted is a working draft. Please ensure that the final version is sent to the appropriate College(s) as soon as possible to enable the College(s) to make their assessment at the Choral and Organ Trials, which take place towards the end of September.

Predicted grades: Referees are asked to add predicted grades to the appropriate box on the form.

Declaration by referee: Please ensure you clearly state the name of the school/college; your name, title and position at the school/college; and sign the form.

Declaration of applicant's musical ability: An additional reference regarding the applicant's musical ability should be submitted to the Admissions Office of the first preference College(s) by **11 September**. The person submitting the reference regarding musical ability should complete the appropriate declaration on the application form.

Cambridge Special Access Scheme

A separate form should be completed for applicants applying under the Cambridge Special Access Scheme. Further information about this scheme can be found in the University of Cambridge's *Undergraduate Prospectus*, on the website (www.cam.ac.uk/admissions/undergraduate/apply/csas.html), or obtained from any College.

Additional information

If you send any additional information concerning an applicant, please ensure that you include the applicant's name, course and the first preference College(s).

REFEREE CHECKLIST

Before submitting the *Choral and Organ Award Application Form* please check:

- all sections of the form have been completed
- the applicant has signed the declaration on page 10
- you have added your details and signed page 11
- the declaration of musical ability has been signed on page 11
- a copy of the personal statement as prepared for the UCAS application is enclosed
- a copy of the reference as prepared for the UCAS application is enclosed
- (*non-UK EU applicants only*) where available, a copy of the applicant's official High School Transcript and details of the marking scale, both in English, are enclosed
- the appropriate application fee(s) is enclosed: £10.00 (Organ Scholarship) and/or £7.50 (Choral Award)

Once you have checked the above please send it all to the Admissions Office of the first preference College(s) (see the *Undergraduate Prospectus* or website for addresses). If the applicant is applying for both a Choral Award and an Organ Scholarship and has selected a different first preference College for each award, please ensure that the appropriate application fee and a copy of the *Choral and Organ Award Application Form* is sent to both College Admissions Offices.

The form must be received in Cambridge by the closing date of **1 September** for Organ Scholarship applications and **5 September** for Choral Award applications. Faxed copies of the form are not acceptable. **Late applications will not be considered.**



Choral and Organ Award Application Form

PERSONAL

Title	Mr / Mrs / Miss / Ms / Other
Surname/family name	
First/given names (<i>underline the name you prefer to be called</i>)	
Gender	Male / Female

Glue
photograph here

Please write your name
and subject
on the back of
the photo

Proposed course at Cambridge	
Further subject details	
If you are thinking of changing course/Tripas please indicate here with brief reasons	
First preference College	

- Application for a place as an affiliated student (*see instruction notes*)
- Application through the Cambridge Special Access Scheme (*see instruction notes*)

Correspondence address	
Country (<i>if outside the UK</i>)	
Postcode	
Telephone (<i>including code</i>)	
Mobile telephone	
Fax	
Email (<i>please write clearly</i>)	

Date of birth (<i>use figures only</i>)	<table border="1" style="display: inline-table;"> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td></tr> </table>									D	D	M	M	Y	Y	Y	Y	Age on 1 October of the year of entry	<table border="1" style="display: inline-table;"> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td>Y</td><td>Y</td><td>M</td><td>M</td></tr> </table>					Y	Y	M	M
D	D	M	M	Y	Y	Y	Y																				
Y	Y	M	M																								

Applicant for:	A Choral Award	Yes / No
	An Organ Scholarship	Yes / No
Do you require accommodation in Cambridge for the Choral and Organ Trials?		Yes / No
If No, where will you be staying?		

- Please read the accompanying instructions before completing this form.
- Please complete this form in **black ink** and use **BLOCK CAPITALS**. Do not use staples to attach anything to this form.
- The closing date for the receipt of completed application forms and the fee are:
Organ Scholarships – 1 September 2010
Choral Awards – 5 September 2010
Late applications will not be considered.
- Your UCAS application does not need to be submitted until the 15 October deadline. As this form will be read alongside your UCAS application, please make sure that they are consistent with each other.
- Application fees are: £10.00 for an Organ Scholarship and £7.50 for a Choral Award.

OFFICE USE ONLY BOX

Surname/Initials

Current or last school/college attended

Proposed course

Year of entry

CHORAL AND ORGAN AWARDS

A) Choral Award Applicants

My voice is	soprano / contralto / male alto / tenor / baritone / bass
-------------	---

Please indicate the College(s) and year(s) for which you wish to be considered in order of preference, inserting the numbers 1, 2, 3 etc in the boxes below.

College	2011	2012	College	2011	2012	College	2011	2012
Christ's			Gonville & Caius			Robinson		
Clare			Jesus			St Catharine's		
Corpus Christi			King's (<i>men only</i>)			St John's (<i>men only</i>)		
Downing			Magdalene			Selwyn		
Emmanuel			Newnham (<i>women only</i>)			Sidney Sussex		
Fitzwilliam			Peterhouse			Trinity		
Girton			Queens'					

B) Organ Scholarship Applicants

Please indicate which statement is true:

- I am an applicant for **Cambridge only**
 I am an applicant for both Cambridge and Oxford, with **Cambridge as my first choice**
 I am an applicant for both Cambridge and Oxford, with **Oxford as my first choice**, where my first choice College in Oxford is _____

Please indicate the College(s) and year(s) for which you wish to be considered in order of preference, inserting the numbers 1, 2, 3 etc in the boxes below.

College	2011	2012	College	2011	2012	College	2011	2012
Christ's			Gonville & Caius			St Catharine's		
Churchill			Jesus			St John's		
Clare			King's			Selwyn		
Corpus Christi			Magdalene			Sidney Sussex		
Downing			Pembroke			Trinity		
Emmanuel			Peterhouse			Trinity Hall		
Fitzwilliam			Queens'					
Girton			Robinson					

If unsuccessful in winning an Organ Scholarship in the Organ Trials, would you like to *carry on* with your application for normal admission?

Yes / No

C) All Applicants

Instruments played including standard/grades attained (*please give details of diplomas and/or Associated Board examinations passed*)

Admissions test

Enter your BMAT registration number here if you are applying for Medicine or Veterinary Medicine	
--	--

Career plans

Do you have any specific career plans? <i>(Answering No will not disadvantage your application in any way.)</i>	Yes / No
If Yes, please specify:	

Fees and funding

Place and country of birth	
Nationality	
Country of ordinary residence since 1 September 2008 not solely for education <i>(please note that you may be required to provide proof of residency)</i>	
Residential category as will be given on your UCAS application	
Fee code as will be given on your UCAS application	

Disability/specific learning difficulty

Will you indicate that you have a disability/specific learning difficulty on your UCAS application?	Yes / No
---	----------

Criminal conviction

Will you indicate that you have a relevant criminal conviction on your UCAS application?	Yes / No
--	----------

Parents/guardians *(for applicants under 21 only)*

Full names	
Address(es) <i>(if different to that given on page 1)</i>	

PERSONAL STATEMENT

Enclose, with this application form, a copy of your personal statement as prepared for your UCAS application. If there is anything additional to this statement that is particularly relevant to your application to Cambridge, please write this in the box below. We would be particularly interested to know what aspects of the Cambridge course attracted you to apply here.

Optional additional personal statement

(Leaving this box empty will not disadvantage your application in any way.)

Declaration by applicant

I understand that I shall not gain an award unless I am judged to be of an appropriate academic standard. I undertake, if elected, to accept any Organ Scholarship or Choral Award for which I have applied.

I agree to the conditions which are set out in the declaration in the instruction notes and I confirm that the information given on this form is complete and accurate and that no requested or other material information has been omitted. In addition, I give my consent to the processing of my data by the relevant Colleges and University for the purposes of assessing my application. I agree that, if I do not fully comply with the abovementioned conditions or if the abovementioned confirmation is false, the Colleges and University have the right to cancel my application and I will have no claim against the Colleges or University in this matter.

Signature _____ Date _____

Once you have signed the declaration above, pass everything to your referee to complete page 11 and submit.

REFERENCE

Please enclose, with this form, a copy of the reference as prepared for the UCAS application. If there is anything additional to the UCAS reference, particularly relevant to the application to Cambridge, please include it on a separate sheet of paper.

How long have you known the applicant?	
--	--

Predicted grades

--

Declaration by referee

I confirm that the information given on this form is true, complete and accurate and that no requested or other material information has been omitted.

Name and title (BLOCK CAPITALS) _____

Position _____

School/college name _____

School/college postcode _____

Please tick if we can pass on your reference to the applicant should they request to see it.

Signature _____ Date _____

Declaration of applicant's musical ability

I support this application and will write by **11 September** to the Admissions Office of the applicant's preferred College(s) about his/her musical ability and fitness to hold a Choral Award/Organ Scholarship.

Name and title (BLOCK CAPITALS) _____

Position _____

School/college name _____

School/college postcode _____

Please tick if we can pass on your reference to the applicant should they request to see it.

Signature _____ Date _____

THIS PAGE HAS BEEN INTENTIONALLY LEFT BLANK