Dear

I am delighted that we have been able to make you a conditional offer of a place here at Pembroke. The primary purpose of this email is to direct you to instructions about what to do when you receive your examination results in the summer and to ask you for some information we need now. These instructions, together with some useful information and a checklist of actions for your immediate attention, are at https://www.pem.cam.ac.uk/current-students/future-students/undergraduate-offer-holders. I suggest that you visit and bookmark this webpage now.

The examinations you will be, or are currently, taking this summer are of course your immediate target, but I hope that an indication of what lies beyond them may help you to keep up your momentum in the crucial weeks ahead. We are confident that you will satisfy the conditions we have set and the College will work on this assumption; and to help us to make the necessary arrangements for your arrival in Cambridge in October, I am asking you to supply us, now, with some information, on forms available online at the webpage above. Please read what follows carefully and take prompt action where it is requested.

If you meet the conditions of our offer we will write again in late August with further information.

1. Your course
   The course for which you were offered your place here is the xxxx Tripos. We will assume that you understand this and will plan accordingly unless we hear from you.

   Some Directors of Studies send out reading lists and other advice later in the Spring or Summer. Do not worry if you do not receive any such advance mailing: in all cases, details relating to the first year of the course and the organization of lectures and supervisions are discussed with Directors of Studies in early October.

2. Coming into residence
   Unless otherwise informed you should come into residence on Saturday 2 October. When I write to you again in August, I will be able to give you more details about arrangements for coming in to residence, taking account account of any continuing requirements related the COVID-19 pandemic.
   As you know, the COVID-19 pandemic continues to evolve in the UK and globally and government advice changes accordingly. We are committed to continuing to deliver high quality education to all our students and to delivering a rich student experience, while ensuring that we respond effectively to the challenges posed by the pandemic. We will include further advice on this matter in subsequent messages.

3. Tenure of your place in Cambridge
   As stated when I wrote to you with news of our intention to offer you a place, a condition of its tenure is that you read for an honours degree and remain in standing to do so. Effectively, this means that your place, once in Cambridge, remains conditional upon your gaining a third class or higher in the examinations set by the University. It also means that your studies should remain a priority and that to prepare you adequately for those examinations you will need to work steadily, making your best attempt at every piece of work set you by supervisors and Directors of Studies or others involved in teaching you.
   Failure to achieve a third class or higher in University examinations may mean that you have to abandon your course here.

4. Matriculation (enrolment on the University Register)
   Matriculation in the University and College will take place on Tuesday 5 October. This is a process that takes place within the College and you will be given separate details about it.

5. Fees and Charges / Student Loans
Online you will find information about tuition fees for home students and EU students eligible for home fee status, and, tuition fees for privately funded undergraduate students - please read carefully the section that fits your situation. In addition there is information about daily living costs all students and other financial matters - please read these sections carefully as they explain what charges you need to pay and when they will need to be paid by.

Privately funded students should also expect to receive a financial guarantee form from the College Registrar, Dr Becky Coombs.

Additional Financial Information will be sent in late August.

6. Rooms
All undergraduates are offered College accommodation; in your first year you will be allocated a room in the College. The College Registrar, Dr Coombs, will be emailing you shortly with full details.

7. “Information asked of Entrants”
Please complete and submit the forms online entitled “Information asked of Entrants”.

8. Data Protection Form
Please read carefully “Data Protection: College’s Privacy Notice (students)” – as part of the College’s obligations under the Data Protection Act 2018. This sets out the main purposes for which the College holds, processes and discloses personal data. Please complete and submit the online form to indicate your consent to the College processing your personal data for the specified purposes.

If your place is confirmed in August we will provide information about the organisation of the College, a copy of the College Rules and Regulations, and the names of your Tutor and Director of Studies. This and all future correspondence will be sent to the email address to which I am sending you this message. It is your responsibility to notify us of any permanent change of address so that we can update our records, and to ensure that you are in a position to check email regularly and respond to our August mailing promptly.

Please note that it is your personal responsibility to return and complete the forms you will find online. If you have any queries concerning the contents of this message or the arrangements proposed, please contact my assistant Mrs Sally Clowes by email, on sally.clowes@pem.cam.ac.uk, or by phone on 01223 338124. She will be happy to help you with your query.

Yours sincerely,

Dr Dan Tucker
Senior Tutor

The following can be found at https://www.pem.cam.ac.uk/current-students/future-students/undergraduate-offer-holders

Tuition fees and living costs (aka maintenance)
Accommodation letter and online form
Notice on immunisations
Information asked of Entrants form
Privacy Notice and online form
Note on what to do when examination results are published