

Staff Fee application form

To be completed by Applicant or Student:

** fields are compulsory*

Surname *			
Forenames *			
USN *			
Application number (for applicants only)			
College *			
Department studying at *			
Mode of study *	<input type="checkbox"/> Full-time	<input type="checkbox"/> Part-time	
Expected length of study *	Start:	End:	
Programme of study *	<input type="checkbox"/> PhD <input type="checkbox"/> MPhil by thesis only	<input type="checkbox"/> MLitt <input type="checkbox"/> MSc	<input type="checkbox"/> EdD <input type="checkbox"/> CPGS
Supervisor (if known at the time of application) *			

Employment details:

** fields are compulsory*

Department you will be employed by * ¹			
Post held with University of Cambridge (description, grade) *			
Dates of employment *	Start:	End:	
Percentage of full-time employed *			
Student declaration (please read and tick all) *	<input type="checkbox"/> I undertake to inform the Student Registry immediately if my employment with the University of Cambridge ceases before the end of my course; <input type="checkbox"/> I understand that if this happens I shall at that point have to submit a new financial undertaking form proving that I have sufficient liquid capital to pay the remaining fees until the end of my course; <input type="checkbox"/> I understand that if I am unable to pay the fees for the whole duration of the course, I may be removed from the Register of Graduate Students.		

¹ where the employing department is different from the admitting department, the agreement of both Heads must be obtained by filling in separate forms



Please provide a short statement (no more than 300 words) to demonstrate that research for your degree will overlap almost entirely with your paid employment (for full-time course) or contribute directly to it (for part-time course) *

Signature *	
Date *	

To be completed by Head of Department

** fields are compulsory*

Statement by the Head of Department (please read and tick all) *	<input type="checkbox"/> I confirm that information above is correct; <input type="checkbox"/> I confirm that the research of the applicant named above will overlap almost entirely with his/her paid employment (full-time degrees) or contribute directly to it (part-time degrees).
Any comments	
Name *	
Signature *	
Date *	

Where to submit:

For applicants	Please upload form via the applicants self-service, under the Staff Fee category
For current students	Please return form to the Student Registry either scanned by emailing student.fees@admin.cam.ac.uk or by post to Fees and Funding Team, Student Registry, 4 Mill Lane, Cambridge, CB2 1RZ