



## Guidance for applicants on submission of academic transcripts and further academic documentation

Who needs to provide an academic transcript?	What is the academic transcript required?	How should the academic transcript be uploaded?
Current University students who have studied UK School qualifications	University transcript	Via My Cambridge Application  Deadline 22 <sup>nd</sup> October 18:00 (UK) time
Current University students who have <b>NOT</b> studied UK School qualifications	University transcript  AND  High School transcript	Via My Cambridge Application  Deadline 22 <sup>nd</sup> October 18:00 (UK) time
Current applicants who are <b>NOT</b> yet studying at University and who have <b>NOT</b> taken IGCSEs/GCSEs and Modular A/AS levels or CIE A Levels where you are provided with a Percentage Uniform Mark (PUM), or the UK International Baccalaureate	High school transcript	Via My Cambridge Application  Deadline 22 <sup>nd</sup> October 18:00 (UK) time
Current applicants who have <b>NOT</b> taken six or more GCSEs, or five or more Scottish National Qualifications, <b>in the last three years.</b>	High school transcript	Via My Cambridge Application  Deadline 22 <sup>nd</sup> October 18:00 (UK) time

Please now consult the following webpage for details on what we are looking for in your University and/or High School transcript, and how to upload them to My Cambridge Application: <https://www.undergraduate.study.cam.ac.uk/applying/transcripts>



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### Curriculum details

If you fall into one of the following categories, then we also require **curriculum details** to be sent through as a single PDF to [admissionsdocuments@lucy.cam.ac.uk](mailto:admissionsdocuments@lucy.cam.ac.uk) by no later than 22<sup>nd</sup> October 23:59 (UK time):

- You are currently studying a foundation course
- You are currently in the first year of University
- You are a mature applicant studying a one or two-year course that isn't A-levels, such as
  - An Access to HE Diploma
  - An Open University course

The curriculum details should outline all the topics covered in your course and information about the teaching and assessment format.

### Results Breakdown

If a breakdown of your results from your A-levels (or equivalent) is available, then please ensure you send it to us a single PDF document to [admissionsdocuments@lucy.cam.ac.uk](mailto:admissionsdocuments@lucy.cam.ac.uk) by **22 October 23:59 (UK time)** at the latest.

Your breakdown may be shown in:

- Raw scores (used in linear qualifications)
- Percentage Uniform Marks (used in Cambridge International AS and A-levels- see more [here](#))
- UMS (used to be given for modular AS and A levels)

The following documents could be used to show results breakdowns:

- Official statements
- A signed, stamped document from your school/college
- A screenshot of your results or a printout from My Cambridge Application that has been signed and stamped by your school/college

If any of these documents are written in a language other than English, then you must ensure they are translated and signed and stamped by either your school/college or an official translation service.

***If you received your qualification results (A-levels or equivalent) in the UK in August 2020 or 2021 then we are aware that you will not have a results breakdown (including raw scores) with which you can provide us.***