

EMMANUEL COLLEGE – IMPORTANT INFORMATION

ALL APPLICANTS:

Please read this document very carefully and then open the documents on the application acknowledgement website (link below). You should do this immediately after you have read all of this email, as there may be imminent deadlines (**Wednesday 5 November for most documents**) approaching that you are required to meet, to ensure your application remains valid.

Please note:

We politely ask that you adhere to deadlines, as chasing documents is extremely time-consuming, and we will only be able to do this once.

Application Acknowledgement Website:

<https://apps.emma.cam.ac.uk/admissions/undergraduates/ackpack/>

You will also have access, via the application acknowledgement website, to the 'Disability Adjustments Form'. For applicants who require adjustments at interview, please ensure you complete the form and upload it via the link detailed on the 'Adjustments at Interview' document, available from the application acknowledgement website.

Acknowledging documents:

Please note that due to time constraints, we are unable to acknowledge any documents that we request from you. Please do not email us to ask if we have received anything you submit.

Admissions Office – Contact:

If you have a query, please only use the following email to contact the Admissions Office: admissions@emma.cam.ac.uk and ensure this address is added to your safe senders list. If you email at any stage of the process, please make sure you always include the following details at the top of each message:

UCAS PERSONAL ID

FIRSTNAME AND SURNAME

SUBJECT (include subject preference details such as, Biological, Physical etc.)

Please note: our preference is that emails are sent to us only from applicants or their school/college.

We will try to answer your query within 48 hours, but this is not always possible, so please be patient if you do not hear from us within that timeframe.

Best Wishes,
Grace Stephens
Admissions Officer
Emmanuel College