



UNIVERSITY OF  
CAMBRIDGE

# Guide to Completing the Foundation Year Supplimentary Application Questionnaire (FYSAQ)

2023/24 Entry

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## Introduction

To make a valid application to the University of Cambridge Foundation Year, applicants are asked to complete an online Foundation Year Supplementary Application Questionnaire (FYSAQ) shortly after submitting their UCAS application. The FYSAQ enables us to collect information that is not part of the UCAS application but which is important to Foundation Year admissions, such as details on which eligibility criteria candidates meet. It also allows us to collect other information which we find useful when assessing applications, such as information about your motivations for studying the Foundation Year which might not be mentioned in UCAS Personal Statements.

Soon after your UCAS application has been received by the University, which is usually within 48 hours of submission, a message will be sent to the email address you supplied in that application. In this email, you will be provided with a link to the online Foundation Year Supplementary Application Questionnaire which is personal to you, and a date by which you must complete it. In the majority of cases, this deadline will be within two weeks of receiving the form. For applicants applying on or around the 25 January 2023 deadline, the form must be complete by midday on 3 February 2023.

The application process looks like this:



This guide gives more information about the FYSAQ to help applicants know what to expect before starting the questionnaire and provide support while completing it.

If you are unable to complete the FYSAQ online (ie because you do not have a valid email address, or as a result of a disability) please contact us as soon as possible (email: [fysaq@admin.cam.ac.uk](mailto:fysaq@admin.cam.ac.uk)) and we will send you a paper version to complete.

We strongly recommend that you do not leave any part of your application to the last minute/deadline day.

For the eligibility section, in particular, you will need to gather documentation to evidence your eligibility, and you may encounter difficulties with the form that may take some time to resolve and which may cause you to miss a deadline as a result. You must also ensure the information you provide is complete and accurate.

# Overview

## At a glance

- The FYSAQ is divided into sections:
  - Section 1: Personal Information
  - Section 2: College and Degree Preference
  - Section 3: Eligibility Information
  - Section 4: Extenuating Circumstances
  - Section 5: Education
  - Section 6 Additional Questions
  - Section 7 Submit

Each section is made up of one or more pages. More information about each section, and the questions that you will be asked in each, is given in this guide.

- You don't have to complete the FYSAQ in one go. You can access the form as many times as you wish and make changes until you submit it. You will receive a unique personalised link that you can use to access your saved information. You should not share this with anyone.
- In addition to the information in this guide, you will find guidance in the 'Help Text' panel on each page of the FYSAQ itself.
- Some questions may not apply to you so you can skip them, for example, those that apply only to particular criteria. In some cases, the questions you see are determined by the answers you have given to previous questions. All questions are detailed in this document for your information.
- Some questions are compulsory and you will not be able to proceed with the form until you have answered these. Compulsory questions are indicated with an asterisk (\*).
- You can move between pages and sections of the FYSAQ using the arrows which run along the bottom of every page. You won't be able to proceed if there are compulsory questions, but you may put temporary answers in these if you wish to move forward.
- Every time you go to a different page in the questionnaire or leave it, all of your work will be saved automatically. You can return to it by using your unique personalised link.
- You will be able to view all of your answers before submitting them in Section 7. We recommend you check this carefully before submitting your form.
- The form will work with a range of popular browsers, but we recommend ensuring your browser is up to date and that you complete the form on a computer (not a phone or tablet) if possible.

## Information required

There are several pieces of information you will need to hand in order to complete the FYSAQ. These include:

- your UCAS Personal ID
- the personalised link to the form we send you by email
- details of your educational history, including subjects you have taken/are taking
- details of what eligibility criteria you meet in each section
- evidence to demonstrate your eligibility, where required


You may also find it helpful to consider in advance how you will answer the questions with free text boxes, such as those in section 6. You can familiarise yourself with these questions by reviewing p19 of this guide. Details of the evidence required to demonstrate your eligibility is available in our Full Eligibility Guidelines available here:

<https://www.undergraduate.study.cam.ac.uk/courses/foundation-year#eligibility>

If you have all of the above information to hand *and* have thought about or prepared your answers to those questions requiring a comment or statement, we estimate that you could complete the FYSAQ in around an hour.

## Example pages

A →


**UNIVERSITY OF CAMBRIDGE**

Foundation Year: Supplementary Application Questionnaire

### Section 3: Eligibility Information

This section is used to help us to verify that you are eligible for the Cambridge Foundation Year. Ineligible applications will not be considered further so it is important that you provide the details requested.

To be eligible for the Cambridge Foundation Year, you must meet one or more criteria from two or more categories. If you are care-experienced, then you are automatically eligible. We advise that you provide details for each element you think you meet to assist us in verifying your eligibility.

In some cases, you will need to upload evidence. These should be digital copies of original documents, ideally in an image or PDF format. If you have multiple documents, these can be combined into one file using [combinepdf.com](https://combinepdf.com).

If you have obtained, for example, a letter from your school or college that provides evidence of several criteria (such as eligibility for Free School Meals and evidence of moving schools two or more times), you should upload that one document in response to each section it is relevant to.

3.1 Are you care-experienced?\*

☐ Yes
 ☐ No

*Those who are currently in local authority care, or who have been in care previously while in education for any length of time, are automatically eligible for this programme.*

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E →

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C →


**UNIVERSITY OF CAMBRIDGE**

Foundation Year: Supplementary Application Questionnaire

### Section 6: Additional Questions

This section includes a series of questions relating to your motivations for doing the Foundation Year. We are asking these questions as we are aware that your UCAS Personal Statement may not reflect your interest in the Foundation Year specifically. There are no 'right' or 'wrong' answers here, and we are simply seeking to understand more about your circumstances and motivations for study.

Your answers in this section should not exceed the word limit suggested and should be presented as if you were writing them as part of an essay (i.e. no bullet points or abbreviations).

If you have not prepared these answers in advance, you might like to consider them carefully and return to complete this section before submitting the form.

6.1 What interests you in the Foundation Year at the University of Cambridge? You should not write more than 300 words.\*

Word count: 0

*You could comment on why you decided to apply, what aspects of the course or particular subjects interest you. We are seeking to understand your motivations.*

← D

E →

	Feature	Notes
<b>A</b>	Current section	This highlights which of the sections you are viewing. You may also be on a new page within a section, but the section is indicated by the question number.
<b>B</b>	Question	Each section comprises several questions which are numbered 1.1, 1.2, 1.3 etc. Compulsory questions are identified by an asterisk.
<b>C</b>	Answer box	Depending on the question you will either be given buttons to choose from, a drop-down list to select from, a text box to type your answer into or a space to upload a document to. If the question does not apply to you can skip it.
<b>D</b>	Count indicator	There are limits to the length of some answers (defined in terms of the number of characters). Where appropriate a 'Count' button can be found next to the answer box. You can use this to calculate how many words you have used so far in your answer.
<b>E</b>	Help text panel	Help text for each question will appear in italics underneath the question. If you need extra help, consult this guide.
<b>F</b>	Navigation bar	A progress bar provides a visual aid of your progress. However, some sections may take you longer to complete than others.
<b>G</b>	Next Page/ Previous Page	These buttons allow you to move to the next/previous page within the form. If there are compulsory questions on that page, you won't be able to proceed until you have filled them in. You can go back to edit your answers to these later though.

## Moving Between Pages and Sections

You can use the 'Next Page' and 'Previous Page' buttons – denoted as forward or backward arrows to navigate between the different sections. However, you will need to answer compulsory questions before being able to progress through. You can go back and change your answers to these if you want to put in placeholder answers and return to complete them fully.

The exact questions you see in some sections will depend on the choices you make. So, for example, if you indicate that you are eligible because you received Free School Meals, you will see follow up questions related to Free School Meals. If you select an alternative option, you will see an alternative follow up.

## Accessing the Form

### Initial access

Soon after your UCAS application has been received by the University, which is usually within 48 hours of submission, a message will be sent to the email address you supplied in that application. In this email, you will be provided with a link to the online Foundation Year Supplementary Application Questionnaire which is personal to you, and a date by which you must complete it. In the majority of cases, this deadline will be within two weeks of receiving the form. For applicants applying on 25 January 2023, the form must be complete by midday (UK time) on 3 February 2023.

The email will be sent from [camfoundationyear@qemailserver.com](mailto:camfoundationyear@qemailserver.com) and will have the subject line 'Application to the University of Cambridge'. We recommend that you add this email address to your 'safe senders' list and regularly check your email account (including your 'junk'/'spam' folder) after submitting your application to UCAS. If you do not receive your form and do not tell us in good time, your application may not be able to proceed.

We suggest that you access the form as soon as possible once you have received this email so you can familiarise yourself with the FYSAQ and the questions asked. Emails are usually sent within 48 hours of submission of your UCAS application (taking weekends and public holidays into account). If you haven't received an email by Friday 27 January 2023 you should contact us (email: [fysaq@admin.cam.ac.uk](mailto:fysaq@admin.cam.ac.uk)) giving your name and UCAS Personal ID to help us locate your application.

Your email will contain a personalised link that is specific to you and your application. You should not share this link with anyone else as if you do so they may have access to your personal and sensitive details.

*See also Frequently Asked Questions (p20)*

- *I've applied to the University of Cambridge through UCAS but I've not received an email; what should I do?*
- *What should I do if I lose my FYSAQ login details?*
- *What is my UCAS Personal ID?*

# Section 1 Personal Information

## Section Summary

This section asks you some general questions about yourself which will help us to link this form to your UCAS application.

### 1.1\* First/given name

Please enter your first name and middle name(s) exactly as they are stated on official documents, such as your passport, birth certificate or driving licence.

### 1.2\* Surname/family name

Please enter your last name(s) in the box exactly as they are stated on official documents, such as your passport, birth certificate or driving licence.

### 1.3\* UCAS ID

Your UCAS Personal ID is the unique number that UCAS allocates to your application. It has ten digits and is displayed in 123-456- 7890 format on every email UCAS send you and you use it to log in on UCAS. Input it here without the dashes (i.e. 1234567890). You will be unable to enter more than 10 characters in this field.

If you have forgotten your UCAS Personal ID, please contact UCAS Customer Services (telephone: 0371 468 0 468) or refer to UCAS Track (<https://track.ucas.com/TroubleLoggingIn>).

### 1.4\* Email address

This should be the same email address you have given in your UCAS application.

### 1.5\* Date of Birth

Please enter your date of birth exactly as it is stated on official documents, such as your passport, birth certificate or driving licence. You should select the month, day and year from the drop-down menus on the form.

### 1.6\* Have you been lawfully resident in the UK since September 2020? This residence must not have been wholly or mainly for the purpose of receiving education.

Select Yes or No.

We require that applicants are 'ordinarily resident' in the UK unless they are an asylum seeker or refugee. This means residing in the UK for the three years prior to the relevant start date of the course for which they are applying, and that residence should not have been wholly or mainly for the purposes of receiving education. To be considered 'ordinarily resident', applicants must have been habitually, normally and lawfully resident in the UK.

### 1.7\* Interviews will be held online between 27 and 31 March 2023. You are expected to be available for an interview during this time. If there are any dates during the interview period on which you will not be available for an interview, please indicate this and you will be asked for further information.

Select the option from the options presented.

Applicants are advised to avoid making any unbreakable commitments during the interview period. Acceptable reasons for being unable to be interviewed on a given date include religious observations or long-standing hospital appointments. Holidays, school concert rehearsals or sports matches are not acceptable reasons.

#### 1.7.1\* Please explain why you will not be available for an interview

This question will only appear if you select 'I have limited interview availability'.

## Section 2 College and Degree Preference

### Section Summary

This section asks for your preference for a College that offers the Foundation Year at Cambridge. You can also let us know what your ambitions are towards studying certain subjects after the Foundation Year.

#### 2.1\* What is your preference College?

If you wish, you can express a preference for a College that offers the programme at Cambridge. This is not a guarantee that your preference College will be the one that makes you an offer if your application is successful. You can see a list of all the participating Colleges at [cam.ac.uk/foundationyear](http://cam.ac.uk/foundationyear)

Regardless of your College, all students will be studying the same course. However, your College would provide your accommodation and pastoral care and in most cases, students will remain at their College for their degree course if they remain at Cambridge following the Foundation Year.

If you do not have a preference, choose 'Open – No Preference'.

Please note that some Colleges are only open to mature students or female students.

#### 2.1.2\* You have expressed a preference for a female-only College. This College can only admit you if you are formally recognised as/identify as female. Please confirm that you are formally recognised as or identify as female. If this is not the case, please go back and select another option.

This question will only appear if you selected either 'Murray Edwards' or 'Newnham' in question 3.1. If you are not formally recognised as/identify as female, you should use the back button to revise your choice. If you are formally recognised as/identify as female, you should click to acknowledge this and continue.

#### 2.1.3\* You have expressed a preference for a mature College. This College can only admit you if you will be aged 21 or over by 1 October in the year in which you hope to come to Cambridge. Please confirm that you will be aged 21 or over by 1 October 2023. If this is not the case, please go back to select another option.

This question will only appear if you selected either 'St Edmund's' or 'Wolfson' in question 3.1. If you will not be aged 21 or over by 1 October in 2022, you should use the back button. If you will be aged 21 or over, you should click to acknowledge this and continue.

#### 2.2\* What is your first degree subject preference?

A key element of the Cambridge Foundation Year is exploring subjects you may not be familiar with. However, it is useful to know if you have ambitions towards certain subjects and it is not always easy to tell this from your UCAS Personal Statement. Please use this section to tell us about what degree subjects interest you. If you don't know, you can select 'Undecided'. You can also let us know if none of these subjects interests you by selecting 'The subject I am interested in is not listed here'.

The choice you make here is not binding in any way.

#### 2.3\* What is your second degree subject preference?

You can indicate a second degree subject preference. If you don't know, you can select 'Undecided'. You can also let us know if none of these subjects interests you by selecting 'The subject I am interested in is not listed here'.



## Section 3 Eligibility Information

### Section Summary

This section asks for information to help us verify that you are eligible for the Foundation Year. Ineligible applicants will not be considered further so you must provide the details requested.

We recommend that you ensure you have familiarised yourself with your Full Eligibility Guidelines before completing this section. This is available here: <https://www.undergraduate.study.cam.ac.uk/courses/foundation-year#eligibility>

### Guidance for this section

- To be eligible for the Cambridge Foundation Year, you must meet one or more criteria from two or more categories. If you are care-experienced, then you are automatically eligible.
- We advise that you provide details for each element you think you meet to assist us in verifying your eligibility.
- The questions you see in each part of this section are determined by your selections from the checkboxes.
- If you are seeing a question you don't expect, go back to check you have selected only the boxes that apply to you.
- The question numbers you see in this section may not be sequential as you will only see the questions relevant to you.

### Guidance on evidence to be uploaded

- In many cases, you will need to upload evidence. These should be digital copies of original documents, ideally in an image or PDF format.
- If you have multiple documents for one criterion (for example P60s from your parent(s)/carer(s)), these can be combined into one file using software such as Adobe Acrobat or free online tools like [www.combinepdf.com](http://www.combinepdf.com).
- If you have obtained evidence that applies to several criteria (for example, a letter from your school/college that provides evidence of your eligibility for Free School Meals and evidence of moving schools two or more times), you should upload that document in response to each section it is relevant to (i.e. more than once).

#### 3.1\* Are you care-experienced?

Indicate 'Yes' or 'No' where requested.

Those who are currently in local authority care, or who have been in care previously while in education for any length of time, are automatically eligible for this programme. This means that you do not have to meet the criteria in any of the other categories.

##### 3.1.1\* Please provide some information about your experience of care

This question will only appear if you selected 'Yes' in response to question 3.1.

This could include the name of the Local Authority who was responsible for your care, the length of time you spent in care, and the nature of the care (for example living with foster carers, living in a residential children's home, being looked after at home under a supervision order or living with friends or relatives in kinship care).

##### 3.1.2\* Please upload evidence

This question will only appear if you selected 'Yes' in response to question 3.1. Drop files in the grey box or click on the box to upload.

This could be a letter from someone in the Local Authority responsible for your care. Alternatively, a letter from your school/college would suffice.

If you are care-experienced, you are automatically eligible so there is no requirement for you to submit further information relating to your circumstances. You can select 'I do not meet any criteria' in each of the three categories in the subsequent questions which will take you to the next section. However, you are welcome to provide further information if you wish.

#### 3.2\* Do you have Refugee status or Humanitarian Protection in the UK or are you currently an asylum seeker in the UK?



Indicate 'Yes' or 'No' where requested.

Those from a forced migration background who are resident in the UK are automatically eligible for this programme. This includes refugees, those with Humanitarian Protection status and asylum seekers. This means that you do not have to meet the criteria in any of the other categories.

### 3.2.1\* Please upload evidence

This question will only appear if you selected 'Yes' in response to question 3.2. Drop files in the grey box or click on the box to upload.

This could include official documentation reflecting your (or your parent(s)/carer(s)) limited or indefinite leave to remain such as a copy of a Biometric Residence Permit (previously Immigration Status Document).

If you are from a forced migration background, you are automatically eligible so there is no requirement for you to submit further information relating to your circumstances. You can select 'I do not meet any criteria' in each of the three categories in the subsequent questions which will take you to the next section. However, you are welcome to provide further information if you wish.

### 3.3\* Which criteria do you meet in Category 1: Individual Characteristics?

Select all that apply using the checkboxes that reflect the eligibility criteria in this category. You will be asked to provide further information for each box that you check, so the questions you see next will depend on which boxes you check. If you select 'I do not meet any criteria in Category 1', you will skip this section entirely and continue the form at question 3.4.

Criteria	Follow up questions	Guidance
I have experienced medical/health issues that have resulted in long or extended periods of absence (over 8 weeks) from school/ college whilst in secondary education.	3.3.1* Please provide some information on the extended periods of absence (over 8 weeks) from school/college which you experienced whilst in secondary education.	Fill in the free text box.  This should include information about the amount of time you missed, the stage of your education you were at (like the year you were in) and the nature of your absences.
	3.3.2* Please upload evidence.	Drop files in the grey box or click on the box to upload.  This could be a letter from your GP or another medical professional that details the long term sickness certification they have provided to your school/college. Alternatively, you could ask your school/ college to provide a letter based on their knowledge of your attendance and reasons for absence which includes detail about the length of your absences.
	3.3.3 Please briefly describe the evidence you have uploaded. For example, tell us what it shows, where it came from or what dates it covers.	Fill in the free text box.  It is helpful to have some context on the evidence. For example, where it came from, what it shows, what dates it covers and in some cases who it refers to.
I have experienced bereavement due to the death of a close family member whilst	3.3.4* What was the nature of your relationship with the person who died?	Fill in the free text box.  Close family members mean your immediate family such as siblings, parent(s) or carer(s). It also includes anyone who shared the same household as you at the time of their death.
	3.3.5* What stage of your education were you in when this	Fill in the free text box.

in secondary education (for example your parent/carer).	happened? For example, your school year.	Explain the year you were in when you were bereaved.
	3.3.6* Did you live in the same household as the person at the time of their death?	Select 'Yes' or 'No'.
	3.3.7* Please upload evidence.	Drop files in the grey box or click on the box to upload.  This could be a letter from your school/college based on their awareness of your family situation. Alternatively, if this is not possible or you would prefer, we would also accept other documentation such as a copy of the death certificate.
	3.3.8 Please briefly describe the evidence you have uploaded. For example, tell us what it shows, where it came from or what dates it covers.	Fill in the free text box.  It is helpful to have some context on the evidence. For example, where it came from, what it shows, what dates it covers and in some cases who it refers to.
I have been a young carer while in education	3.3.9* Who do you/did you care for?	Fill in the free text box.  Tell us what your relationship was to the person you cared for (for example, your mother). We don't require their names or any other details.
	3.3.10* What year(s) of your education did you have these caring responsibilities?	Fill in the free text box.  Tell us what parts of your education this impacted.
	3.3.11 What kind of tasks did you/do you undertake for them? How many hours each week would this take you?	Fill in the free text box.  You can tell us more about your responsibilities as a carer if you wish. For example, what kind of things did you do and how many hours a week did it take you? You could also mention if you needed to take time out of school.
	3.3.12 Did you receive support from your local authority or any charities?	Select 'Yes' or 'No'.  This is for context, we appreciate many young carers do not receive any support.
	3.3.13* Do you wish to upload evidence?	Select 'Yes' or 'No'.  There is no requirement for you to provide evidence, but if you have been assessed by your Local Authority or your school or another organisation are aware of your responsibilities you are welcome to upload this.
	3.3.13.1 Please upload evidence.	This question will only appear if you selected 'Yes' in response to question 3.2.13.  Drop files in the grey box or click on the box to upload.
	3.3.13.2 Please briefly describe the evidence you have uploaded. For example, tell us what it shows, where it came from or what dates it covers.	Fill in the free text box.  It is helpful to have some context on the evidence. For example, where it came from, what it shows, what dates it covers and in some cases who it refers to.
I have become a parent while in education.	3.3.14* At what stage of your education did you become a parent?	Fill in the free text box.  You could tell us what year you were in school/college when you became a parent. You could also refer to what qualifications you were taking at that time. If you have more than one child, provide information about your first child

	3.3.15* Please upload evidence.	Drop files in the grey box or click on the box to upload. You will need to provide evidence of your relationship with your child. A birth certificate showing your name as one of the child's parents will suffice. If you have more than one child, provide information about your first child.
I became homeless while in education.	3.3.16* How long were you homeless for?	<p>Fill in the free text box.</p> <p>This could include any time you had nowhere to stay whether you were living on the streets or stayed in hostels, night shelters, with friends or other alternative accommodation.</p> <p>We do not require personal details here about how you became homeless or your experience of homelessness.</p>
	3.3.17 What year(s) of your education did this cover?*	<p>Fill in the free text box.</p> <p>Tell us what parts of your education this impacted.</p>
	3.3.18 Did you receive any support from your local authority or charities?	<p>Select 'Yes' or 'No'.</p> <p>This is for context, we appreciate many people do not receive any support.</p>
	3.3.19 Do you wish to upload evidence?*	<p>Select 'Yes' or 'No'.</p> <p>There is no requirement for you to provide evidence, but if you have evidence of being 'legally' homeless such as correspondence relating to emergency short-term housing then you are welcome to upload this.</p>
	3.3.19.1 Please upload evidence.	<p>This question will only appear if you selected 'Yes' in response to question 3.2.19.</p> <p>Drop files in the grey box or click on the box to upload.</p>
	3.3.19.2 Please briefly describe the evidence you have uploaded. For example, tell us what it shows, where it came from or what dates it covers.	<p>Fill in the free text box.</p> <p>It is helpful to have some context on the evidence. For example, where it came from, what it shows, what dates it covers and in some cases who it refers to.</p>
I became estranged from close family members (e.g. parents/ carers) whilst in secondary education	3.3.20* Are you currently in contact with any legal parent?	<p>Select 'Yes' or 'No'.</p> <p>Please note that estrangement means having had no contact at all with your parent(s)/carer(s) for at least 12 months and that this is unlikely to change. You would likely be assessed as an independent student by student finance bodies because of this.</p>
	3.3.21* When did you last have verbal or written contact with any of your legal parents?	Fill in the free text box.
	3.3.22* What year(s) of your secondary education were you in when you became estranged?	<p>Fill in the free text box.</p> <p>Tell us what parts of your education this impacted.</p>
	3.3.23 Can you briefly describe the circumstances surrounding your estrangement?	<p>Fill in the free text box.</p> <p>We do not require personal details such as the reasons that your relationship broke down.</p>

	3.3.24* Do you wish to upload evidence?	<p>Select 'Yes' or 'No'.</p> <p>There is no requirement for you to provide evidence, but if your school or a social worker is aware of your situation, you may wish to upload a letter from them reflecting their understanding of your situation.</p>
	3.3.24.1 Please upload evidence.	<p>This question will only appear if you selected 'Yes' in response to question 3.2.25.</p> <p>Drop files in the grey box or click on the box to upload.</p>
	3.3.24.2 Please briefly describe the evidence you have uploaded. For example, tell us what it shows, where it came from or what dates it covers.	<p>Fill in the free text box.</p> <p>It is helpful to have some context on the evidence. For example, where it came from, what it shows, what dates it covers and in some cases who it refers to.</p>
I moved state schools two or more times whilst in secondary education.	3.3.25* Please provide the names and postcodes of the schools you attended and the dates that you attended them.	<p>Fill in the fields with the details of up to three of the schools you have attended.</p> <p>This includes:</p> <ul style="list-style-type: none"> <li>• School name</li> <li>• School postcode</li> <li>• School start date (dd/mm/yyyy)</li> <li>• School end date (dd/mm/yyyy)</li> </ul> <p>We do not need information on why you moved. If you attended more than 3, we do not require details of the other schools.</p>
	3.3.26* Please upload evidence.	<p>Drop files in the grey box or click on the box to upload.</p> <p>If you are still in education, this could be a letter from your current school/college detailing when you started with them and their understanding of where you were previously educated. Alternatively, you could provide copies of school reports from different schools.</p> <p>If you have left education already and are applying as a mature student, you will not need to provide evidence for this criterion although we would welcome it if you can supply it.</p>
	3.3.27 Please briefly describe the evidence you have uploaded. For example, tell us what it shows, where it came from or what dates it covers.	<p>Fill in the free text box.</p> <p>It is helpful to have some context on the evidence. For example, where it came from, what it shows, what dates it covers and in some cases who it refers to.</p>
I have been delayed in completing qualifications because I was working while studying part-time.	3.3.28* Please detail the qualifications you have been studying part-time and the job you held while doing this.	<p>Fill in the free text box.</p>
	3.3.29* Please upload evidence.	<p>Drop files in the grey box or click on the box to upload.</p> <p>This will be a copy of the P60 for your job(s) in the year that you completed your qualification. If you are still studying, your most recent P60 will suffice.</p>
	3.3.30 Please briefly describe the evidence you have uploaded. For	<p>Fill in the free text box.</p>

	example, tell us what it shows, where it came from or what dates it covers.	It is helpful to have some context on the evidence. For example, where it came from, what it shows, what dates it covers and in some cases who it refers to.
I experienced a gap in education of more than one year (for example leaving school at 16 but returning to complete Level 3 qualifications after several years in work)	3.3.31 Please detail the years in which you achieved your qualifications and the length of the gap between them.*	Fill in the free text box
	3.3.32 Please upload evidence.*	Drop files in the grey box or click on the box to upload.  This will be a copy of the official transcript which states the year completed for the different qualifications you completed (for example your GCSEs and A Levels or equivalent). This is available from the exam board responsible for the qualification(s) you took.
	3.3.33 Please briefly describe the evidence you have uploaded. For example, tell us what it shows, where it came from or what dates it covers.	Fill in the free text box.  It is helpful to have some context on the evidence. For example, where it came from, what it shows, what dates it covers and in some cases who it refers to.
I have been diagnosed with Special Educational Needs in the past two years. This includes dyslexia, dyspraxia, autism or mental health difficulties.	3.3.34 Please upload evidence.*	Drop files in the grey box or click on the box to upload.  SEN includes dyslexia, dyspraxia, autism or mental health difficulties as well as a wide range of other needs. The key factor here is a diagnosis in the past two years. This could be a letter from your school/college, for example from your SEN Coordinator or anyone else. Alternatively, you could attach a copy of your personal Educational, Health and Social Care Plan (ECHP). A letter from your GP would also be appropriate evidence.
	3.3.35 Please briefly describe the evidence you have uploaded. For example, tell us what it shows, where it came from or what dates it covers.	Fill in the free text box.  It is helpful to have some context on the evidence. For example, where it came from, what it shows, what dates it covers and in some cases who it refers to.

### 3.4\* Which criteria do you meet in Category 2: Family Characteristics?

Select all that apply using the checkboxes that reflect the eligibility criteria in this category. You will be asked to provide further information for each box that you check, so the questions you see next will depend on which boxes you check. If you select 'I do not meet any criteria in Category 2', you will skip this section entirely and continue the form at question 3.5.

Criteria	Follow up questions	Guidance
I am currently eligible for Free School Meals	3.4.1* Please upload evidence.	Drop files in the grey box or click on the box to upload.  This could be a letter from your school/college. If that can't be provided, evidence of the benefits you or your family received that would make your eligible would suffice.
	3.4.2 Please briefly describe the evidence you have uploaded. For example, tell us what it shows, where it came from or what dates it covers.	Fill in the free text box.  It is helpful to have some context on the evidence. For example, where it came from, what it shows, what dates it covers and in some cases who it refers to.
I have been eligible for Free School	3.4.3* Please upload evidence.	Drop files in the grey box or click on the box to upload.

Meals at any point in the previous 6 years.		This could be a letter from your school/college. If that can't be provided, evidence of the benefits you or your family received that would make your eligible would suffice.
	3.4.4 Please briefly describe the evidence you have uploaded. For example, tell us what it shows, where it came from or what dates it covers.	<p>Fill in the free text box.</p> <p>It is helpful to have some context on the evidence. For example, where it came from, what it shows, what dates it covers and in some cases who it refers to.</p>
My combined UK household income is £25,000 or less.	3.4.5* Please upload evidence.	<p>Drop files in the grey box or click on the box to upload.</p> <p>Your household income is the total amount of money earned by members of a single household. This only applies to households in the UK. If you are under 25 and financially depend on at least one parent this includes their income if you live with them. If you live in the same household and depend on the partner of one of your parents, their income is also included. If you are under 25 and do not financially depend on your parent(s) and live independently we would consider your own income and the income of any spouse. If you are over 25 we would consider your own income. If you have a partner or spouse, their income is included in your household income.</p> <p>A P60 from the last tax year would be ideal, but other documentation could suffice such as self-assessment income tax returns or an SA302 form. In all cases, the most recent form of evidence you can provide is expected.</p>
	3.4.6 Please briefly describe the evidence you have uploaded. For example, tell us what it shows, where it came from or what dates it covers.	<p>Fill in the free text box.</p> <p>It is helpful to have some context on the evidence. For example, where it came from, what it shows, what dates it covers and in some cases who it refers to.</p>
I or my parent(s)/ carer(s) are eligible for Universal Credit.	3.4.7* Please upload evidence.	<p>Drop files in the grey box or click on the box to upload.</p> <p>This will be your own status if you live independently or are over 25 and will relate to your parent(s)/carer(s) if you are under 25 and live with them or depend on them financially. A proof of benefits letter, statement or similar documentation would be ideal.</p> <p>We can accept evidence of Universal Credit or another means-tested benefit. You will need to attach a copy of documentation for yourself and any other relevant people in your household.</p>
	3.4.8 Please briefly describe the evidence you have uploaded. For example, tell us what it shows, where it came from or what dates it covers.	<p>Fill in the free text box.</p> <p>It is helpful to have some context on the evidence. For example, where it came from, what it shows, what dates it covers and in some cases who it refers to.</p>

### 3.5\* Which criteria do you meet in Category3: School/College Characteristics?

Select all that apply using the checkboxes that reflect the eligibility criteria in this category. You will be asked to provide further information for each box that you check, so the questions you see next will depend on which boxes you check. If you select 'I do not meet any criteria in Category 3', you will skip this section entirely and continue the form at question 4.1.



Criteria	Follow up questions	Guidance
A school or college I attend or have attended has performed poorly in an inspection in the past four years.	3.5.1* Please provide the name and postcode of the schools you attended and the date that you attended. If you attended more than one school that meets this criteria, give the most recent one.	<p>Fill in the form fields as requested.</p> <p>You should provide:</p> <ul style="list-style-type: none"> <li>• School/college name</li> <li>• School/college postcode</li> <li>• School/college URN (if you know it)</li> </ul> <p>Take care to provide the full name and correct postcode as there may be other schools with similar names elsewhere in the UK.</p> <p>If you know your School/College's Unique Reference Number (URN), please provide it. This can usually be found on the school inspection report or the Department for Education website.</p>
	3.5.2* Is this school an Independent School?	<p>Select 'Yes' or 'No'.</p> <p>We ask this as inspection reports are issued differently for Independent Schools.</p>
	3.5.2.1* Please provide a web link to where we can view the report for this Independent School.	<p>This question will only appear if you selected 'Yes' to question 3.4.2. If you attend(ed) an Independent School, please provide a web link to where we can view the inspection report for this school.</p>
A school or college I attend or have attended has below-average attainment.	3.5.3* Please provide the names and postcodes of the schools/colleges you attended and the dates that you attended them. If you attended more than two that meet this criteria, give the most recent two.	<p>Fill in the form fields as requested.</p> <p>You should provide:</p> <ul style="list-style-type: none"> <li>• School/college name</li> <li>• School/college postcode</li> <li>• School/college URN (if you know it)</li> </ul> <p>Take care to provide the full name and correct postcode as there may be other schools with similar names elsewhere in the UK.</p> <p>If you know your School/College's Unique Reference Number (URN), please provide it. This can usually be found on the school inspection report or the Department for Education website.</p>
A school or college I attend or have attended has below-average numbers of students staying in education	3.5.4* Please provide the names and postcodes of the schools/colleges you attended and the years that you attended them. If you attended more than one school that meets this criteria, give the most recent two.	<p>Fill in the form fields as requested.</p> <p>You should provide:</p> <ul style="list-style-type: none"> <li>• School/college name</li> <li>• School/college postcode</li> <li>• School/college URN (if you know it)</li> </ul> <p>Take care to provide the full name and correct postcode as there may be other schools with similar names elsewhere in the UK.</p> <p>If you know your School/College's Unique Reference Number (URN), please provide it. This can usually be found on the school inspection report or the Department for Education website.</p>
My school or college does not offer the	3.5.5* What qualification/subject were you unable to study that you	<p>Fill in the free text box.</p>



subject in A Level or equivalent that I require for entry to Cambridge	require for entry to Cambridge?	
	3.5.6* Please upload evidence.	<p>Drop files in the grey box or click on the box to upload.</p> <p>This could be a letter from your school/college that mentions either the subject you wanted to study but which they did not offer, or a full list of all the qualifications they did offer in the years you were studying.</p>

## Section 4 Extenuating Circumstances

### Section Summary

This section lets us know if you intend to submit an Extenuating Circumstances Form (ECF). This form is designed to ensure that we have the information we require to accurately assess applicants who have experienced particular personal or educational disadvantages.

#### 4.1\* Please indicate if you intend to use the Extenuating Circumstances Form (ECF)

In general, you need only submit the ECF if your extenuating circumstances are not otherwise covered elsewhere in your application. However, the ECF does provide the chance to provide further information or context so might still be appropriate for some.

The ECF should normally be completed and submitted by your school/college. Please note, in those cases where the applicant's school/college remains unaware of the full circumstances, the applicant's doctor or social worker may complete the form on the applicant's behalf.

More information about the ECF can be found at:

[www.undergraduate.study.cam.ac.uk/applying/decisions/extenuating-circumstances-form](http://www.undergraduate.study.cam.ac.uk/applying/decisions/extenuating-circumstances-form). If you think you should have used the ECF but have not done so, please contact [foundation.year@admin.cam.ac.uk](mailto:foundation.year@admin.cam.ac.uk)

If the information in the ECF relates to disruption or disadvantage through health or disability (i.e. disability, Specific Learning Difficulty, long-term health condition or mental health condition), we strongly encourage you to disclose this. You can declare a disability or health condition at any time by contacting us, but the sooner you do, the sooner we can determine any reasonable adjustments that may be necessary and ensure any required support is in place.

## Section 5 Education

### Section Summary

This section explores your education and asks questions about schools/college you are currently attending or have attended in the past.

#### 5.1 If you have taken GCSEs at a UK school please enter its name and postcode

If you have not taken GCSEs at a UK school please leave this blank.

#### 5.2\* Please give the month and year when you left or will leave school/college

Please specify the month and year when you left or expect to leave school/college. You should select the month and year from the drop-down menu presented.

#### 5.3 If you are currently at school/college, or left in 2021, please provide information on the AS/A Level (or equivalent) qualifications you studied last year and/or those that you are currently undertaking. Please provide us with details of the qualification type and subject, the class sizes and the main topics covered for each subject.

Please provide us with details of the class sizes and the main topics covered for each qualification taken in your last two years of school/college:

- if you are still at school/college, please provide details for the 2021-22 school year and topics studied up until March 2023 in the 2022-23 school year
- if you have finished or are finishing school/college in 2022, please provide details for both the 2020-21 and 2021-22 school years
- if you left school/college before 2021, there is no need to complete this table.

Please complete one row per subject. You can fill in up to five subjects, but you don't need to fill in every row if you're doing less than 5 subjects. If you are studying more than 5 subjects, fill in the 5 most relevant to the Foundation Year course (i.e. those in Arts, Humanities and Social Sciences).

Information on topics is requested to help us understand what you have studied before at the interviews or in your admissions assessment. Abbreviations are acceptable. Please see our examples in the FAQs for the level of detail required. If you are unsure which topics you will be covering up to March 2023 please ask your teachers for guidance

*See also Frequently Asked Questions (p20)*

- *How much detail do I need to give about topics I have studied??*

#### 5.4 Have there been any difficulties with the teaching in any of your subjects at AS/A Level or equivalent?

If there have been any difficulties with the teaching in any of your AS/A Level or equivalent subjects please let us know. You will be asked for more details if you select 'Yes'.

##### 5.4.1 Please give brief details of the difficulties with the teaching in any of your subjects at AS/A Level or equivalent.

This question will only appear if you selected 'Yes' to question 5.4. Your answer can be a maximum of 300 characters including spaces.

## Section 6 Additional Questions

### Section Summary

This section includes a series of questions relating to your motivations for doing the Foundation Year. We are asking these questions as we are aware that your UCAS Personal Statement may not reflect your interest in the Foundation Year specifically. There are no 'right' or 'wrong' answers here, and we are simply seeking to understand more about your circumstances and motivations for study.

Your answers in this section should not exceed the word limit suggested and should be presented as if you were writing them as part of an essay (i.e. no bullet points or abbreviations). You might like to prepare these answers in advance and copy and paste them into the form.

#### 6.1\* What interests you in the Foundation Year at the University of Cambridge?

In the space provided, you could comment on why you decided to apply, and what aspects of the course or particular subjects interest you. We are seeking to understand your motivations. We will already have received a copy of your UCAS Personal Statement, but you could add additional information here. You should not write more than 300 words.

#### 6.2\* What do you hope to achieve by participating in the Foundation Year?

You could comment on what you hope to learn or how the Foundation Year might help you to achieve your aspirations. We are seeking to understand your motivations. You should not write more than 200 words.

#### 6.3\* What do you think the impact of the circumstances you have faced so far (and that have made you eligible for this programme) has been on your education?

You could comment on how you think your experiences have affected your schooling, your approach to studying at home, or your eventual examination results. You could also comment on things you have done to try to overcome the challenges, how it has made you feel about your study and the future, or what you would have done differently if you had the chance. We are seeking to understand your conscientiousness and motivation. You should not write more than 100 words.

#### 6.4 Can you describe any additional responsibilities you have?

If you have additional responsibilities, please provide details in the space provided. These could include part-time work, caring roles for family or voluntary or community work. You could tell us how much time they take. We are seeking to understand your self-efficacy. You should not write more than 100 words.

#### 6.5 Is there anything else you would like us to know?

If there is anything else not already mentioned in your application that you would like us to know, please give details in the space provided. Your answer can be a maximum of 600 characters including spaces.

#### 6.6\* I confirm that the information I have provided is complete and accurate and that no requested information has been omitted.

Select 'Yes' to this declaration. You will be unable to submit the form until you complete this declaration.

**6.7\* The University of Cambridge and the Cambridge Colleges will use the personal information you have provided for the purpose of determining your eligibility for the Foundation Year, processing your application and deciding whether to offer you a place for the course you have applied for. Where you provide information about people (e.g. parents or carers) we will assume that you have their permission to do so where appropriate; we will handle that information solely to assess your eligibility for the Foundation Year, and to compile any relevant internal statistics, and it will not be retained for longer than necessary for these purposes. This form uses the Qualtrics platform and appropriate measures are in place to ensure the security of the data and any documentation you submit. For further information on the use of your personal information during the application process, please see the University's Information Compliance website.**

Select 'I accept these terms and conditions. You will be unable to submit the form until you complete this declaration

At the bottom of this page, you will see that the forward arrow has been replaced with 'Review your final responses'. Click this to continue.



## Section 7 Submit

### Section Summary

This section asks you to confirm that the information you have provided throughout the FYSAQ is complete and accurate.

### Submitting your FYSAQ

When you think you have completed all sections of the FYSAQ, you may wish to check your answers by reviewing the summary of responses provided. You can also download a PDF file of your full responses to keep on file should you wish to refer to it later.

**You MUST scroll down to the bottom of this page and select the 'submit' button on the right-hand side for your responses to be recorded.**



**Please note that after submitting the FYSAQ it is not possible to alter your answers.** After you submit, you will see an acknowledgement on screen and soon after receive an email confirming that your submission has been received.

Please remember that your application to the University of Cambridge will not be valid until you have successfully submitted it.

## Receiving emails from the University of Cambridge

During the early stages of your application, the University will send important information and reminders to the email address that you have provided. Your email account must be configured correctly so that emails sent from the University are not rejected or filtered into your 'junk'/'spam' folder by your email provider. Your application to the University of Cambridge may be disadvantaged if you do not take the steps described below.

The University may contact you using the following email addresses:

- foundation.year@admin.cam.ac.uk
- fysaq@admin.cam.ac.uk
- camfoundationyear@qemailserver.com
- saq@admin.cam.ac.uk
- saqhelp@admin.cam.ac.uk

Please ensure that all of the above email addresses are:

- added to your email account's Contact List
- added to your email account's Safe Sender List (if available)
- removed from your email account's Blocked Sender List

Help for some of the more commonly used email providers can be found at the links below.

Hotmail/Windows Mail/Outlook	<a href="http://windows.microsoft.com/en-gb/windows/outlook-help">http://windows.microsoft.com/en-gb/windows/outlook-help</a>
BT Internet/Yahoo	<a href="http://www.help.yahoo.com/kb/helpcentral">http://www.help.yahoo.com/kb/helpcentral</a>
Apple Mail	<a href="https://www.apple.com/support/mac-apps/mail/w">https://www.apple.com/support/mac-apps/mail/w</a>
Google Mail	<a href="https://support.google.com/mail/">https://support.google.com/mail/</a>
AOL	<a href="https://help.aol.co.uk/contact">https://help.aol.co.uk/contact</a>
iOS devices	<a href="https://www.apple.com/support/mac-apps/mail/">https://www.apple.com/support/mac-apps/mail/</a>

## Frequently Asked Questions

### Why does Cambridge have a Foundation Year Supplementary Application Questionnaire (FYSAQ)?

The Foundation Year Supplementary Application Questionnaire (FYSAQ) was developed to ensure that we have complete and consistent information about all applicants. It enables us to collect information that is not part of the UCAS application but which is important to Foundation Year admissions, such as details on which eligibility criteria candidates meet. It also allows us to collect other information which we find useful when assessing applications, such as information about your motivations for studying on the Foundation Year which might not be mentioned in UCAS Personal Statements.

### I want to change my College preference. Can I do this?

You can amend your College preference by midday 3 February 2023. If you wish to do so, please send your full details to [fysaq@admin.cam.ac.uk](mailto:fysaq@admin.cam.ac.uk). Please note that this also applies if you have made an open application.

### What is the deadline for submitting my SAQ?

The initial email you receive from the University about completing the FYSAQ will include a deadline by which you must submit your FYSAQ. For those submitting the form at or very near to the UCAS deadline of 25 January 2023, this will be midday on 3 February 2023. Earlier applications will get 2 weeks to complete the form.

### I've applied to the University of Cambridge through UCAS but I've not received an email: what should I do?

Emails containing your unique link are usually sent within 48 hours of submission of a UCAS application so you may not receive an email from us immediately. If you apply to the University of Cambridge through UCAS but do not receive an email about the FYSAQ by Friday 27 January 2023 you should contact the Cambridge Admissions Office (email: [fysaq@admin.cam.ac.uk](mailto:fysaq@admin.cam.ac.uk)). Please include your full name, UCAS Personal ID, date of birth, course and College choice in your correspondence.

### What should I do if I lose my FYSAQ login details?

If you lose the initial email from the University which contains the unique web address of the online Foundation Year Supplementary Application Questionnaire, please contact us (email: [fysaq@admin.cam.ac.uk](mailto:fysaq@admin.cam.ac.uk)) requesting that your unique link is resent.

### What is my UCAS Personal ID?

Your UCAS Personal ID is the unique number that UCAS allocates to your application. If you have forgotten your UCAS Personal

ID, please contact UCAS Customer Services (telephone: 0371 468 0 468) or refer to UCAS Track (<https://track.ucas.com/TroubleLoggingIn>).

Your UCAS Personal ID remains the same regardless of how many times you apply through UCAS. If you are a re-applicant (in other words, if you have made applications via UCAS to any Higher Education institution in previous years), UCAS will give you a new temporary Personal ID for your new application until all of their necessary checks are completed. The Personal ID supplied to us with your new application will revert to your original (and permanent) one and should be used in the SAQ and in any correspondence you subsequently have with us.

### What if my email address changes?

We will use the contact details you provided as part of your UCAS application to communicate with you. If your email address (or any other contact details) change after you have submitted your UCAS application you will need to advise UCAS Customer Services (telephone: 0371 468 0 468) or change the information on UCAS Track (<https://track.ucas.com>).

### How much detail do I need to give about topics that I've studied?

We are looking for a list of the main topics that you have covered in your studies to help the staff interviewing you compose appropriate questions to ask. As such, you only need to include topics covered up to March 2022. The two examples below (the first is for A Levels and a BTEC, and the second is for an Access to HE Diploma) give an indication of the level of detail that we are looking for in this question.

List as many topics as you can but do not worry if you can't list them all. Abbreviations are acceptable. If you are unsure which topics you will be covering you should ask your teachers for guidance. If any of your qualifications are self-taught or you are home-schooled, please note this.

Subject 1	English Literature A Level . Class size 10. Studying Keats, Shakespeare's Hamlet, A Streetcar Named Desire
Subject 2	Law BTEC Certificate. Class size 20. Studying Civil Law and Criminal Law
Subject 3	History A Level. Class size 12. Studying Nazism, Industrialisation, Reformation in Europe.
Subject 4 (if applicable)	

### My FYSAQ isn't displaying correctly on my computer screen; how can I correct it?

The form should be functional and consistent across the most popular modern web browsers. We recommend using one of the following browsers:

- Apple Safari
- Google Chrome
- Microsoft Edge (Chromium version)
- Microsoft Internet Explorer
- Mozilla Firefox

Versions of these browsers no longer supported by their maker may not function as intended and may expose the user to inherent security vulnerabilities. We recommend that users always use the most up-to-date version of their browser.



If you are having difficulty displaying pages of the FYSAQ correctly (when they have previously been displayed without any problems) please try refreshing. This should correct any problems you are experiencing. You might also try clearing cookies or an alternative machine.

### **I'm unable to submit my FYSAQ, what should I do?**

You will be unable to submit your FYSAQ if you have not answered any compulsory questions or you have provided an invalid answer. You will not be able to navigate from a page that has not been completed, so check it for errors.

Once you have corrected any errors try to submit your form again.

### **What if I need to change information but have already submitted my FYSAQ?**

Once you have submitted your FYSAQ, it is not possible to amend the answers online. If you now notice an error in the information you provided or have any other queries please contact [fysaq@admin.cam.ac.uk](mailto:fysaq@admin.cam.ac.uk)

### **Can schools/colleges submit an additional Cambridge-specific reference?**

As we receive a copy of your UCAS reference, there is no need for your teachers/referees to provide an additional reference for Cambridge. However, if your teachers/referees have any particular comments to make that relate to Cambridge specifically and were not included in your UCAS reference, they are welcome to do so.

To ensure that any additional reference arrives at the right place it should be addressed to the Foundation Year Course Director and include (the applicant's) full name, date of birth, course applied for and, if possible, UCAS Personal ID. This should be sent to [foundation.year@admin.cam.ac.uk](mailto:foundation.year@admin.cam.ac.uk)

### **How will my data be held and used?**

The University of Cambridge and the Cambridge Colleges will use the personal information you have provided to determine your eligibility for the Foundation Year, processing your application and deciding whether to offer you a place for the course you have applied for.

Where you provide information about people (e.g. parents or carers) we will assume that you have their permission to do so where appropriate; we will handle that information solely to assess your eligibility for the Foundation Year, and to compile any relevant internal statistics, and it will not be retained for longer than necessary for these purposes. This form uses the Qualtrics platform and appropriate measures are in place to ensure the security of the data and any documentation you submit. For further information on the use of your personal information during the application process, please see the University's Information Compliance website.

## Further Help

If you have any further enquiries relating to how to complete a particular question in the FYSAQ or you have a technical question about completing your FYSAQ please consult the Foundation Year team (email: [fysaq@admin.cam.ac.uk](mailto:fysaq@admin.cam.ac.uk)).

This guide is accompanied by video resources which you can access at <https://www.foundationyear.cam.ac.uk>

Cambridge Admissions Office  
Student Services Centre  
New Museums Site  
Cambridge CB2 3PT

Web: <https://www.foundationyear.cam.ac.uk/fysaq>

Email: <mailto:fysaq@admin.cam.ac.uk>

Details are correct at the time of publication (September 2022) but should be checked against the Undergraduate Study website for the most up-to-date information. © University of Cambridge, 2022.