



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 23 rd October 18:00 (UK) time |
| Current University students who have NOT studied UK School qualifications | University transcript AND High School transcript | Via My Cambridge Application Deadline 23 rd October 18:00 (UK) time |
| Current applicants who are NOT yet studying at University and who have NOT 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, or Scottish National Qualifications | High school transcript | Via My Cambridge Application Deadline 23 rd October 18:00 (UK) time |
| Current applicants who have NOT taken six or more GCSEs, or five or more Scottish National Qualifications, in the last three years. | High school transcript | Via My Cambridge Application Deadline 23 rd October 18:00 (UK) time |

The above information can also be viewed via this [flowchart](#).

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/apply/how/cambridge-application>



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Further Academic Documentation

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 by no later than 23rd 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 by **23 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.