

## EMMANUEL COLLEGE – APPLICANT ADMINISTRATION

In order to ensure your application remains valid, please take careful note of the information below, and complete the requests by the deadlines stated on the documents you open.

We want to reassure all applicants that there are no hidden tricks in the admissions process. If we need you to submit documents, the details will be indicated, but if there are no instructions then this means we do not require anything. Please adhere to the deadlines, as chasing applicants is extremely time consuming and can affect the timings of other mailings, e.g., interview invitations. Please do not ask us to acknowledge receipt of anything you send us, as we do not have the capacity to do so. If we do need to chase you for something we have requested, your application will not be disadvantaged, but we will only send one request for a late document, so please ensure your mailbox is set up to receive messages from [admissions@emma.cam.ac.uk](mailto:admissions@emma.cam.ac.uk) and regularly check your junk inbox.

Please familiarise yourself with the College's Admissions Policy and the Application Timeline:

Policy - <https://www.emma.cam.ac.uk/admissions/undergraduates/policy/>

Timeline - <https://www.emma.cam.ac.uk/admissions/undergraduates/timeline/>

Admissions Team  
Emmanuel College

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Please open the following documents on the 'Acknowledgement Pack Website' for details about what you need to do. **Please note:** most documents have a deadline of **Monday 4 November**.

- Assessments
- My Cambridge Application and Transcripts
- Extenuating Circumstances Form
- Subject Requirements (including written work, portfolio, interview subjects)
- Adjustments at Interview
- Disability Adjustments Form
- Interview Dates and Format
- Decisions and Feedback