

Please read these guidance notes carefully before filling in the application form. Each section below relates to a section of the application form. We recommend printing out a copy of these notes so that you can refer to them as you're filling out your application.

Allow yourself plenty of time to complete the form and gather together all of the necessary supporting documentation. In particular it can take some time to sit English language proficiency tests, so we strongly recommend that you make necessary arrangements as early as possible.

In filling out the application, use only the space provided. Please complete every section of the form. Mandatory fields are marked with an asterisk*.

Once an application has been submitted, we will not accept any changes or updates to the application, except for information about your contact details. You may apply only once in an application year.

Personal data

Please provide all of the personal information requested. Your nationality is as shown on your passport. If you have dual nationality, please let us know which you consider to be your primary nationality and which your secondary nationality. Your country of current residence is where you live now.

Contact details

We prefer to communicate with you via email, so it is important that you provide us with a valid email address that you check regularly. If you are admitted to the Cambridge Master of Finance, we will need to send you formal documentation by post, so it is important that you also provide us with a secure, permanent postal address. If you know this is likely to change please let us know now; if it changes during the admission process please let us know immediately. We will not usually contact you by telephone, but ask you to provide us with home, business and mobile telephone numbers in case we need to speak to you urgently.

Academic information

Please provide us with details of all the higher educational institutions (universities/colleges) you have attended and the programmes you have taken (even if you have not completed them). Tell us your rank in the class (along with the total class size) if you have this information. You must submit a scanned copy of your academic transcript (front and back pages) for all the university-level degree programmes that you have taken (even if you have not completed the programme). The academic transcript will usually give details of each course that you have taken, the credit value of each course, the result you obtained, as well as the final award (as a degree class or Grade Point Average). If these documents are not in English, you must submit a full translation by a registered translator. Do not translate them yourself. Please do not send certificates or transcripts of other qualifications or courses of study.

If you are invited to an interview, we will require you to bring the original documents with you. If you are unable to bring the originals, we will accept copies authenticated by your university (which will stamp any copies with the official university stamp), or by a public notary or lawyer who has seen the original

documents. Please prepare these documents now, as we sometimes invite candidates to interview at short notice.

GMAT/GRE

The submission of a GMAT or GRE score is optional for anyone applying to the MFin. We assess the strength of an application based on all of the information the applicant provides us (including the application, transcripts and references). Therefore, in some cases a GMAT or GRE score can provide more information and potential strength to an application. However, we do not consider a GMAT or GRE score by itself as enough to accept or reject an MFin application. Please note we do reserve the right to request a GMAT or GRE score on the rare occasions where we feel it is necessary.

We look for good balanced scores on the verbal, quantitative and analytical writing sections of the test, which demonstrate to us that you have the variety of skills required to succeed on the Cambridge Master of Finance. We do not specify a minimum score, but expect at least a mid 80 per cent score (640–740).

Only GMAT tests taken in the five years before 30 September 2020 are valid.

English language

Fluency in English is a pre-requisite for the Cambridge Master of Finance. If English is not your first language, and you have not studied in a majority English speaking country you must have taken a recognised English proficiency test **after** 30 September 2018.

Our preferred test is the International English Language Testing System (IELTS) test. Details can be found at, www.ielts.org. We can accept both the IELTS Academic or IELTS for UKVI Academic.

Our minimum requirement is an average score of 7.5, with no score lower than 7.0 in each of the separate components. The separate components must have been taken at the same time and in the past two years.

Where the IELTS test is not available you may take the TOEFL test, details of which can be found at www.toefl.org. Our minimum requirement is an average score of 110, with no score lower than 25 in each of the separate components.

If you scored 7.0 on IELTS or between 100 and 109 (inclusive) on TOEFL, and you feel that you are a strong candidate, you are also welcome to apply. However, we reserve the right to ask you to either retake and improve your test scores, or attend an additional assessment conducted by the University, if we were to invite you for an interview.

If you are invited for an interview, we will require you to bring the original English Language Test certificates with you. If you are unable to provide the original documents, you must have copies authenticated by a public notary or lawyer who has seen the original documents. Please prepare these documents now, as we sometimes invite candidates to interview at short notice.

Waivers

The English proficiency requirement can be waived, at the discretion of the School, if you have studied at a degree level in a majority English-speaking country.

However, even if you have been granted a waiver, you might still need to sit for TOEFL or IELTS as part of your visa requirements. If you are a non-EU student, the UK Border Agency requires you to provide proof of your English competency through IELTS or TOEFL unless you are a national of, or have studied at an undergraduate level or above in one of the following countries:

- Antigua and Barbuda

- Australia
- The Bahamas
- Barbados
- Belize
- Canada
- Dominica
- Grenada
- Guyana
- Ireland
- Jamaica
- New Zealand
- St Kitts and Nevis
- St Lucia
- St Vincent and the Grenadines
- Trinidad and Tobago
- United Kingdom
- United States of America

Work experience

Please provide us with your complete career history since graduating from university, including an explanation of all career breaks and part-time/temporary work. We require a minimum of two years full-time, post-graduation work experience by 30 September 2020. Please enter your current or most recent employment into the application form and upload the rest of your career history using the CV template provided.

We would also expect you to show evidence of a high level of achievement and success in your career to date, for example by promotion, particularly successful projects, innovative deals, special job responsibilities or leadership roles, or strong financial results. Please convert annual salary information to British pounds (£) using current exchange rates.

Career objectives

We expect you to provide us with a reasonably clear idea of your future career aspirations and how you expect the MFin to help you meet them. We ask you to do this by writing a personal statement of up to 500 words. We hope to learn more about you as a person from this statement so please be thoughtful and candid in your writing – share with us your influences, passions, values and aspirations. We are also looking for your statement to be clearly written, succinct and engaging; it is worth spending some time preparing.

Your application is not complete if your career objectives statement is not uploaded with your application.

You should not exceed the stated word limit and personal statements that do will not be read. It is very important that the statement is your own work; there are no right or wrong answers, so please do not be tempted to get other people to help you write it.

Finance

Estimated fees and associated costs of the Cambridge Master of Finance can be found on our website, www.jbs.cam.ac.uk/mfin, and in our brochure. Please indicate how you intend to meet these costs, specifying any scholarships you have been awarded or intend to apply for. Before you are admitted to the Cambridge Master of Finance, you will be required to provide financial guarantees in respect of the full costs of the Master of Finance programme.

MFin additional questions

How did you hear about the MFin?

The information you provide in this section helps us focus our marketing efforts.

Other universities

We would like to know what other Master of Finance or similar programmes you are considering. The information you list in this section is for comparative analysis only and does not influence our consideration of your application.

Payment

Applications will only be processed once we have received the application fee payment of £120. To make the payment, please click on the payment link within the online application.

You will receive an email receipt to confirm that your payment has been processed.

Your application will remain incomplete until we receive the application fee payment.

Declaration and data protection

To comply with our various legal requirements, please read the statement in this section carefully before signing and dating the application form.

References

You need to ask three referees (recommenders) to complete the reference form and a separate letter of reference. You should ask for references from:

1. Your line manager or direct supervisor;
2. A colleague with whom you work closely;
3. An academic representative from the institution where you studied your last degree and who is familiar with your academic performance.

We learn a great deal about your background and potential through letters of reference, so please select your referees carefully and tell them how important it is that they provide as comprehensive a reference as possible. They should know your strengths and weaknesses well, and be in a position to comment on you objectively – do not use close friends!

If you are not able to ask your current line manager to provide us with a reference, please explain why. The person you choose must, however, have had recent experience supervising you in a professional

context. If you run your own business, you can ask a customer, supplier or professional adviser (e.g. your accountant or lawyer) to provide a reference in place of a line manager.

If you have any doubts about the suitability of a referee, please contact us. Do not, under any circumstance, write the reference yourself and ask the referee to sign it. If we discover this has happened, we will immediately reject your application. Please note we may contact your referees for further information about your application.

You should enter your referees contact details into the online application and they will receive an automated reference request. We will not accept references emailed from a personal email account. If your referee is unable to submit the documents by email, they can put them in a sealed envelope, sign their name across the seal, and then either return the envelope to you or post it directly to us. If the seal is broken or the signature is absent we will not accept the reference.

Please ensure your referees are contacted well in advance to give them sufficient time to complete and return the reference. **We will not process your application until we receive your three references. It is your responsibility to ensure that they are submitted by the deadline.**

Equal opportunities policy

The University of Cambridge is committed to equal opportunities for both employees and students, and will consider all applications to the Cambridge Master of Finance on equal grounds. Subject to statutory provisions no applicant for admission as a student will be treated less favourably than another on the grounds of sex (including gender reassignment), marital or parental status, race, ethnic or national origin, colour, disability, sexual orientation, religion, or age.