King’s must receive an adjustment form by post by 22 October 2017 from:

- all applicants who declared a disability, Specific Learning Difficulty or long-term illness on their UCAS application.

- any applicants who did not declare a disability on their UCAS form but receive **adjustments for school exams for any reason.**

Dear King’s applicant,

Disability / Specific Learning Difficulties / Long-term illness
Information about adjustments / allowances if invited for interview

Thank you for your application to King’s College, Cambridge.

We wish to ensure that, wherever possible, we can make any appropriate adjustments / allowances if you are called for interview. To enable the College to do this, please complete the attached form and ask your teacher, tutor or another relevant member of staff at your school / college to fill in the bottom section and supply the appropriate evidence as requested.

If you have Specific Learning Difficulties, please do **NOT** send a full Educational Psychologist report at this stage unless there is particular reference to the support you require that will help the College to make appropriate adjustments to assessment and selection procedures.

If you have declared a disability on your UCAS form but do not need any adjustments made for interviews and tests or admissions assessments that take place in Cambridge, please note that we still need to receive a completed form to confirm this.

**Please send your completed form and accompanying document by post to arrive by 22 October 2017 at the latest.** The address to send it to is: The Undergraduate Admissions Office, King’s College, Cambridge CB2 1ST, United Kingdom. If you would like acknowledgement, please include a stamped addressed postcard for us to return.

If you are invited to interview and have requested adjustments, we will confirm any arrangements we make shortly before you travel to Cambridge. Please note that these confirmations are normally sent separately, some time after the invitations to interview. As a guide, last year we sent them by email on 26 November. Please see the step-by-step guide in the information for students with a disability: [http://www.kings.cam.ac.uk/study/undergraduate/apply/applicant-disabilities.html](http://www.kings.cam.ac.uk/study/undergraduate/apply/applicant-disabilities.html)

If you have any queries do email King’s Admissions Office:
undergraduate.admissions@kings.cam.ac.uk
Please include your name, subject and UCAS number at the top of your message.

Thank you. We look forward to hearing from you.

Yours sincerely,

The Undergraduate Admissions Office
King’s College, Cambridge
Disability / Specific Learning Difficulties: Request for Adjustments / Allowances at Interview

Please provide evidence from your school or college confirming your Disability or Specific Learning Difficulties and include this form as a coversheet. Deadline: 22 October 2017.

| Applicant’s name: ____________________________ | UCAS Personal ID: ____________________________ |
| School or college: ____________________________ | Email address: _______________________________ |
| Course (including ‘biological’ or ‘physical’ for Natural Sciences): _______________________________ |

What allowances did you receive / are you receiving for your exams at school?  
Please be specific e.g. ‘25% extra time’ not ‘extra time’.

Are there any adjustments / allowances you may require either at interview or for any College written test?  
YES / NO

If YES please give details below, e.g. clear print, materials on coloured paper, extra reading and / or writing time (please make sure you specify how much extra time as a percentage of the standard total time e.g. 25%), additional lighting or specific room arrangements to assist lip-reading / looking at source material, relevant information that would be of benefit to interviewers.

Do you need assistance in getting round the College?  
YES / NO

If YES please give any additional details below or on a separate sheet.

Please provide evidence from your school or college confirming your Disability / Specific Learning Difficulties and, if there are any, the allowances you are currently being given, or most recently have been given, e.g. letter confirming previous assessment, dates undertaken, Local Authority Statement etc. Please do NOT send a full Educational Psychologist report at this stage unless there is particular reference to the support you require that will help the College make appropriate adjustments to its assessment and selection procedures.

Applicant’s signature: ____________________________ Date: ____________________________

To be filled in by your school/college:

| Statement: | I confirm that the above information is correct to the best of my knowledge | Signature of teacher/tutor: ____________________________ |
| School/college name: | Position held: ____________________________ | |
| Email address (legible please!): | Date: ____________________________ | |

Please send this form and your accompanying document by post to the Undergraduate Admissions Office, King’s College, Cambridge CB2 1ST United Kingdom, to arrive by 22 October 2017. Please include a stamped addressed postcard if you require acknowledgement.