



DOWNING COLLEGE CAMBRIDGE

Postgraduate Action Checklist for Documents and Tasks

Academic Year 2019-2020

Please save a copy of this file now and use the check boxes to tick off each task as it is done and each document as it is sent. You may also find it useful to note the dates for future reference.

Please ensure you complete the following tasks and return the documents by the deadlines stated.

Most of the forms, unless otherwise stated, are available in a fillable pdf format. To open, please click on the link supplied. If you have any queries, please email each specific point of contact by using the email link provided.

To view the following pdf documents, an up-to-date version of adobe acrobat reader needs to be installed on your machine. To obtain a free download please visit [adobe's website](#).

Please note, the information supplied is correct at the time of publication, but may be subject to change or added to before the start of the new academic year. Therefore, please ensure that you regularly visit the [College website](#) to review the information posted for new students.

Document/Action:	Return To:	Queries? Please Contact:	Deadline:	Document(s) Returned and Date:
<p align="center">Early Arrival <i>(Permission is required to arrive in College before 1 October)</i></p>	Graduate Admissions Office by Email	graduate@dow.cam.ac.uk (01223) 334811	As soon as possible	<input type="checkbox"/>
<p>University Student Registration <i>(Do not register until you receive an email from the University to ask you to create an account and log in to Self Service)</i></p>	Complete online registration to check your personal information & obtain your Cambridge email address and passwords	Frequently Asked Questions , online contact form or it@dow.cam.ac.uk	As soon as you are emailed [usually in August or September]	<input type="checkbox"/>
<p>Financial Support Form <i>(If you have not already sent a copy of this form)</i></p>	Graduate Admissions Office by Email	graduate@dow.cam.ac.uk (01223) 334811	Mon 2 September	<input type="checkbox"/>
<p>Health Questionnaire <i>(You will be emailed a link to this questionnaire at the beginning of September if you have not previously been a member of Downing)</i></p>	Online submission	nurse@dow.cam.ac.uk (01223) 334817	Fri 20 September	<input type="checkbox"/>
<p>Matriculation Dinner Form</p>	Internal Events Manager - By Email	dining@dow.cam.ac.uk (01223) 746709	Tue 1 October	<input type="checkbox"/>
<p>MenACWY Vaccination</p>	Please check that you have had this vaccination	nurse@dow.cam.ac.uk (01223) 334817	By Tue 1 October (or arrival date if earlier)	<input type="checkbox"/> Tick when vaccinated
<p>MMR Vaccinations x2</p>	Please check that you have had this vaccination	nurse@dow.cam.ac.uk (01223) 334817	By Tue 1 October (or arrival date if earlier)	<input type="checkbox"/> Tick when vaccinated
<p>Graduate Tutor Appointment Book Online <i>(Online appointment sign-up facility - available from Tuesday 1 October)</i></p>	Sign-up for an appointment online	freshers@dow.cam.ac.uk (01223) 334811	Sun 6 October	<input type="checkbox"/>

Document/Action:	Return To:	Queries? Please Contact:	Deadline:	Document(s) Returned and Date:
<p>Director of Studies Appointment Book or View Online <i>(Online appointment facility - available from Tuesday 1 October)</i></p>	<p>Sign-up or view your appointment online [only applicable for certain subjects - BTH, LLM, MCL, MAST]</p>	<p>freshers@dow.cam.ac.uk (01223) 334811</p>	<p>Sun 6 October</p>	<p><input type="checkbox"/></p>
<p>New Student Registration Days at Lensfield Medical Practice <i>(Please complete this health questionnaire, NHS registration and sharing of information form if you are registering with this practice)</i></p>	<p>Please complete forms and take with you to the LRMP registration days</p>	<p>freshers@dow.cam.ac.uk (01223) 334811</p>	<p>Mon 7 October to Wed 9 October 9.00 am to 4.00 pm</p>	<p><input type="checkbox"/></p>
<p>Online Room Inventory <i>(Please only complete this if you are in Downing accommodation - available from Tuesday 1 October)</i></p>	<p>Complete online</p>	<p>db520@dow.cam.ac.uk (01223) 334863</p>	<p>Fri 11 October</p>	<p><input type="checkbox"/></p>
<p>College Policies and Terms & Conditions <i>(Online facility to agree and accept policies - available from Tuesday 1 October)</i></p>	<p>Agree and accept online</p>	<p>freshers@dow.cam.ac.uk (01223) 334811</p>	<p>Fri 11 October</p>	<p><input type="checkbox"/></p>
<p>GP Registration Form</p>	<p>Tutorial & Admissions Office - By Email</p>	<p>freshers@dow.cam.ac.uk (01223) 334811</p>	<p>Mon 14 October</p>	<p><input type="checkbox"/></p>
<p>Academic Gown</p>	<p>Order from Ryder & Amies</p>	<p>sales@ryderamies.co.uk (01223) 350371</p>	<p>Tue 15 October</p>	<p><input type="checkbox"/></p>
<p>College Bill Payment <i>(College bills will be emailed to your Cambridge email address)</i></p>	<p>Submit payment to the College Bursary</p>	<p>senior-accounts-clerk@dow.cam.ac.uk (01223) 334858</p>	<p>Wed 16 October (at the latest)</p>	<p><input type="checkbox"/></p>

Document/Action:	Return To:	Queries? Please Contact:	Deadline:	Document(s) Returned and Date:
Registration with a College Nurse Book Online <i>(Online appointment sign-up facility available from Tuesday 1 October)</i>	Sign-up for an appointment online	freshers@dow.cam.ac.uk (01223) 334811	Fri 18 October	<input type="checkbox"/>
Writing and Study Skills Seminars Book Online <i>(Online booking facility available from Monday 14 October)</i>	Book a place online	freshers@dow.cam.ac.uk (01223) 334811	Mon 4 November	<input type="checkbox"/>

Please note, the online booking facility is located on the [Downing College Tutorial Site for Students](#) on Moodle. Click on the following tiles on this site to view, sign-up or book a place online: 1. Directors of Studies and Tutor Meetings. 2. College Nurse Registration. 3. Seminars and Workshops. 4. College Policies and Terms & Conditions.