# Extenuating circumstances email template

If the extenuating circumstances you are reporting have been fully explained in the UCAS teacher reference, you do not need to contact us separately.

Please check our [guidance on declaring extenuating circumstances (www.undergraduate.study.cam.ac.uk/apply/how/disrupted-studies)](https://www.undergraduate.study.cam.ac.uk/apply/how/disrupted-studies) before you complete the template.

## Template to be completed by relevant professional

Name of candidate:

Click or tap here to enter text.

Candidate’s UCAS personal ID ([check the UCAS website for more information](https://www.ucas.com/ucas-terms-explained)):

Click or tap here to enter text.

Is the candidate aware of, and content with, this information being shared on their behalf?

We will be unable to consider the information provided unless you specifically confirm the applicant is content with you sharing this information with us. The applicant must be made aware that the information you provide will potentially be shared with relevant staff in the Colleges and the University.

Choose an item.

Course applied for:

Click or tap here to enter text.

Name of the person providing the information and their relationship to the candidate (eg doctor or social worker):

Click or tap here to enter text.

Your contact details:

Click or tap here to enter text.

The relevant extenuating circumstances and, if appropriate, any educational disruption these may have caused:

Click or tap here to enter text.