ESSENTIAL INFORMATION FOR CANDIDATES WITH INTERVIEWS DURING TERM TIME

Interviews at Queens’
All Cambridge Colleges have different ways of administering interviews, so don’t be alarmed if someone you know has applied for the same subject as you, but has been given different instructions by another College. Everyone coming to Queens’ will have either one, two or, in some cases, three interviews (usually with a Director of Studies and various Tutors or College Lecturers). The information you have been sent is correct for you and your subject at Queens’.

Accommodation and Catering – as this interview is taking place during term we are very sorry that we cannot provide any accommodation in College. If you wish to book accommodation in the City, details for the tourist office can be found on the above website. You are however, welcome to have lunch in the cafeteria and we will provide you with a meal voucher that can be used in the cafeteria (12.30 – 13:30 only) or in the Queens’ coffee shop (QBar) which is also the waiting room.

Preparation for interview
There is lots of information on our website http://www.queens.cam.ac.uk/admissions/undergraduates/the-interview and the University website http://www.study.cam.ac.uk/undergraduate/apply/interviews/ . Our best advice is to try and relax and enjoy the experience but do re-read your application, especially your personal statement so that it’s fresh in your mind before the interview.

Dress
Although students will probably choose to dress smartly, we certainly do not expect candidates to wear suits or suchlike especially for the interview.

Parking
The College cannot offer all day parking to interview candidates or their travelling companions. There are several on-road “Pay and Display” parking areas around the College and several “Park and Ride” systems around the City Centre. The nearest car park is Lion Yard in Corn Exchange Street (see City map). If you are delayed on your journey and you think you may be late for your interview, please come straight to College and ask the Porters if you are able to park temporarily.

Arrival at Queens’
You should aim to arrive at Queens’ no later than 20 minutes before your interview. Go straight to our Porters’ Lodge on Silver Street (you can find a map of the College on our website http://www.queens.cam.ac.uk/general-information/contact-travel-information ) where you will be registered and given instructions and a final itinerary for the day. Please read this itinerary as it will give you notice of any changes to your interview. We may have to change
the room or the time of your interview. You will also be given a map showing where the waiting room is and where your interview will be held. We recommend that you use the map to find the location of your interview room before going to the waiting room.

PLEASE NOTE: The use of mobile phones is STRICTLY PROHIBITED until after your last interview.

Before the Interview
You will be able to wait in Q Bar for as long as you wish during the day. It will not take longer than 5 minutes to get to your interview room, so 5 minutes before your interview time go along to your interview. In some areas places will be marked where you should wait – look for signs. Otherwise wait close to the interview room. There is no need to knock and the interviewers will call you in when they are ready for you.

After your interview
Once all your interviews and tests are completed you are free to leave College. You do not have to tell anyone you are leaving.

What happens next
Once all the interviews have taken place, we will make one of three decisions and you will receive one of the following three letters in early January:-

1. Offer – a conditional or unconditional offer depending upon status (pre or post final exams).
2. Pool – if we consider that you should go forward to the pool you may be asked to attend another interview in Cambridge in early January.
3. Unsuccessful.

For full details of all the above please see: http://www.study.cam.ac.uk/undergraduate/apply/ourdecision.html

What to do whilst at Queens’
You are welcome to look around the College grounds whilst you are here and the College maps will show you where the accommodation for students is located. There will also be some current Queens’ students acting as hosts so feel free to ask them about the College.

Visiting Parents/Guardians/Friends
If someone is bringing you to Queens’ for your interview they are welcome to make use of the facilities. The waiting room is the Queens’ JCR where a coffee bar with refreshments and some food will be open at various times during the interview period. You will be given a lunch voucher which you can use in the College Cafeteria or the Coffee Bar if you prefer. Your companions cannot use the lunch vouchers but they can eat in the Cafeteria if they pay cash. Your companions can also use the waiting room whilst you are having your interviews, but please note – we do not expect anyone to accompany you to your interview room.

Accident or illness
If you are suffering from any illness or injury which may affect your interview, please contact the Queens’ Admissions Office as soon as possible.

If you become ill or have an accident whilst you are at Queens’ please contact the Porters’ Lodge in the first instance or inform a member of the Admissions Office.
**Contacts**
If you are going to be delayed or have any problems or emergencies during the interviews here are some useful numbers:

**Admissions Office**  
01223 335540 or  
01223 335600

**Porters’ Lodge**  
01223 335511

**Before Interview:** If you are delayed or cannot get to your interview please ring the Admissions Office immediately. Our hours are 08:30 – 16:30.

If you cannot reach us on this number, please leave a message on our answer phone, or, if there is any emergency, contact the Porters’ Lodge.

**During Interview:** If your parent or guardian urgently needs to contact you whilst you are in Queens’ at interview, please give them the Admissions Office number.

**Other information**  
Queens’ wishes to make your experience of interview as pleasant as possible; do let us know if there are any special circumstances of which we ought to be aware.

Please note. While we endeavour to ensure your interview will take place exactly as arranged, there are occasions which may necessitate changes to those arrangements. For example: severe weather conditions or the incapacity of a non-replaceable academic interviewer. Should one of these very rare situations occur and interviews have to be re-scheduled, Queens’ College cannot be held responsible for any re-arrangements to travel plans for anyone other than the candidate themselves.

Finally – thank you for applying to Queens’ and good luck!