

What should a letter from a health professional giving medical evidence include?

Letters from Health Professionals should be on headed paper which includes their full address and role title. They should be dated, signed and scanned into an accessible PDF format. Letters should include:

- The date you were seen, with your full name, date of birth, and address
- A clear statement of the diagnosis
- The date when the condition was first diagnosed
- An indication that the condition is long term (e.g. does it fall under the definition of disability in the Equality Act (2010) – lasting more than 12 months)
- A clear statement indicating how the diagnosis impacts on your day-to-day activities with reference to study

If exam access arrangements are considered appropriate then the Health Professional should give clear indication of suggested arrangements. If they require advice on permitted guidance, then they may speak to the Exams Office on student.registry@admin.cam.ac.uk or on 01223 766302.

The letter should be written in English. If it is written in another language then it needs to be translated into English by a certified translation services.

What to do with the completed letter

Ask the Health Professional to give you the completed letter.

The Disability Resource Centre (DRC) needs medical evidence in order to put in place some Non-Medical Help (for instance Mentoring/Study Skills) and other support that is organised by the DRC. The evidence can also be uploaded into your online Student Information Form the first time you fill it this form. If you are submitting evidence after filling in the Student Information Form <https://www.disability.admin.cam.ac.uk/student-information-form>, please do so via the Contact Us form <https://www.disability.admin.cam.ac.uk/contact-us-0> or disability@admin.cam.ac.uk

You can then send the evidence in support of exam access arrangements or funding applications to the relevant party, such as your College Tutorial Office or Student Finance England.