

## Eligibility Statement

Our primary focus is on supporting current matriculated students, post-doctoral researchers and recent graduates of the university – in particular those who graduated within the last 12 months. If you meet these criteria, you are likely to be able to benefit from our full range of support which you can access through our Careers platform, Handshake.\*

Those who graduated from the university more than 12 months ago can also make use of the service via Handshake, though one-to-one appointments are limited to the vacation period. This is to ensure that we can offer sufficient support to current students at the busiest times of year. For term dates please visit <https://www.cam.ac.uk/about-the-university/term-dates-and-calendars>

If you work for, or are affiliated to the university, you may be able to access our resources, vacancies and some careers events on Handshake. To determine if you are eligible, and for what services, please see below.

We have an extensive range of publicly available resources on our website, and we welcome everyone to make use of these. If you are ineligible for our services or are a mid-career professional seeking one-to-one advice, we would recommend the Career Development Institute's Professional Register: <https://www.thecdi.net/Professional-Register->

Please note that certain events, appointments, resources and vacancies are only available to current students, or to specific groups, departments, faculties or levels of study. Access is at the discretion of the Careers Service or host organisation and access criteria may apply.

\*Students and graduates of the Master of Accounting, Master of Finance, MBA and Executive MBA courses are ineligible for appointments, as the Judge Business School careers service offers one-to-one careers advice to these groups.

Group	Access Level
Current Undergraduates	1
Postgraduate -Taught and Research, full-time or part-time (For exceptions, see note a.)	1
Temporarily discontinued students	1
Current Undergraduate and Masters students from another institution studying at Cambridge	1
Fixed term Postdocs, Junior Research Fellows, Research Associates and Research Fellows	1
Graduates/former students (Undergraduate or Postgraduate) <b>within</b> 12 months of course completion or otherwise leaving the university (For exceptions, see note a.)	1
Graduates/former students (Undergraduate or Postgraduate) <b>beyond</b> 12 months of course completion or otherwise leaving the university (For exceptions, see note a.)	2
Students and Graduates of the MBA, Executive MBA, Master of Accounting and Master of Finance (Judge Business School)	3
Graduates of another university who were at Cambridge on an exchange programme	3
Academic, Academic-Related, Assistant & Technical staff of the University (see note c.)	3
Students, graduates and staff of the Institute of Continuing Education, who are not studying towards the MSt (must register with an @cam or @cantab email address)	3
Holders of an undergraduate or Postgraduate diploma or certificate, or those studying towards one (must register with @cam or @cantab email address)	3
Cambridge University Press and Assessment staff (CUPA)	4
Graduates of other universities in the UK or abroad	4
Prospective students	4
Spouses, partners, family members of any of the above categories	4
Former Academic, Academic-Related, Assistant & Technical staff of the University	4
Former Fixed-term Postdocs, Junior Research Fellows, Research Associates and Research Fellows	4
Anyone else who is not within one of the above groups	4

**Key to Access Levels.**

1: Able to view vacancies & careers resources via Handshake. Eligible to attend Careers Service events & one-to-one appointments.

2: As above. Appointments bookable outside term time only.

3: Able to view vacancies and some resources & events.

4: Public content only (Web content, YouTube, Blog, Social Media).

**Access to vacancies, careers resources, events and appointments is via our careers portal, Handshake.**

**Notes**

- a. Judge Business School (JBS) Master of Accounting, Master of Finance, MBA and Executive MBA are Level 3. Other JBS students are Level 1
- b. Where more than one criterion apply, eligibility is based on the higher access level (e.g. a former Postdoctoral Researcher who was previously an undergrad at Cambridge is Level 1)
- c. Current staff who do not also meet Levels 1 or 2 must register on Handshake with an @cam.ac.uk address

**University of Cambridge Careers Service  
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