

INDIA SUMMER SCHOOL



29 May to 9 June 2017

King's INDIA Summer School Application Guidance Notes

REGISTERING

To apply for a Summer School programme at King's you will need to first register an account at <https://apply.kcl.ac.uk/>. Once registered you can then complete our online application form. If you are unable to access the online application form, please contact the **Summer Programmes office** for advice. Please ensure that you submit all relevant documentation with your online application where possible; please review the guidance notes for this information.

Tracking your application

Using 'King's Apply' you will be able to track the status of your application and view your offer details. You can also upload supporting documents such as English language test results. **If, at any stage of the application year, you need to contact us about your application, please do so via your 'King's Apply' page.**

The application process will take approximately **7 working days**, depending on the time of year. Please do ensure that your application form is as complete as possible to speed up the process.

Accommodation

All students who are enrolling on the **INDIA Summer School programme** and wish to book accommodation in their city of study should send an email to india-programmes@kcl.ac.uk for further information.

The Application

After the initial registration page you will be directed here:

CHOOSING A PROGRAMME

In this section you will be asked to search for the programme of study you wish to apply for. As well as these guidance notes, please refer to the HELP sections situated to the right of every 'King's Apply' screen.

*In **ADVANCED SEARCH** select the following:*

STEP 1: *Programme Type* select **Taught Programmes** from the drop down list

STEP 2: Select **'Keyword'** and type in: **SUMMER**

Please DO NOT use the 'Award type' and 'Study Mode' search options.

STEP 3: Click on **'Search'**. This will generate a number of programmes.

For the **INDIA Summer School** Programmes you will select one of the following depending on the dates you wish to attend:

- a. **Summer in Delhi (Resident in India) (29 May to 9 June 2017)**
- b. **Summer in Delhi (Not resident in India) (29 May to 9 June 2017)**

Select the relevant programme for you and click **'Apply'**.

N.B. Please select A if your permanent home is in India and you are studying at an Indian institution.


Please select B if you are studying at an institution outside of India (even if you are an Indian national).


GETTING STARTED


STEP 4: You will then be asked to select the study period.

Please select '**May 2017**'* and click on '**Save**'. **DO NOT TICK ANY OTHER BOX**

You are here: [Home page](#) > [Choose a Programme](#) > Getting Started

[Choose a Programme](#) 

Choose a Programme 

Getting Started 

You are about to start an application to the:

Summer in Delhi (India Summer School)

Are you applying via a King's Approved Agent, King's Partner or Study Abroad coordinator? Yes No

Please select a start date from the options below: *

Select	Start month	Start year	Deadline
<input type="radio"/>	May	2017	Deadline is 17 April. Late applications may be considered.

[Save](#)

PERSONAL DETAILS

STEP 5: Please enter your personal details and click on '**Save**'

CONTACT DETAILS

STEP 6: Please enter your contact details and click on '**Save**'

Permanent home address and email address

King's will use the postal address you enter under the section *permanent home address* for all correspondence (until you start your studies). If you do not wish to receive correspondence at this address, please enter alternative details under the section *correspondence address*. **PLEASE INCLUDE YOUR ZIP/POST CODE.**

The email address you use to register your application will automatically be used for any email communications King's has with you, therefore please ensure that it is an email address you check regularly and one that will not be deactivated i.e. a university email.

Choose a Programme ✓	Personal Details ✓
Personal Information ?	Contact Information ✓
Education ?	Visa ?
Supporting Statement ?	
Funding ?	
Check and Submit ?	

I will require a visa to enter and study at King's Yes No

If the answer is 'Yes' make sure you have selected your gender as 'Male' or 'Female' or we will not be able to apply for a visa for you. This is due to UKVI processes.

Please ensure you fill out your passport details below to allow us to process your visa.

Have you studied in the UK on a student visa previously? Yes No

Do you hold a valid passport? Yes No

Passport Number:*

Issue Date:*

Place of Issue (as shown on your passport):*

Expiry Date:*

[Save](#)

EQUAL OPPORTUNITIES

STEP 8: Please complete this section and **'Save'**

CRIMINAL CONVICTIONS

STEP 9: Please complete this section and **'Save'**

FEE STATUS

STEP 10: Please complete this section and **'Save'**

EDUCATION

STEP 11: Please complete the **'Qualification Details'** screen and upload your transcript and/or degree certificate.

IMPORTANT- You must upload an **official transcript** from your university showing your average marks for the current academic year so far (if you are currently at university) **or** a copy of your final degree certificate/ official transcript (if you are a graduate). **Please ensure that your transcript is in English.**

If you are not at university or it is proving difficult to obtain an academic transcript you should contact the Summer School office for further advice.

Choose a Programme ✓	Education/ Academic Qualifications ?
Personal Information ?	
Education ?	
Supporting Statement ?	
Funding ?	
Check and Submit ?	

Field of Study	Qualification	Date Attended	Institution Name	Grade

Qualification Details

Type of Institution:*

Name of Institution:*

City of institution:

Country of institution:*

Qualification:*

Title of Programme/Field of Study:*

Expected or obtained result:*

Date of Attendance: Start Date * End Date *

Attached transcripts or relevant documents:
(Maximum upload file size: 3MB)

Document Category (only required if adding an attachment):*

No file chosen

*Once you have selected the file you wish to attach you must click **UPLOAD**.

ENGLISH LANGUAGE

STEP 12:

English Language Proficiency:

All applicants whose first language is NOT English and who have not been taught in English must provide proof of their English Language proficiency. This should be a recognised English Language test certificate, details can be found here: <http://www.kcl.ac.uk/study/summer/summer-schools/undergraduate/entry-requirements.aspx>

IMPORTANT: If you need to upload your English language proficiency certificate, you must complete the English language section as follows:

- **Have you been taught and examined in English?** Select **'YES'**
- **Duration of period spend studying in English:** Select **'Part of my education to date'**. Then enter the dates.
- **Have you taken an English proficiency test?** Select **'YES'**. Now enter the name of the test. **You will now be able to upload your certificate.**

The screenshot shows a web form for 'English language' requirements. On the left is a navigation menu with 'Education' selected. The main form area contains the following fields:

- Have you been taught and examined in English?*** with radio buttons for 'Yes' (selected) and 'No'.
- Duration of period spent studying in English:*** with a dropdown menu set to 'Part of my education to date'.
- Most Recent Period** with 'From:*' and 'To:*' fields, each containing month (MMM) and year (YYYY) dropdowns.
- Have you taken an English proficiency test?*** with radio buttons for 'Yes' (selected) and 'No'.
- Name of Test:*** with a dropdown menu set to '-Select-'.
- Candidate number:*** with an empty text input field.
- Date taken:*** with an empty date picker field.
- Attached English language requirements documentation: (Maximum upload file size: 3MB)**
 - Document Category (only required if adding an attachment):*** with a dropdown menu set to '-Select-'.
 - A file upload area with a 'Choose file' button, the text 'No file chosen', and an 'Upload' button.

A 'Save' button is located at the bottom right of the form.

PERSONAL STATEMENT

STEP 13: Please write your Personal Statement explaining your motivation for applying to the summer school (maximum 4000 characters, or upload it if it is too long).

IMPORTANT: There are two pieces of information that we would like to see at the TOP of your Personal Statement:

1. Please put the module you wish to study at the TOP of your Personal Statement. You will find a list of available modules here: <http://www.kcl.ac.uk/study/summer/summer-schools/undergraduate/modules/index.aspx>
2. Please indicate if you have previously studied at a King's India summer school including the year of study.

Choose a Programme	✓
Personal Information	✓
Education	✓
Employment History	✓
Supporting Statement	!
Funding	!
Check and Submit	!

Personal Statement !

Please write personal statement (maximum 4000 characters) or upload it as a document using the upload function (if your statement is too long)

(0/4000 Please put the title of your chosen module at the TOP of your Personal Statement.)

Please use the document upload option below to attach required documentation:
(Maximum upload file size: 3MB)

Choose file No file chosen Upload

[Save](#)

FUNDING

STEP 14:

Please indicate who will be paying your fees and **'Save'**.

You may select any one option that is relevant to you, with the exception of options 4 and 5. (As a summer school student you are not eligible for funding from Awarding Bodies or the Kings College London Award.)

Choose a Programme	✓
Personal Information	✓
Education	✓
Employment History	✓
Supporting Statement	✓
Funding	✓
Check and Submit	!

Funding ✓

How are you planning to fund your tuition fees and living expenses for the duration of your study

- 1. Your own means
- 2. Your Family
- 3. Your Employer
- 4. A grant awarding body (e.g. UK Research Council, Ministry of Education, British Council award etc.)
- 5. I wish to be considered for a King's College London Award
- 6. Other

Attached document:

Choose file No file chosen Upload

[Save](#)

CHECK AND SUBMIT

STEP 15: Attachment Summary

Please check that you have attached the documents specified below. If you have not, your application will not be processed.

1. **Academic Transcript**
2. **English Language proficiency information and certificate (if required). If you do not have this at the time of application, this can be attached at a later date.**
3. **Personal Statement (please ensure your module choice has been included at the TOP of your statement)**
4. **Personal Statement – please indicate if you have previously studied on the India Summer School and include your year of study.**

Please tick the **'Declaration'** box to indicate that you agree with the King's 'Declaration' and then click on **'Proceed to Payment'** in order to pay your Application Fee.

Application Fee Confirmation

STEP 17:

Please follow the instructions on this screen carefully then **tick the box** at the bottom, indicating that you agree to the terms and conditions related to the payment of the Application Fee.

Click on **'Pay Now'**

STEP 18: You will then be redirected to a payment confirmation screen where you can enter your card details. ***(Only for applicants who are NOT resident in India)**

Payment Confirmation ×

Last Name: Elba
First Name: Tessie
Amount: £40.00
Payment Type: Application Fee
Transaction ID: ATF-048674

Payment Details *Secured By 256bit SSL Cert*

Card Number

Expiry (mm/yy) / **Security Code**

Cardholder Name

Pay now

Once your application has been submitted, you will receive a response from our Summer Programmes Admissions team within 7 working days, as long as you have submitted a completed application and we do not have to request any additional documents. Please check your 'King's Apply' page for notifications.

Contact Address

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