

Exchange Summer School 2024 Application Guidance Notes

Exchange registrations will be open from 1 April 2024

IMPORTANT

This guidance only applies to students that have been **nominated for an exchange place under a reciprocal exchange agreement with one of King's Partner Institutions.**

Before You Start an application

- ✓ Read the [Undergraduate Summer School information](#)
- ✓ Choose your course, the start date and duration (two or four weeks).
- ✓ Decide if you wish to book accommodation with your course. Payment for accommodation will need to be made separately.
- ✓ Check that you meet the programme Entry Requirements.
- ✓ Review the applicable [Terms and Conditions](#).

Applying via King's Apply Portal.

- 1) Register your details on the [King's Apply Portal](#).
- 2) In **ADVANCED SEARCH** select '**Keyword**' and type **Summer** into the box.

-Click on '**Search**'.

Choose one of the programmes listed below and '**Apply**'.

King's Undergraduate Summer Exchange 2 weeks Course Only
King's Undergraduate Summer Exchange (Residential) 2 weeks Residential
King's Undergraduate Summer Exchange DOUBLE 4 weeks Course Only
King's Undergraduate Summer Exchange DOUBLE (Residential) 4 weeks Residential

IMPORTANT Please only select the Residential programme if you are going to buy King's accommodation. See 'Paying for your accommodation' section below.

3) **Getting Started**

- Select '**NO**' in response to '*Are you applying via a King's Approved Agent, King's Partner or Study Abroad coordinator?*' and **SAVE**.
- Select your chosen start date and **SAVE**.

- 4) Enter your **personal and contact details** including your email address (not a generic email address) and **SAVE**.

Please use the same email address used to apply for the course. This email address will automatically be used for all email communications King's has with you. It must be an email that will not be de-activated (university email) and one that is checked regularly.

- 5) Under **Education** complete the **Qualification Details** section.
 - Institution type – 'University'.
 - Institution name – Enter name of their [institution](#).
 - City of institution – Enter [city name](#).

- Country of Institution – Enter **country**.
- Qualification - Select ‘Other’ from the drop down.
- Predicted or Obtained Results – Select ‘Pass’.
- Date of Attendance - Enter **approximate month and year**.
- Subjects studied – **Skip this section**.

IMPORTANT- If you have been taught in English - upload a copy of the transcript/degree certificate. **Please ensure that academic results are in English.**

- Select the file you wish to attach and click on **UPLOAD**.

6) English Language Proficiency

Applicants whose first language is NOT English (and have not been taught in English) must provide proof of their English Language proficiency. This should be a recognised English Language test certificate. See the **Entry Requirements** here: <https://www.kcl.ac.uk/summer/university-level/undergraduate-summer-school>

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 spent studying in English:** Select ‘**Part of my education to date.**’ Then enter the dates.
- **Have you taken an English proficiency test?** Select ‘**YES.**’ Enter the name of the test and **upload the certificate.**

7) Module Choice

Instead of a personal statement just include your module choice in the **Personal Statement** box.

Modules are available here: <https://www.kcl.ac.uk/summer/university-level/undergraduate-summer-school>

8) CHECK AND SUBMIT

Attachment Summary - Please check that you have attached the documents specified below:

- ✓ If you were taught in English, a copy of the transcript or degree certificate showing the language of instruction was English.
- ✓ If you were not taught in English, please attach evidence of English Language proficiency AND a copy of the transcript/degree certificate.

If this is not available at the time of the registration, this can be attached later.

- 9) Please tick the **Declaration** box to indicate that you agree with the King’s ‘Declaration’ and **SUBMIT**.

After submission, you will receive an acknowledgement within 10 days. Please check the ‘King’s Apply’ page for notifications and to respond to any requests for further information.

Paying for your accommodation

Applicants can pay for accommodation via the King’s Estore system.

- 1) Go to **Accommodation Payment for Summer School** programmes and select the residential option for your programme. start date and duration from the table.

- 2) Click on **Add to Basket**.
- 3) Go to Shopping Basket (at the top of the screen) and click on **Proceed to Checkout**.
- 4) Log in using the login details you used to register. If you are not registered, please do so before proceeding further.
- 5) Enter this password: **2024eStore**
- 6) Enter you 8-digit King's Apply student number
- 7) Pay for your accommodation.