

Research placement Application Guidance Notes

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All applicants to the Research placement programmes at King's College London should apply online following the guidance notes below:

Registering

To apply for an Research placement programme at King's you will first need to [register on our online application system](#) and then complete the online application form. Please ensure that you attach all relevant documentation to your online application. Guidance on required supporting materials can be found in this document.

Using the application portal ('King's Apply')

After submitting your application, the main way the Admissions Team at King's College London communicates with Study Abroad applicants is through the messaging function on the 'King's Apply' portal. Please ensure that you regularly log in to the portal and check for messages from the Admissions Team. Once your application has been submitted, the team will not communicate with you via email but through messages on the portal.

If you cannot provide all of the supporting documents required at the time of submitting your application, it is particularly important that you check the portal for messages from Admissions regularly. You will be able to send additional documentation to the admission team via the message function.

If you need to contact the Admissions Team about your submitted application, please log in to the portal and send the team a message via the 'View and send messages' section.

You will also be able to view the status of your application and, if successful, your offer details. The Admissions Team aims to process applications within four to six weeks, however this may vary depending on the time of year and they will prioritise students with nearer start dates.

Please ensure that your application form is complete with all supporting documents upon submission. Any incomplete applications will be delayed until relevant documents are received. The Admissions Team will contact you via the portal if any documents are missing, however it is your responsibility to ensure all documents are provided on time.

How to complete the application

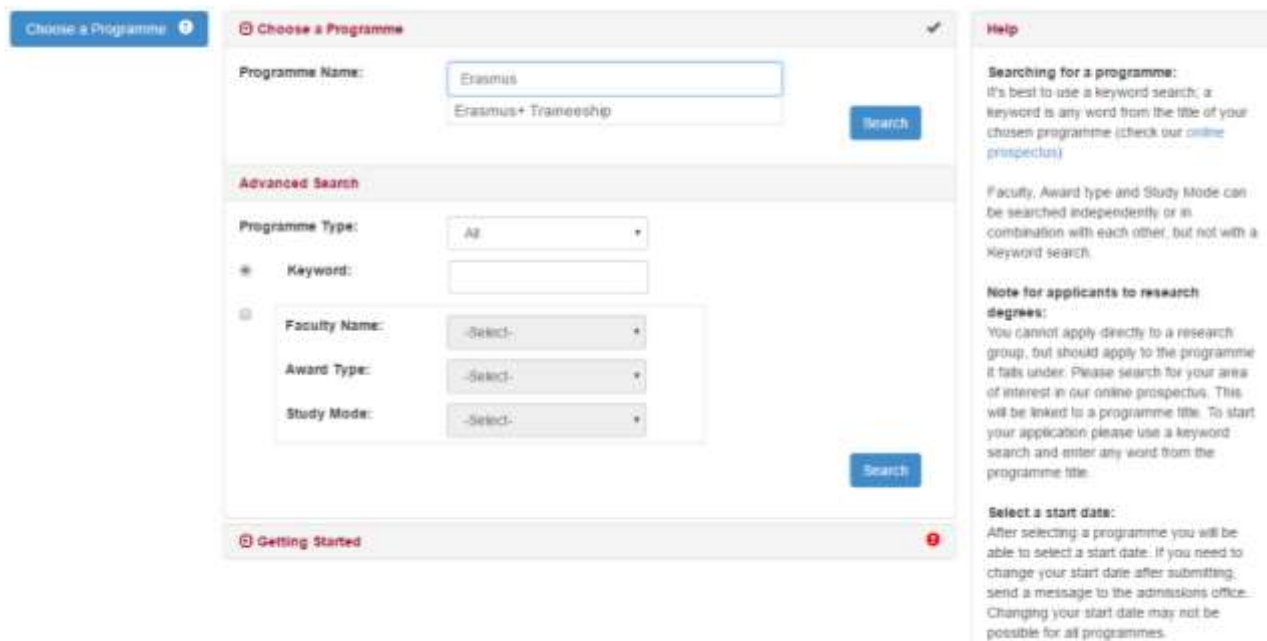
After the initial registration page you will be directed to the Homepage where you will need to select 'Create New Application' and follow the steps below:

1) Choose a Programme

In this section you will be asked to search for the programme of study you wish to apply for.

For **Erasmus+ Traineeships**, enter 'Erasmus' in the keyword and select *Erasmus+ Traineeship (Research Only)*

For **other research placements** (only if you have confirmed with the [Global Mobility Office](#) your home university is an eligible partner), enter 'exchange' in the keyword and select, as appropriate to your study level between *Study Abroad Exchange Research (Undergraduate)*, *Study Abroad Exchange Research (Master's)* or *Study Abroad Exchange: Postgraduate Research (Full-time)*



If you have recently graduated and will not be enrolled at a university during the placement, you must not apply through this portal. Please read here for the correct process: <https://www.kcl.ac.uk/abroad/study-in-london/erasmus-traineeship>

Getting Started

In this section you will be asked the following question:

‘Are you applying via a King's Approved Agent, King's Partner or Study Abroad coordinator?’

It is not necessary for applicants to input an agent code and you should be able to bypass this when completing the application form, by **answering ‘No’** to this question.

You will then be asked to select the start month; select the relevant month and click *save*.

Please note that enrolment can only be on the first Tuesday of each month, so you need to start your placement then (not on the 1st, unless a Tuesday).

NB: If you apply long in advance, please make sure you regularly keep in touch with your supervisor to make sure they are still able to host you, particularly before making any financial commitments such as booking flights or renting accommodation.

2) Personal Information

Personal Details

In this section, enter your personal details as requested and click ‘Save’.

NB: When inputting your name, please ensure it is stated as per your passport.

NB: Your nationality refers to the country for which you hold a passport.

If you have dual nationality, please only state this in the application form if you hold a valid passport for both countries. you should put first the passport you will be using to enter the UK.

The screenshot shows a web application interface for 'Personal Details'. On the left is a navigation menu with options: 'Choose a Programme' (checked), 'Personal Information' (selected), 'Education' (checked), 'Employment History' (checked), 'Supporting Statement' (red), 'Referencing SRE' (red), 'Funding' (red), and 'Check and Submit' (red). The main form area is titled 'Personal Details' and contains the following fields:

- Title: dropdown menu (value: -Select-)
- Gender: dropdown menu (value: -Select-)
- Forename(s): text input field
- Preferred First Name: text input field
- Surname/Last Name: text input field
- Previous Last name (if applicable): text input field
- Date of Birth: three dropdown menus for DD, MM, and YYYY
- Country of Birth: dropdown menu (value: England)
- Nationality: dropdown menu (value: British)
- Do you have dual nationality?: radio buttons for 'Yes' and 'No' (both unselected)
- In which country are you living right now (may differ from your country of permanent residence): dropdown menu (value: England)

At the bottom right of the form is a blue 'Save' button. Below the form are four expandable sections:

- Contact Information: red icon, red error message
- Equal Opportunities: green icon, green checkmark
- Criminal Convictions: green icon, green checkmark
- Fee Status: green icon, green checkmark

On the right side of the page is a 'Help' section with the following text:

- General information:** Hover over field names for additional help information.
- Personal details:** Answer all questions marked with a *
- Nationality:** Applicants who do not have (UK or EU) nationality will be asked additional questions about applying for a visa for study at King's. All applicants can add, amend or update this information after submitting their application.
- Contact information:** Email addresses cannot be amended here - click on 'Edit Account' to update.
- Equal Opportunities:** This information will not be used to assess your application. All applicants who are made an offer will receive information on how to contact our disabilities support team for an assessment of what support is required.
- Criminal convictions:** We do require you to tell us if you have a criminal conviction. If you do have a conviction to declare, please visit our webpage for further information - different programmes require different levels of disclosure and this could impact any offer we make you.
- Fee status:** Depending on your nationality, current location and permanent home address, we may ask you some additional questions. This will help us assess your status.

Contact Information

In this section, you will be asked to enter the details of your permanent home address and your correspondence address if this is different.

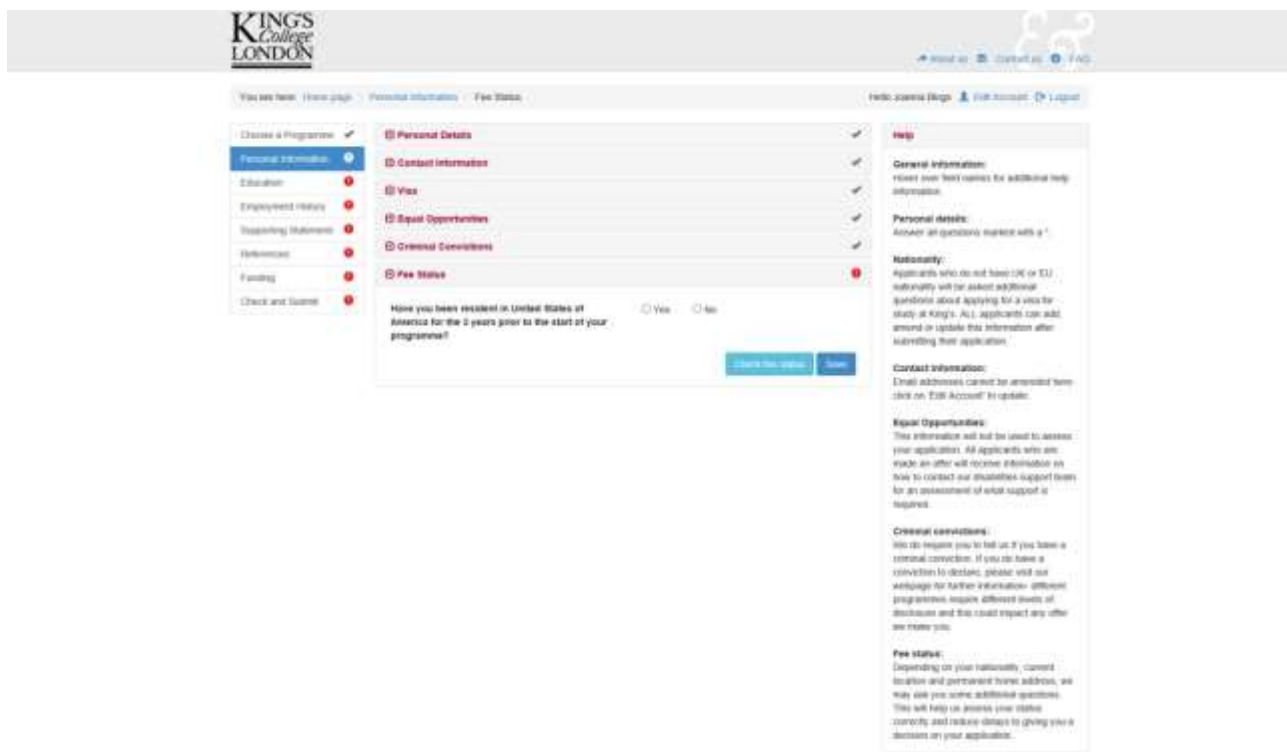
The email address you use to register your application will automatically be used for any email communications King's has with you prior to your arrival, therefore please ensure you provide an email address that will not be deactivated i.e. a university email.

The screenshot shows the 'Contact Information' section of an application form. On the left is a navigation menu with options: 'Choose a Programme' (checked), 'Personal Information' (selected), 'Education' (checked), 'Employment History' (checked), 'Supporting Statement' (with a red error icon), 'References SAC' (with a red error icon), 'Funding' (with a red error icon), and 'Check and Submit' (with a red error icon). The main form area is titled 'Personal Details' and contains the following fields: 'Permanent Home Address' (with sub-fields for 'Address Line 1:', 'Town/City:', 'County/ State/ Region/ZipCode:', and 'Country:'), 'Post Code:', 'Phone Number:', and 'Alternative Phone Number:'. Below these is an 'Email:' field and a question: 'Is your correspondence address the same as your home address?' with radio buttons for 'yes' and 'no'. A 'Save' button is at the bottom right. Below the main form are sections for 'Equal Opportunities', 'Criminal Convictions', and 'Fee Status', each with a checkmark icon. On the right is a 'Help' sidebar with sections: 'General information', 'Personal details', 'Nationality', 'Contact information', 'Equal Opportunities', and 'Criminal convictions'.

Equal Opportunities and Fee Status

Please complete sections as required and click *save* at the end (Equal Opportunities is for statistical purposes only and will not affect your application)

The screenshot shows the 'Equal Opportunities' section of the application form. The navigation menu on the left is the same as in the previous screenshot. The main form area is titled 'Personal Details' and contains the following fields: 'Ethnic Origin - Please select the option which most closely describes you' (with a dropdown menu) and 'Disabilities - Do you have a disability you wish to declare?' (with a dropdown menu). A 'Save' button is at the bottom right. Below the main form are sections for 'Criminal Convictions' and 'Fee Status', each with a checkmark icon. The 'Help' sidebar on the right is also present.



NB: 'Fee status' does not apply to Study Abroad applicants in the same way as fee status for applicants of full degree programmes. As a Research placement student you won't need to pay any fees.

3) Education

Education/ Academic Qualifications

In this section you need to tell us about your current programme of study at your home university.

NB:

- Study Abroad students do not need to input High School Level qualifications as this information is not required. Instead, please select 'University' in the drop down box and input information related to your current degree or first degree and then click **save**.
- 'Qualification' refers to the type of degree you are studying. E.g. Bachelor of Arts/BA, Bachelor of Science/BSc, Masters/MA etc.
- 'Title of Programme/Field of Study' refers to the subject of your degree. E.g. English Literature, Economics etc.
- 'Final Grade/Result/Class expected or obtained' refers to your current average/Grade Point Average (GPA).
- 'Date of Attendance': Start date should be the date your course started at your home university. End date should be when you have completed your degree at your home university.

If you have previously studied in the UK, please ensure that you enter details of any programmes completed that required you to have a student visa (including any professional training courses you have undertaken). If the programme didn't have an award, please type 'no award' in the Final Grade section. If you didn't complete the programme, please type 'incomplete'.

You are here: [Home page](#) > [Education](#) > [Education/ Academic Qualifications](#) Hello, James Dugg [Logout](#)

- [Choose a Programme](#) ✓
- [Personal Information](#) ✓
- [Education](#) 0
- [Employment History](#) ✓
- [Supporting Statement](#) 0
- [References](#) 0
- [Funding](#) 0
- [Check and Submit](#) 0

Education/ Academic Qualifications

Field of Study	Qualification	Date Attended	Institution Name	Grade
Qualification Details				
Type of Institution*	<input type="text" value="(select)"/>			
Name of institution*	<input type="text"/>			
City of institution	<input type="text"/>			
Country of institution**	<input type="text" value="United States of America"/>			
Qualification*	<input type="text"/>			
Title of Programme/Field of Study*	<input type="text"/>			
Final Grade/Result/Class expected or obtained*	<input type="text"/>			
Date of Attendance:	Start Date*	Month <input type="text" value="MM"/>	Year <input type="text" value="YYYY"/>	
	End Date*	Month <input type="text" value="MM"/>	Year <input type="text" value="YYYY"/>	
Attached transcripts or relevant documents: (Maximum upload file size: 2MB)				
Document Category (only required if adding an attachment): <input type="text" value="Search"/>				
<input type="button" value="Browse"/> <input type="button" value="Upload"/>				
<input type="button" value="View Qualifications"/> <input type="button" value="Cancel"/> <input type="button" value="Save"/>				

Help

Education:
We need information about your prior studies for every application.

- Type of Institution (dropdown) - select your most recent place of study - if you have previously started a university programme, it is important that you include this information here
- Upload official transcripts for any university study (transcripts are OK if study is incomplete)
- If you are studying or have completed study at a high school, list your programmes of study and predicted final grades
- If you wish to enter another qualification, click 'Save qualification' and the table will clear
- When you've finished, click 'Save' to save your file

Please include any previous study in the UK as this is needed when applying to the UKVI for a visa

Make a mistake?
Entries can be added or deleted - click at the entry in the table and the table will pop up. Make changes and click 'Save qualification' or 'Delete' if you wish to remove it. Once an application has been submitted, changes will not be permitted

If you submit further applications, you will not be asked to re-enter this information

Uploading Documents
There is a 2MB limit to the size of documents you can upload. You may find that saving the document in a different format (e.g. pdf) reduces the size

English language:
If you have taken a recognised English language test, please upload a relevant test document. Information on our requirements

Professional/other relevant qualifications

Please check 'No' or 'Yes' as required; if 'Yes', complete fields as requested.

- [Choose a Programme](#) ✓
- [Personal Information](#) 0
- [Education](#) 0
- [Employment History](#) ✓
- [Supporting Statement](#) 0
- [References SAE](#) 0
- [Funding](#) 0
- [Check and Submit](#) 0

Education/ Academic Qualifications ✓

Professional/other relevant qualifications ✓

Do you have relevant professional qualifications you would like to add? Yes No

English language ✓

Help

Education:
We need information about your current AND prior studies for every application.

Prior Study
It is important that you provide us with the details of your highest completed qualification(s) to date. For undergraduate applicants this will be the qualification that you graduated from high school with (e.g. AP's, SATs, International Baccalaureate, French Baccalaureate, Abitur etc.) For postgraduate applicants this will be the qualification you completed prior to commencing postgraduate study (e.g. undergraduate degree)

- Select Type of Institution (e.g. high school) from the drop down menu and complete the fields below as appropriate
- In the 'Qualification' and 'Expected or obtained result' fields we have given you some options to choose from and the drop down menu with these options will appear when you click in the field. If yours is not listed, you can type

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English language

Please complete the fields as required.

The screenshot shows the 'English language' section of the Kings College London application form. The left sidebar contains a navigation menu with 'Education' selected. The main content area has three sections: 'Education/Academic Qualifications', 'Professional/other relevant qualifications', and 'English language'. The 'English language' section contains two questions: 'Have you been taught and examined in English?' and 'Have you taken an English proficiency test?'. Both questions have radio buttons for 'Yes' and 'No'. A 'Save' button is located at the bottom right of the form. A 'Help' sidebar on the right provides instructions for the 'Education' section, including details on how to enter institution types, upload transcripts, and provide information for previous study in the UK.

IMPORTANT: English language proficiency tests are only valid if they have been taken **within two years of the start date your Research placement dates**

If you are applying from a non-native English-speaking country and have not completed an English language proficiency test, you can still submit your application and the Admissions Team will contact you if further evidence of your English language proficiency is required.

If you have completed an English language proficiency test, please complete the relevant fields and upload your certificate.

This screenshot is similar to the one above but includes a 'Help' sidebar on the right. The 'English language' section is the same. The 'Help' sidebar contains the following text: 'Education: We need information about your current AND prior studies for every application.' 'Prior Study: It is important that you provide us with the details of your highest completed qualification(s) to date. For undergraduate applicants this will be the qualification that you graduated from high school with (e.g. APs, SATs, International Baccalaureate, French Baccalaureate, Abitur etc.) For postgraduate applicants this will be the qualification you completed prior to commencing postgraduate study (e.g. undergraduate degree):' A bulleted list follows: '• Select Type of Institution (e.g. High school) from the drop down menu and complete the fields below as appropriate' and '• In the 'Qualification' and 'Expected or obtained result' fields we have given you some options to choose from and the drop down menu with these options will appear when you click in the field. If yours is not listed, you can in type your own qualification or result.'

4) Employment

History Employment Details

If you want to provide us with details of relevant work experience, please do so here. This is not necessary.

The screenshot shows the 'Employment Details' section of an application form. On the left is a navigation menu with options: 'Choose a Programme' (checked), 'Personal Information' (with a red error icon), 'Education' (checked), 'Employment History' (checked and highlighted in blue), 'Supporting Statement' (with a red error icon), 'References SAE' (with a red error icon), 'Funding' (with a red error icon), and 'Check and Submit' (with a red error icon). The main form area is titled 'Employment Details' and contains the question 'Do you have relevant work experience you would like to add?' with radio buttons for 'Yes' and 'No', and a 'Save' button. To the right is a 'Help' section with text explaining that some programmes require employment history and providing instructions on how to add information and upload documents.

Supporting Statement (Research Proposal)

In this section, please tell us the **exact** start and end date of your placement at King's, as agreed to by your supervisor. Please also tell us your King's supervisor's full name and contact details. Under 'Research Proposal' please upload your completed Erasmus+ Learning Agreement for Traineeships.

NB: If you are applying for an Erasmus+ Traineeship, your application cannot be processed until we receive your Erasmus+ Learning Agreement for Traineeships, fully completed and signed by yourself, your home university and your supervisor at King's.

If you are applying through an exchange, we will need to see a document (it could be your transcript or another document) that clearly shows you will be a current student at your home university during your placement.

The screenshot shows the 'Research proposal' section of an application form. On the left is a navigation menu with options: 'Choose a Programme' (checked), 'Personal Information' (checked), 'Education' (with a red error icon), 'Employment History' (checked), 'Supporting Statement' (with a red error icon and highlighted in blue), 'Funding' (with a red error icon), and 'Check and Submit' (with a red error icon). The main form area is titled 'Research proposal' and contains a 'Project Title/ Reference:' field, two 'No' buttons for the statements 'I have discussed my proposed research topic with a member of King's academic staff' and 'I have identified the King's supervisor I would like to study under', and a 'Brief synopsis of your research proposal' text area (0/4000 characters). Below is a 'File Upload' section with a 'Document Category' dropdown, an 'Upload a File' button, and an 'Attached proposal and supporting information:' section (Maximum upload file size: 30MB). A 'Save & Next' button is at the bottom right. To the right is a 'Help' section with a 'Personal statement:' section asking for answers to four questions, each with a 200-word limit.

5) Funding

Please select Self for both.

There is no tuition fee for Erasmus.

You can apply for [King's Residences](#) only if your placement period match that of the study programs, as contract lengths are fixed.

So only for September to December, January to June or September to January.

Accommodation even for those periods is not guaranteed.

6) Check and Submit

Attachment Summary

Please check that you have attached the documents specified below to avoid delays in your application being processed.

1. Erasmus+ Learning Agreement for Traineeships
2. Exact start and end date of the placement
3. Details of your King's supervisor, including contact details

Declaration

Please tick the box to indicate that you agree with the King's 'Declaration' and then 'Submit' your application.

The Admissions Team aims to process applications within four to six weeks*, as long as you have submitted a complete application and we do not have to request any additional documents.

*May vary depending on time of year.

The screenshot shows the 'Check and Submit' page of the King's College London application portal. The page is titled 'Check and Submit' and features a navigation menu on the left with options like 'Check and Submit', 'Personal Information', 'Education', 'Employment History', 'Supporting Documents', 'References', and 'Funding'. The main content area is titled 'Attachment Summary' and contains a table with columns for 'Page', 'Document', 'Category', and 'Uploaded Date'. Below the table, there is a 'Declaration' section with a checkbox for 'I understand and agree with the above'. The right sidebar contains a 'Help' section with 'Check and Submit' and 'Can't Submit?' instructions. The footer of the page includes the copyright notice: '© 2014 King's College London. All rights reserved. King's College London. All rights reserved. Tel: +44 (0)20 7546 2000'.