

Study Abroad Application Guidance Notes

Contents

Registering	1
Using the application portal ('King's Apply')	1
How to complete the application	2
1) Choose a Programme	2
Getting Started	3
English Language Requirement	4
2) Personal Information Personal Details.....	4
Contact Information.....	5
Visa.....	6
Equal Opportunities and Fee Status.....	7
3) Education.....	8
Professional/other relevant qualifications	10
English language	11
4) Employment History Employment Details.....	12
Supporting Statement (Personal Statement): Health and Society applicants only	12
5) References Referee details.....	13
Second Reference:	13
6) Funding.....	14
7) Check and Submit Attachment Summary.....	14
Declaration	15

All applicants to the Study Abroad or Erasmus+ Traineeship programmes at King's College London should apply online following the guidance notes below:

Registering

To apply for a Study Abroad or Erasmus+ Traineeship 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 on our website](#)

If, *before* submitting your application, you need to contact the Admissions Team, please do so via the following email address: studyabroad@kcl.ac.uk.

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 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 Admissions 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 in four to six weeks, however this may vary depending on the time of year.

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.

Enter 'Study Abroad' in to the 'Programme Name' field and select your specific programme from the dropdown list that appears.

Full year applicants should select the programme title that includes '1 year', and students applying for semester should select the programme title that includes 'Semester'

The screenshot shows the 'Choose a Programme' search interface. At the top, there is a navigation bar with the Kings College London logo and links for 'Homepage', 'New Application', 'About Us', and 'Help'. The main search area is titled 'Choose a Programme' and contains a search bar with the text '-study-' and a 'Search' button. Below the search bar, a dropdown menu displays several search results: 'Study Abroad (Fee Paying): Master's - 1 year (Full-time)', 'Study Abroad (Fee Paying): Master's - Semester Only (Full-time)', 'Study Abroad (Fee Paying): Undergraduate - Semester Only (Full-time)', and 'Study Abroad (Fee Paying): Undergraduate - 1 year (Full-time)'. To the left of the search bar, there are sections for 'Advanced Search' and 'Programme Type'. The 'Advanced Search' section includes a 'Keyword' field and a 'Criteria' section with dropdown menus for 'Faculty Name', 'Award Type', and 'Study Mode'. A 'Search' button is located at the bottom right of the criteria section. On the right side of the page, there is a 'Help' section with a 'Searching' tip and a 'Note for applicants'.

Study Abroad (Fee Paying): Undergraduate

For students currently enrolled on an undergraduate degree programme outside of the UK, wishing to apply as an independent student for a Study Abroad period at King's. This is a fee-paying programme.

Study Abroad: Health and Society

As above, but with a compulsory element: 'Health and Society' module incorporated into the programme of study (fee-paying and autumn or spring semester only).

Study Abroad (Fee Paying): Master's

For students currently enrolled on a master's degree programme outside of the UK, wishing to apply as an independent student for a Study Abroad period at King's. This is a fee-paying programme.

Study Abroad Exchange (Undergraduate, Master's and Postgraduate Research)

For students of all levels (undergraduate/master's/postgraduate research) who are currently enrolled on a degree programme outside the UK with one of King's partner institutions. Students applying for this programme must be nominated by their home institution to come to King's as part of a mutual exchange agreement (this includes Erasmus exchange). This programme is fee neutral.

Erasmus+ Traineeship (Research Only)

For students currently enrolled on an undergraduate, master's or postgraduate research degree programme within the EU (not the UK), wishing to come to King's to work on some research with a member of academic staff (supervisor must have been identified before you can apply). This programme caters for Erasmus+ Placement students. Further information can be found here: <https://www.kcl.ac.uk/abroad/study-in-london/erasmus-traineeship>. This programme is fee neutral.

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.

The agent code is only for institutions who have specifically requested to be set up as an agent, so that they can manage their students' applications. If this is relevant to you, you will need to answer 'Yes' to this question and input your 'Agent Code' into the relevant field.

If you enter an Agent Code there will be a second question - 'Mail correspondence should be sent to – Agent or Applicant'. If you will be replying to messages yourself, please select 'Applicant'. If you are managing the full application process on behalf of a student, including responding to messages, please select 'Agent'.

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

NB: For Study Abroad programmes, as a way to manage the large number of applications we receive, we prioritise applications for the soonest start date. For instance, when we are open for applications to programmes starting in September you will not be able to apply for January entry. For Erasmus+ Traineeship you will still be able to apply for start dates further in advance, however those starting soonest will be given

priority.

English Language Requirement

Choose a Programme ✓

Getting Started ✓

You are about to start an application to the:

Study Abroad Exchange: Undergraduate - Semester Only(Full-time)

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

Please select a start date / week commencing date from the options below: *

Start Date / Week Commencing Date

15 January 2021

Deadline for OVERSEAS

31 October 2020

Deadline for HOME/EU/HOME ISLANDS

31 October 2020

Additional Notes

Spring 2021

Selected

English Language Requirement
This programme has a English language requirement. Full information about the tests we accept for entry to postgraduate programmes can be found [here](#). Follow the links on the page for information about the specific English language requirements for English Language Centre programmes.

Based on the IELTS test scoring system, this programme requires that successful candidates achieve the following level of English before enrolling. Successful applicants' offer letters will include information about when they must have achieved this standard.

- Overall: 7
- Listening: 6.5
- Speaking: 6.5
- Reading: 6.5
- Writing: 6.5 -

Save & Next ➔

If you have not completed an [approved English language test](#), such as an IELTS, please move forward with your application and if the Admissions Office requires any further evidence of English language proficiency they will contact you.

2) Personal Information

Personal Details

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

NB: When inputting your name, please include all names stated on your passport. It is important that we have your full name, as stated on your passport, before an offer can be made. This is to ensure your details are correct on any correspondence issued by King's to support your visa application. If it appears, we do not have your full name this may delay a decision on your application.

NB: Please take care to ensure that your date of birth is stated in UK format on the application form (Date/Month/Year)

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. Those who require a visa to study in the UK and have dual nationality should state the nationality they intend to travel on and apply for their visa with first.

If your second nationality is UK or EU and you do not require a visa to study at King's, because you will be entering the UK on this passport, please send the Admissions Team a message confirming this through the portal.

Personal Details ✓

Title:* Miss

Forename(s):* Joanna

Preferred First Name:

Surname/Last Name:* Blogs

Previous Last name (if applicable):

Gender:* Female

Date of Birth:* 1 Jan 1995

Country of Birth:* United States of America

Nationality:* United States citizen

Do you have dual nationality? No

In which country are you living right now (may differ from your country of permanent residence):* United States of America

Save & Next ▶

Navigation: Choose a Programme ✓, Personal Information 1, Education 1, Employment History ✓, References SAE 1, Funding 1, Check and Submit 1

Help 1

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

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.

Contact Information 1

Permanent Home Address

Country:* -Select-

Address Line 1:*

Town/City:*

County/ State/ Region/ZipCode:

Phone Number*

Alternative Phone Number

Is your correspondence address the same as your home address? Yes

Save & Next ▶

Navigation: Choose a Programme ✓, Personal Information 1, Education 1, Employment History ✓, References SAE 1, Funding 1, Check and Submit 1

Help 1

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.

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Visa

A visa section in the application form will only appear if you enter a nationality that is non-EU (subject to change depending on post-Brexit rules). If your nationality is non-EU, it is likely that you will need a visa (Short-term study visa or Tier 4 visa).

The visa section of the form allows you to confirm whether you will require a visa to enter and study at King's.

The screenshot shows the King's College London application form. The top navigation bar includes links for Home page, New Application, About Us, Contact Us, FAQ, and Joanna Blogs. The main content area is divided into several sections: Personal Details (checked), Contact Information (checked), Visa (with a red error icon), Equal Opportunities (checked), and Fee Status (with a red error icon). The Visa section contains the question: "I will require a visa to enter and study at King's" with a "No" button selected. Below this, there is a note: "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." and a reminder: "Please ensure you fill out your passport details below to allow us to process your visa." A "Save & Next" button is visible. The right sidebar shows a progress indicator for "Choose a Programme" (checked), "Personal Information" (with a red error icon), "Education" (with a red error icon), "Employment History" (checked), "References SAE" (with a red error icon), "Funding" (with a red error icon), and "Check and Submit" (with a red error icon). Below the progress indicator is a "Help" section with the following content:

- 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.

If you do require a visa to enter and study at King's you will need to answer 'yes' to this question and complete as required. Please see below screenshot for reference.

The screenshot shows the King's College London application form. The top navigation bar includes links for Home page, New Application, About Us, Contact Us, FAQ, and Joanna Blogs. The main content area is divided into several sections: Personal Details (checked), Contact Information (checked), Visa (with a red error icon), Equal Opportunities (checked), and Fee Status (with a red error icon). The Visa section contains the question: "I will require a visa to enter and study at King's" with a "Yes" button selected. Below this, there is a note: "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." and a reminder: "Please ensure you fill out your passport details below to allow us to process your visa." There are three additional questions with "No" buttons selected: "Have you previously studied in the UK on a tier 4 student visa, or a student visa under the old rules (prior to tier 4)?", "Do you hold a valid passport?", and "The next question relates to where you will make your visa application. Do you intend to apply for your Tier 4 visa from inside the UK?". A "Save & Next" button is visible. The right sidebar shows a progress indicator for "Choose a Programme" (checked), "Personal Information" (with a red error icon), "Education" (with a red error icon), "Employment History" (checked), "References SAE" (with a red error icon), "Funding" (with a red error icon), and "Check and Submit" (with a red error icon). Below the progress indicator is a "Help" section with the following content:

- 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.

Equal Opportunities and Fee Status

Please complete sections as required and click *save* at the end.

Personal Details ✓
Contact Information ✓
Visa ✓
Equal Opportunities ✓

Ethnic Origin - Please select the option which most closely describes you: Asian - Indian ✓
Disabilities - Do you have a disability you wish to declare? No known disability ✓

Save & Next →

Fee Status ✗

Choose a Programme ✓
Personal Information ⓘ
Education ✗
Employment History ✓
References SAE ✗
Funding ✗
Check and Submit ✗

Help ⓘ

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.

Personal Details ✓
Contact Information ✓
Visa ✓
Equal Opportunities ✓
Fee Status ✗

Have you been resident in United States of America for the 3 years prior to the start of your programme? No

Check Fee Status Save & Next →

Choose a Programme ✓
Personal Information ⓘ
Education ✗
Employment History ✓
References SAE ✗
Funding ✗
Check and Submit ✗

Help ⓘ

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.

NB: 'Fee status' does not apply to Study Abroad applicants in the same way as fee status for applicants of full degree programmes. If you are a fee-paying Study Abroad applicant and not applying as part of an exchange agreement, then you will incur [Study Abroad-specific fees](#).

3) Education

Education/ Academic Qualifications

In this section you need to tell us about your highest completed qualification (any studies undertaken prior to commencing your degree programme).

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).

On the application form please provide the following details:

- 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 in type your own qualification or result
- Once you have inputted all of the required information, you will then need to click 'Save Qualification' and the table will clear, which will allow you to enter another qualification

After you have inputted the details of your highest completed qualification(s), you will need to tell us about your current programme of study at your home institution.

On the application form please provide the following details:

- Select Type of Institution (e.g. University) from the drop-down menu and complete the fields below as appropriate
- Please note for the Name of Institution field you will need to start typing the name of your home institution and wait to see if it is available on the institution list that appears. Please be patient as there may be a slight delay between the text being inputted and the list of institutions appearing. You may need to try a few different searches to find your home institution. Please take care in selecting the correct institution from the list. If your home institution is not available on our list, please input the full name of your home institution
- 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
- Upload official transcripts for any university study (interim transcripts are OK if study is incomplete)
- If you want to enter another qualification, click 'Save Qualification' and the table will clear, which will allow you to enter another qualification
- When you have finished click 'Save' to store your data

NB:

- 'Qualification' refers to the type of study you have or are undertaking. E.g. APs, SATs, International Baccalaureate, French Baccalaureate, 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.
- 'Expected or obtained result' refers to a) prior study – your final grade for any study undertaken prior to your degree programme, and b) current study – your average/Grade Point Average (GPA) for your current degree programme
- 'Date of Attendance': Start date should be the date your course started at a) prior study – your high school (or university if you are a postgraduate applicant), and b) current study – at your home

university. End date should be when you a) prior study – have completed your high school qualification(s) (or university qualification if you are a postgraduate applicant), and b) current study – will complete your degree at your home university *after* your study abroad period at King’s

- For your current study please attach a transcript indicating your current GPA as this will be needed for assessment; this is mandatory for assessment

All transcripts must be submitted in *English and must include:

- Name of your home university
- Name of your programme of study, course or major
- Grade Point Average (GPA) or equivalent

*Please note we will only accept transcripts in English. If your original transcript is not in English, you must provide an official translation.

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'.

The screenshot displays the 'Education/ Academic Qualifications' section of the Kings London application portal. The form is divided into several sections:

- Qualification Details:** Includes fields for 'Type of Institution', 'Name of Institution', 'City of institution', 'Country of institution', 'Qualification', 'Title of Programme/Field of Study', and 'Expected or obtained result'.
- Date of Attendance:** Features 'Start Date' and 'End Date' fields, each with 'MM' and 'YYYY' dropdown menus.
- File Upload:** Contains a 'Document Category' dropdown menu and an 'Upload a File' button. Below this, it states 'Attached transcripts or relevant documents: (Maximum upload file size: 3MB)'.
- Navigation:** At the bottom of the form are buttons for 'Discard Changes', 'Remove', 'Save & Add New', and 'Save & Next'.
- Progress Bar:** On the right, a vertical progress bar shows the status of various sections: 'Choose a Programme' (green check), 'Personal Information' (green check), 'Education' (blue highlight), 'Employment History' (green check), 'References SAE' (red exclamation mark), 'Funding' (red exclamation mark), and 'Check and Submit' (red exclamation mark).
- Help Section:** A 'Help' section provides instructions for entering education details, including a note that 'We need information about your current AND prior studies for every application.' and a 'Prior Study' section explaining the importance of providing details of the highest completed qualifications.

Professional/other relevant qualifications

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

[Homepage](#)
[New Application](#)
[About Us](#)
[Contact Us](#)
[FAQ](#)
[Joanna Blogs](#)

Education/ Academic Qualifications ✓

Professional/other relevant qualifications ✓

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

Save & Next

English language ✗

Choose a Programme ✓

Personal Information ✓

Education 1

Employment History ✓

References SAE ✗

Funding ✗

Check and Submit ✗

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 qualifications(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).

- 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 in type your own qualification or result
- Once you have inputted all of the required information, you will then need to click 'Save Qualification' and the table will clear, which will allow you to enter another qualification

Current Study
After you have inputted the details of your completed qualification(s), you need to

Education 1

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

Save

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 (interim 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 store your data.

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

Made a mistake?
Entries can be edited or deleted - click on the entry in the table and the table will populate. 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 3MB limit to the size of documents you can upload. You may find that saving the document in a different format e.g. JPEG reduces the size.

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

English language

Please complete the fields as required.

The screenshot shows the Kings London application form. The 'English language' section is highlighted in red, indicating it is incomplete. The form asks 'Have you been taught and examined in English?' and 'Have you taken an English proficiency test?'. The 'Education' section is also highlighted in blue, indicating it is the current section. A 'Help' section provides instructions on how to complete the Education section.

IMPORTANT: English language proficiency tests are only valid if they have been taken **within two years of the start date of the study abroad programme you are applying to**

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.

Guidance on acceptable English language tests is available on [our website](#). All Study Abroad students need to meet the requirements of Band B. Some international English language qualifications may be considered, however, if you require a Tier 4 visa to study in the UK you may have to complete an additional English language test to comply with UKVI English proficiency regulations.

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

The screenshot shows the Kings London application form. The 'English language' section is highlighted in red, indicating it is incomplete. The form asks 'Have you been taught and examined in English?' and 'Have you taken an English proficiency test?'. The 'Education' section is also highlighted in blue, indicating it is the current section. A 'Help' section provides instructions on how to complete the Education section.

4) Employment

History Employment Details

If you want to provide us with details of relevant work experience, please do so here.

The screenshot shows the 'Employment Details' section of an application form. On the left, there is a question: 'Do you have relevant work experience you would like to add?' with a 'No' button and a 'Save & Next' button. On the right, a progress bar shows the following steps: 'Choose a Programme' (checked), 'Personal Information' (checked), 'Education' (checked), 'Employment History' (checked), 'References SAE' (with a red error icon), 'Funding' (with a red error icon), and 'Check and Submit' (with a red error icon). Below the progress bar is a 'Help' section with the following text:

Some programmes require information about employment history, and for some programmes experience can count towards the assessment of your application. Please check our online prospectus for information about your programme.

Adding information:

- 1) Enter the information as required.
- 2) If you wish to add additional information, or a CV, please use the document upload function.
- 3) Click 'Save' to store your information, or 'Save employment' to store one set of data and add another. You can add up to five sets of employment data. If you wish to add more, please upload a CV.

Uploading Documents

There is a 3MB limit to the size of documents you can upload. You may find that saving the document in a different format e.g. JPEG reduces the size.

Made a mistake?

Entries can be edited or deleted (click on the entry in the table and then click 'Edit' or 'Delete') but once an application is submitted, changes will not be permitted.

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

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Supporting Statement (Personal Statement): Health and Society applicants only

Study Abroad: Health and Society applicants are required to provide a personal statement outlining their reasons for applying to the Study Abroad programme at King's and how it relates to their academic goals and personal interests. For guidance please refer to the 'Personal Statement' section under 'Supporting Materials' on our ['How to Apply'](#) page.

Please ensure you tailor your personal statement appropriately for the Health and Society programme.

The screenshot shows the 'Personal Statement' section of an application form. At the top, the King's College London logo is visible. Below it, the navigation bar shows 'You are here: Home page > Supporting Statement > Personal Statement' and 'Hello Joanna Blogs | Edit Account | Logout'. The main content area is titled 'Personal Statement' and contains the following text:

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 characters)

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

Browse... Upload

Save

Help

Personal statement:

Answer the following four questions (no more than 200 words for each answer).

1. KCL is very much focused on the importance of an international student experience. Please talk about internationalisation from your own perspective and how having an international experience at KCL would contribute towards you becoming a 'global citizen'.
2. Studying in another country and adapting to a new education system can be very challenging. Please talk about the strategies you will use to integrate yourself into life at KCL and life in London.
3. (Research or internship students, skip to question 4) Please list some examples of KCL modules that appeal to you and talk about: a) How these modules correspond with your current degree b) how these modules would contribute towards your long-term career aspirations
4. What aspects of KCL life do you hope to get involved in outside of your academic commitments? Research Proposal (section visible only to Study Abroad postgraduate research applicants). Please provide a brief synopsis of the research you plan to carry out during your King's College London study period; this can be a brief outline of a chapter you are working on. We want to know how being at KCL will help you with this part of your thesis. Your research proposal which should be no more than 1000 words.

Uploading Documents

There is a 3MB limit to the size of documents you can upload. You may find that saving the document in a different format e.g. JPEG reduces the size.

5) References

If you are applying for the exchange program, this section will not appear, as you would have been nominated and therefore do not need to provide references.

Referee details

First Reference:

You must provide an academic reference with your application from a tutor who has recently taught you and who is familiar with your academic abilities and suitability for the programme.

You can either upload a reference (this must be on headed school/university paper and signed by your referee), via the messaging after you submitted your application, or you can provide their contact details and we will contact them to request a reference. If you are providing your referee's contact details, please ensure that you provide us with their university email address, rather than a personal email address.

Please do not provide a work reference in place of an academic tutor.

If you are applying for the Health and Society programme, it is advised that you provide a reference from a tutor who has taught you in a subject that is relevant to the programme.

Second Reference:

The second referee should be your Study Abroad Advisor and will only be contacted if we need to clarify the period for which you will be studying away from your home university.

Please only include the details of your Study Abroad Advisor at your home university under the section 'Second referee details'

NB: Your applicant portal will state that this second reference is incomplete. We do not require a reference from your second referee, and this is not an indication that this is preventing the Admissions Team from processing your application. You do not need to contact your Study Abroad Advisor to request a reference be submitted.

The screenshot shows the 'Referee details' form in the Kings College London application portal. The form includes the following fields:

- Referee Name*
- Institution/Company*
- Position*
- Relation to you*
- Telephone*
- Address Line 1*
- Address Line 2
- Address Line 3
- Country* (dropdown menu with '-Select-')
- Institution/Company Email*
- Confirm Email*

A 'Save & Next' button is located at the bottom right of the form. Below the form is a section for 'Study abroad coordinator's details'.

On the right side, a progress sidebar shows the following steps:

- Choose a Programme ✓
- Personal Information ✓
- Education ✓
- Employment History ✓
- References SAE ⓘ (highlighted)
- Funding ⚠
- Check and Submit ⚠

A 'Help' section is also visible, containing two reference types:

- First Reference:** You must provide an academic reference with your application, preferably from a current tutor. You can either upload a reference (this must be on headed school/university paper and signed by your referee) or you can provide their contact details and we will contact them to request a reference. For Postgraduate research applicants, your referee should be your current PhD supervisor.
- Coordinator Reference:** You need to provide details of your Study Abroad coordinator as we need to ensure that they have approved your Study Abroad period of study. Please ensure that you do provide an email address as this will be the simplest and fastest way for us to contact your coordinator.

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6) Funding

Please complete the fields as required.

The screenshot shows the 'Funding' section of the King's College London application portal. The page header includes navigation links: Home page, New Application, About Us, Contact Us, FAQ, and Joanna Blog. The main content area is titled 'Funding' and contains the following text: 'Please tell us how you are planning to fund your tuition fees and living expenses for the duration of your study by indicating which of the following sources will potentially be providing the majority of your funds.' Below this text are two dropdown menus: '1. Who will be responsible for receiving and paying your KCL tuition fee invoice?' and '2. Who will be responsible for receiving and paying your KCL accommodation fee invoice?'. A 'Save & Next' button is located below the second dropdown menu. On the right side of the page, there is a progress bar with the following steps: 'Choose a Programme', 'Personal Information', 'Education', 'Employment History', 'References SAE', 'Funding' (highlighted in blue), and 'Check and Submit'. Below the progress bar is a 'Help' section with the following text: 'Funding: • If you are applying independently and not as part of an Exchange agreement, then you are a fee paying student. • If you are a 'Study Abroad independent student' you, your agent or your home university will be invoiced for tuition fees. • For more information on fees please see our website www.kcl.ac.uk/study/abroad/kingsof-ees/index.aspx. • If you are coming from a university with which we have a bilateral exchange agreement, then you are a 'Study Abroad Exchange student' and will have been nominated by your home institution and you will be exempt from tuition fees.'

Funding terminology explained:

Home institution: This means that King's will send tuition/accommodation invoice(s) to your home institution and they will pay this on your behalf.

Intermediary Agency: This means that King's will send tuition/accommodation invoice(s) to your agency/provider (e.g. Arcadia, IFSA, ISA etc.) and they will pay this on your behalf.

Self: This means that King's will send tuition/accommodation invoice(s) to you for payment.

NB: If you are applying to study abroad at King's as an exchange student, you will need to stipulate 'Home institution' for your tuition fees, though you will NOT incur fees.

7) Check and Submit

Attachment Summary

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

1. Academic transcript
2. Personal statement (only if applying to the Health and Society programme)
3. Details of academic referee and Study Abroad Advisor
4. English Language proficiency information and certificate if required – if you have not completed this at the time of application, this can be attached at a later date

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-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 divided into several sections:

- Attachment Summary:** A table with columns for Page, Document, Category, and Uploaded Date. It currently shows 'No documents uploaded'.
- Declaration:** A section containing text about the terms and conditions of the application, including a 'DECLARATION' section where the applicant confirms the accuracy of their information and agrees to the terms.
- Submission:** A blue 'Submit' button at the bottom of the declaration section.
- Progress Checklist:** A vertical list on the right side of the page showing the status of various application steps: 'Choose a Programme', 'Personal Information', 'Education', 'Employment History', 'References SAE', 'Funding', and 'Check and Submit'. All steps are marked with a green checkmark, and 'Check and Submit' is highlighted in blue.
- Help:** A section on the right side providing instructions on how to check and submit the application, and what to do if there are issues.

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