

Application Guidance for the Executive MBA at King's College, London

Thank you for your interest in the Executive MBA programme at King's College London. This step-by-step guide will outline the application process on King's Apply. Please ensure that you read the full information available on the [course page](#) on our website. If you have any questions, please get in touch via executivemba@kcl.ac.uk

Applications can be made via apply.kcl.ac.uk/account

The application process is as follows:

1. **Register:** Please click on 'Register an Account' and complete your details. You will also be asked to confirm your Marketing Preferences and Agree to the Terms & Conditions.
2. **Choose a Programme:** Please type in 'Executive MBA' and select the course. Please also read the 'Getting Started' notes as a reminder of our application requirements.
3. **Personal Information:** You will be invited to input your Personal Details, Contact Information, Equal Opportunities and Fee Status information. Upon receipt, we will review your application in full to determine your fee status, so any assessment mentioned here is not final. For further guidance, please refer to [UKCISA](#). Please note that your fee status is separate to any visa requirements.

Non-British nationals who indicate that they do not require a visa will be asked to provide proof of residency. Please note that the onus is on the applicant to make a successful visa application if they require one. Students who require visa sponsorship MUST hold a Part-time Student Visa (at the point of registration) as they will not be able to join teaching if they enter on a Visitor Visa. Please note that students studying on a Part-time Student Visa will NOT be able to work, attend work placements or have dependents in the UK on this visa.

Students that already have a different long-term visa for the UK may be able to enrol on the programme on this visa (but this is not guaranteed).

If you have any questions regarding a visa application or whether you can use your current visa to enrol on this programme, please contact our Student Advice Team at advice@kcl.ac.uk. Unfortunately, admissions cannot advise on your circumstances and whether you would be suitable to study part time.

You will be able to see a checklist at the top right-hand side of the screen to check your application progress. You can also save and return later (rather than completing in one sitting if this is more convenient).

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

- 4. Education:** To meet the academic entry requirements for this programme you should have a minimum 2:1 undergraduate degree in any discipline and upload your degree certificate to the application. Whilst academic transcripts are optional, if your degree certificate does not confirm your final award, we ask that you upload your final official degree transcript. If these academic documents were not issued in English, we ask that you upload certified translations. We will not require your school or pre-university qualifications.

If you hold a [GMAC Executive Assessment](#), [GMAT](#) or [GRE](#), we strongly encourage you to submit this under the 'Professional and Other Relevant Qualifications' section, however, this is not a compulsory requirement.

If you have an English Language test, please provide details when prompted. Applicants are not required to meet the English Language requirements at the point of application as this can be a condition of offer. The Admissions Team will review your application in its entirety to ascertain if you meet the English Language requirements.

- 5. Employment History:** You should have 10 years' relevant full-time work experience with management or leadership responsibilities in your current role. Please upload your CV to support your application.
- 6. Supporting Statement:** You should provide a personal statement (500 words) either within the text box of the online application form or by uploading a separate word document. This should outline:
- Your current role and responsibilities
 - Your career goals and personal ambitions, including how you believe an Executive MBA will support you in working towards these
 - Something that particularly attracts you to King's College London and the King's Executive MBA
 - What experience and participation you will bring to contribute to the Executive MBA classroom, cohort, and King's College London community
- 7. References:** Please provide contact details (including work e-mail address) of a current/recent professional referee. This should be either your line manager or other senior colleague who knows you in a professional capacity. Please note that we cannot accept academic referees. Once your application is submitted, your referee will be contacted to provide a reference directly to us from a professional e-mail address on headed paper. We cannot accept references from personal e-mail addresses (e.g., Gmail).
- 8. Check and Submit:** Please check that you are satisfied with your completed application. You will be invited to accept the [Executive MBA Terms and Conditions](#) before submitting your application. Please note there is an application fee of £120 and we are unable to offer Application Fee Waivers.

If you experience any difficulties whilst completing your application or uploading documents, please contact executivemba@kcl.ac.uk

Once you have submitted your application, please log in to King's Apply for updates on the status of your application or to view any requests for further information the Admissions Team may have sent. You can also submit a query regarding your application to our Admissions Team on this portal.

We will be in touch shortly and successful candidates will be invited to interview.

Thank you for your application!