

## Guidance for Medical Elective applicants

Applications for medical electives are made via the King's on-line portal (link below). You do not need to send hard copies of your application or supporting documents. Please note that you will not be able to start an application on the portal before the opening date of the applications.

<https://apply.kcl.ac.uk/>

### Notes on completing the on-line application form

- 1) As a new applicant, you will need to create your own on-line portal account. Click on **Register an account?** in the **Welcome to King's Apply** box and enter your registration details. Then follow the steps as outlined below.
- 2) Please select 'Taught Programme' under Programme Type and type in 'elective' under Keyword. Please select **Medical Elective in Psychiatry (Certificate of Attendance)**.
- 3) Select the month in which you want to start your elective and click 'save'. Please include any specific dates for your placement at the start of your personal statement.
- 4) **Personal Details** – please complete this section and ENTER YOUR NAME EXACTLY AS IT APPEARS ON YOUR PASSPORT then click 'save'.
- 5) **Contact Information** – please complete this section and click 'save'.
- 6) **Visa** - if you will need a short term study visa, please click 'yes' to indicate you will “require a visa to enter and study in the UK”. Answer the other questions and enter your passport details. Click 'save'.
- 7) **Equal Opportunities** – please complete this section.
- 8) **Criminal Convictions** – please complete this section.
- 9) **Fee Status** – please complete this section.
- 10) **Education Qualifications** – please complete this page and upload the transcripts of your current medical education. If these are not in English you must submit a certified translated copy. You can upload any other relevant supporting certificates (university level only) by selecting another file and uploading it. Click 'save'.
- 11) **Professional qualifications** – please complete this section only if applicable.
- 12) **English Language**– please complete this page and upload the English Language test certificate to support your level of proficiency (IELTS: Academic and General Training ). If you haven't got your English Language test results yet, please upload a test booking confirmation and then email us the test certificate as soon as you receive it. The test results must be within two years of your proposed placement in order to be valid.
- 13) **Employment Details** – **please ignore this section.**
- 14) **Personal Statement**- please complete this section and upload any relevant supporting documents. Your personal statement is a chance to explain why you are well suited for a medical elective and how you will benefit from completing one at King's College London.  
At the start of your personal statement, please specify:
  - a. Up to 3 choices of elective subjects offered at King's College London, in preference order
  - b. Any specific elective date requirements that you have

In this section, you should also upload the following documents as attachments:

- c. The immunisation form along with supporting evidence of vaccinations. The immunisation form can be found on the Application Information page of our website
  - d. The certificate of medical indemnity or malpractice insurance valid for the duration of your proposed elective and stating the monetary amount of cover provided
- 15) **Referee Details** – please complete this section and upload your two academic reference letters.
- 16) **Funding** – please complete this page as appropriate.
- 17) **Check and Submit** – please review your application before submitting it.

### **Additional notes**

IF YOU ARE A NON UK, EU OR EE CITIZEN, YOU WILL REQUIRE A SHORT TERM STUDY VISA TO UNDERTAKE AN ELECTIVE AT KING'S COLLEGE LONDON. This is regardless of any advice you may have been given by a local British Embassy or Consulate. Please note that you must click 'yes' to indicate you will "require a visa to enter and study in the UK" on the **Visa** section of the application if this is applicable.

If you want to send us additional supporting documents after submitting your application, please do so through the portal.

If you want to contact us with any other queries, please use our email address [ioppn.medicalelectives@kcl.ac.uk](mailto:ioppn.medicalelectives@kcl.ac.uk).

Please note that all applications are only reviewed after the closing deadline. This can take between 2 and 3 months. Applicants will be notified of their application outcome via email.