

The Guide: Enrolling for Evening & Saturday Language Courses using King's Apply

We have changed our booking system for our Evening & Saturday Language Courses. We are now using the King's centralised application portal - **King's Apply** <https://apply.kcl.ac.uk/>.

We hope that you find the below guide useful as you navigate using King's Apply.

Help and Advice:

Should you need any additional help or advice on how to use King's Apply. Please contact the [Modern Language Centre](#) and we will assist you further.

NOTE: Have you used the King's Apply before? If **yes** then login with your username and password and go directly to Step 3, 9-15. If, **no** please begin at Step 1.

Step 1: Register an account with King's Apply



[About Us](#) [Contact Us](#) [FAQ](#)

Admissions Office closure days

The Admissions Office will be closed on the followings days for training purposes:

- Tuesday, 7th August (afternoon only)
- Wednesday, 8th August (morning only)
- Friday, 10th August (Undergraduate Admissions only)

Thinking of applying to King's?

Logging onto King's Apply

New student?

If you have never applied to King's before you will need to register an account to make an application.

Applied before?

Please logon using your email address and password. If you can't remember your password please use the [Forgotten password](#) page.

Applied via UCAS or UCAS TT?

UCAS applicants do not need to register an account. Within 7 days of submitting your application to UCAS you should receive an email with instructions to logon to King's Apply. Your username is the same email address you used when registering with UCAS. If you haven't received an email then please click on [Forgotten password](#) on the right and enter the information requested.

Having Issues?

If you are having issues (and already tried [resetting your password](#)) please contact us using our [enquiry form](#).

More Information about Studying at Kings

Thinking of applying? Check our [online prospectus](#). Read our FAQs for [postgraduates](#) and [undergraduates](#).

Login to King's Apply

Username (email address)*

Password*

Login

Register an account

Forgotten password?

Pre-sessional English Calculator

You can use this calculator to see if your current English scores meet the requirements of your programme, or to calculate which Pre-sessional English course you may need to consider. Each of your scores should be taken from a SINGLE English test within the last two years.

[Pre-sessional English Calculator](#)

Step 2: Fill in your personal details and click submit

About Us Contact Us FAQ

Registration details

Title:*

Forenames:*

Last Name:*

Date of Birth:*

Personal Email of applicant:*

Confirm Email:*

Password:*

Confirm Password:*

I agree to the [Terms and Conditions](#)

Help

Applying through UCAS or UCAS Teacher Training?
Don't register an account here- we will send you an email with login information once we have received your application from UCAS.

Registering an account:
Answer all questions marked with a star.

Already registered but can't login?
Go to the 'Forgotten password' page for help.

Entering data:
Only use standard English characters; our systems cannot manage non-standard characters e.g. accented characters or non-English scripts (such as Cyrillic, Chinese or Japanese alphabets).

Updating your information:
Make sure we have up-to-date information for you- if you change your email or postal address, update your record in the 'Edit Account' page.

We will send you emails

Step 3: Choose a Programme

Type in the name of the course by **language** and click search.

Choose a Programme

Programme Name:

Select your desired level and part and click 'Apply'. Please ensure that the course you select has **Modern Language Centre** in the title.

Choose a Programme

Programme Name:

Advanced Search

Programme Type:

Keyword:

Criteria:

Faculty Name:

Award Type:

Study Mode:

Programme	Options
Arabic (Levantine) Language: Level 1 Part 1 - Evening Course (Modern Language Centre)	<input type="button" value="Apply"/>
Arabic (Levantine) Language: Level 1 Part 2 - Evening Course (Modern Language Centre)	<input type="button" value="Apply"/>
Arabic (Levantine) Language: Level 1 Part 3 - Evening Course (Modern Language Centre)	<input type="button" value="Apply"/>
Arabic (Levantine) Language: Level 2 Part 1 - Evening Course (Modern Language Centre)	<input type="button" value="Apply"/>
Arabic (Levantine) Language: Level 2 Part 2 - Evening Course (Modern Language Centre)	<input type="button" value="Apply"/>
Arabic (Levantine) Language: Level 2 Part 3 - Evening Course (Modern Language Centre)	<input type="button" value="Apply"/>
Arabic Language: False Beginners Part 1 - Evening Course (Modern Language Centre)	<input type="button" value="Apply"/>
Arabic Language: False Beginners Part 2 - Evening Course (Modern Language Centre)	<input type="button" value="Apply"/>

Help

Searching for a programme:
It's best to use a keyword search; a keyword is any word from the title of your chosen programme (check our [online prospectus](#))

Faculty, Award type and Study Mode can be searched independently or in combination with each other, but not with a Keyword search.

Note for applicants to research degrees:
You cannot apply directly to a research group, but should apply to the programme it falls under. Please search for your area of interest in our online prospectus. This will be linked to a programme title. To start your application please use a keyword search and enter any word from the programme title.

Select a start date:
After selecting a programme you will be able to select a start date. If you need to change your start date after submitting, send a message to the admissions office. Changing your start date may not be possible for all programmes.

If additional information appears after you've selected a start date, read this carefully as it will contain important information about what's required in your application.

Step 4: Getting Started

Click on the course of your choice, please check the **'Schedule'** to confirm the day of the week, start date and time (for example Wednesday, 18.00, Wednesday 03 October) - click 'Save & Next'.

If the course of your choice is greyed out – it means that this course has reached capacity and you will need to select another course.

Getting Started

You are about to start an application to the:

Arabic (Levantine) Language: Level 1 Part 1 - Evening Course (Modern Language Centre)

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 29 August 2018 Remaining Slot(s) 1	Start Date / Week Commencing Date 29 August 2018
Start Date / Week Commencing Date 30 August 2018	Start Date / Week Commencing Date 30 August 2018
Start Date / Week Commencing Date 01 October 2018 Deadline 01 October 2018 Schedule Monday 19:35-21:05 Remaining Slot(s) 0	Start Date / Week Commencing Date 01 October 2018 Deadline 01 October 2018

Choosing the Right Course
All language levels are comprised of 3 parts. Once you have completed Part 1, you can complete Parts 2 and 3 to complete your language level. To

Programme Information

The Modern Language Centre provides expert language tuition in the heart of London and is open to all. All teaching staff are native speakers of the language they teach, and have in-depth knowledge of language teaching methodology. Many have expertise in other areas such as journalism, politics, business, international affairs and the health sector. Find out more about the Modern Language Centre on our website.
<https://www.kcl.ac.uk/study/modern-language-centre/about-us.aspx>

Assessment
Evening Language Courses have no exams. Students are required to do course work and home work after each lesson set by your tutor.

Certificates
All MLC Evening Language Courses have been accredited by the CPD Certification Service. CPD certificates are issued to all students on completion of a term or level of a course (with a minimum of 70% course attendance). There is no charge for certificates to our Saturday Language Course students.

Concessionary fees
Concessionary fees may be available, these are added as discount codes at point of submission. You will need to provide evidence of eligibility (for example staff

NOTE: Steps 5 to 9 will only need to be completed once or updated if your circumstances change. When you next login to your account, this information will have been saved.

As we are an academic institution we are required by law to collect this information for our reporting that we provide to government.

Step 5: Personal Details

Personal Details

Title:*

Forename(s):*

Preferred First Name:

Surname/Last Name:*

Previous Last name (if applicable):

Gender:*

Date of Birth:*

Country of Birth:*

Nationality:*

Do you have dual nationality?

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

[Save & Next](#)

Step 6: Contact Information

Contact Information

Permanent Home Address

Country:*

Post Code:*

Address Line 1:*

Town/City:*

County/ State/ Region/ZipCode:

Phone Number*

Alternative Phone Number

Is your correspondence address the same as your home address?

[Save & Next](#)

Step 7: Equal Opportunities

Should you have a disability, you are able to notify us here. Where we aim to accommodate your needs where possible. We will contact you to discuss your needs.

Equal Opportunities

Ethnic Origin -
Please select the option which most closely describes you:

Disabilities -
Do you have a disability you wish to declare?

Prefer not to say

No known disability

Save & Next >

Step 8: Convictions

Criminal Convictions

Please select the statement that applies to you: *

I have a relevant criminal conviction

I DO NOT have a criminal conviction

Save & Next >

Step 9: King's Relationship

Only select an option if it applies to you.

The discounts offered for King's & UoL students and alumni, staff and King's Health Partners is applied automatically on check out.

King's Relationship

Please select the statement(s) that applies to you: *

I am currently a King's student or a King's alumnus

I am currently King's staff

I am currently a University of London's student or a University of London's alumnus

I am currently a University of London's staff

I am from King's health partners

No

No

No

No

No

Save & Next >

Step 10: Booking Payment

Please check that you are booking on the right course, level, part, start time and date (including day of the week).

Booking Payment

Programme :

Arabic (Levantine) Language: Level 1 Part 1 - Evening Course (Modern Language Centre)	£350.00
Sub Total	£350.00

Discount Code

If you close the browser, this code will not be saved unless you complete the payment/submission

Next >

Step 11: Check & Submit

Check and Submit

Final Payment Summary

Programme :

Arabic (Levantine) Language: Level 1 Part 1 - Evening Course (Modern Language Centre)	£350.00
Total to Pay	£350.00

CMA & Declaration

Please read the Terms & Conditions above.

When you sign the declaration on the application form, you agree that King's College London can process your information and keep a copy of your form to collect statistics and detect and prevent fraud. The Data Protection Act allows you to ask for a copy of all the information we have about your application.

I confirm that the statements made by me on this form are correct. I understand that if any of the above statements prove to be incorrect the College reserves the right to withdraw any offer made or cancel any subsequent registration with the College. I have read the guidance notes; I undertake to be bound by the terms set out in them and I give my consent to the processing of my data by King's College London.

King's College London reserves the right, at any time, to request that you, your referees, or your employer, provide further information relating to any part of your application form, e.g. proof of identification, of status, of academic qualifications and/or employment history.

For students under 18, specific terms and conditions apply please read section 2.9 of the Terms and Conditions (available in the link above).

Any offer of a place that you may receive is made on the understanding that, in accepting it, you agree to abide by the rules and regulations of King's College London.

* I understand and agree with the above and have read the Terms & Conditions in full

Submit

Step 12: Booking fee confirmation (tuition/course fees)

Booking Fee Confirmation

Programme Name: Arabic Language: False Beginners Part 1 - Evening Course (Modern Language Centre)

Start Date: 01/10/2018

Forenames: Mary

Last name/Surname: New-Account

Date of Birth: 01/01/1972

Nationality: British

Booking Fee: £310.00

Paying your booking fee:

Due to the highly competitive nature of the programme for which you are applying, the College charges an booking fee. This fee is for the assessment of your academic ability to undertake the course. Before submitting your booking please ensure you have checked the minimum entry requirements specified in our online prospectus. Please note that due to the competitive nature of these programmes, meeting, or indeed exceeding the entry requirements does not in any way guarantee that an offer of a place will be made.

- You should pay your booking fee by debit or credit card – the amount of the fee is indicated in the table above.
- All booking fees are non-refundable, irrespective of the outcome of decision on the booking.
- Payments are for each booking you make, rather than per person; therefore if you choose to apply to two programmes which both require a payment, you must make both payments.
- This booking fee is separate from any future deposit payment you may be asked to make if you receive an offer.

How to pay:

King's College London offers this card payment service to enable you to make payment of the booking fee securely, quickly and easily.

The Service is hosted by an external provider called Realex on a secure system so King's College London will not receive any of your card details. King's College London will accept payments from MasterCard, Maestro and Visa (including Visa Debit and Electron). We are unable to accept American Express.



Paying with an International Card?

If you are applying via an overseas card you will likely be required with bus online app you have submitted your card details.

Step 13: Credit card details

Payment Confirmation ✕

Last Name: New-Account
First Name: Mary
Amount: £310.00
Payment Type: Booking Fee
Transaction ID: BF_163082

Payment Details Secured By 256bit SSL Cert

Card Number



Expiry(mm/yy) / Security Code

Cardholder Name

Step 14: Current Application.

Your enrolment is now confirmed. You can click on the course and review your booking.

Current applications

Programme	Start Date / w/c Date	Date saved/ submitted	Status	Options
Arabic (Levantine) Language: Level 1 Part 1 - Evening Course (Modern Language Centre)	01/10/2018	09/08/2018	Submitted	View Form

1 results found

Prev 1 Next

Step 15: Consecutive part discount.

Click on *New Application*. As identified below. You must **book and pay** for each course independently. Click new application and it will take you to Step 3. You will only then need to complete steps 3, 10 - 14. The consecutive discount will be automatically applied to each consecutive part that you apply for based on your designated fee structure.

 [Homepage](#) [New Application](#) [About Us](#) [Contact Us](#) [FAQ](#) [Mary New-A...](#)

Current applications

Programme	Start Date / w/c Date	Date saved/ submitted	Status	Options
Arabic (Levantine) Language: Level 1 Part 1 - Evening Course (Modern Language Centre)	01/10/2018	09/08/2018	Submitted	View Form

1 results found

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[New Application](#)

Help

Please note that Enrolment and Welcome activities are likely to take place in the week before the Programme Start Date

How can I send King's a message?
Messages (and their attachments) are specific to each application.

- Click on the title of the submitted application you wish to message about
- then click on 'View and Send Messages'

If your application is unsubmitted or in 'Archived' section, please use the 'Contact us' link at the top of the page.

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