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
Step 2: Fill in your personal details and click submit

Step 3: Choose a Programme

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

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

Step 6: Contact Information
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](image)

Step 8: Convictions

![Convictions](image)

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](image)
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).

Step 11: Check & Submit
Step 12: Booking fee confirmation (tuition/course fees)

Booking Fee Confirmation

Programme Name: Arabic Language, False Beginners Part 1 - Evening Course
Start Date: 01/09/2018
First Name: Mary
Last Name: Smith
Date of Birth: 01/01/1972
Nationality: British
Booking Fee: £310.00

Pay your booking fee:

Due to the highly competitive nature of the programme for which you are applying, the College charges a 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 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 guarantees 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.
- The 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 a 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 iZettle 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 (excluding Visa Debit and Electron). We are unable to accept American Express.

Paying with an International Card?

If you are an international student, you can pay by international bank transfer, please contact the Admissions Team for details.

Step 13: Credit card details

Payment Confirmation

Last Name: Smith
First Name: Mary
Amount: £310.00
Transaction ID: BF_103002

Payment Details

Card Number
Card Expiry (mm/yy)
Security Code
Cardholder Name

Pay now
Step 14: Current Application.

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

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.