KING'S COLLEGE LONDON ONLINE PROGRAMMES
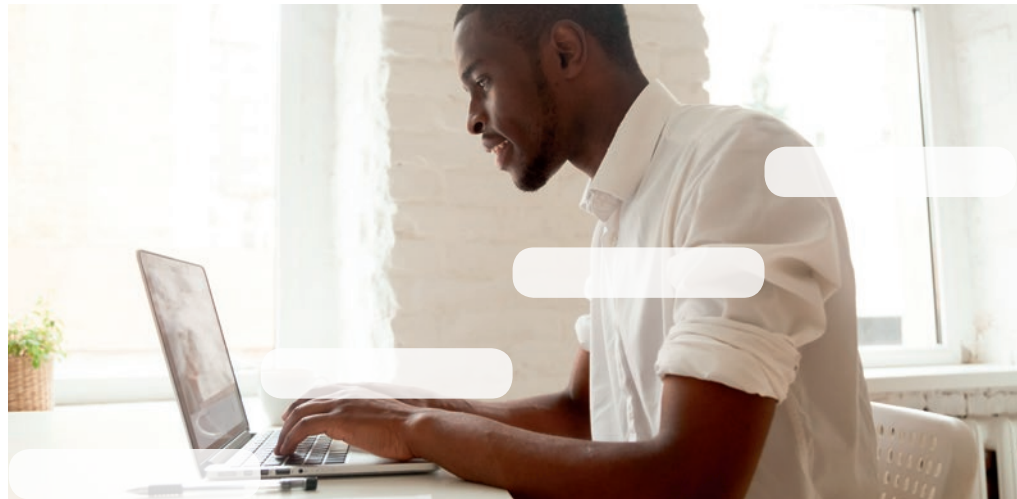
ADMISSIONS FACT SHEET

King's College London would like to formally thank you for your interest in our online master's programmes.

Applying to a new course of academic study can be a daunting task, so we've prepared this brief document to help you through the process. Inside, you'll find an end-to-end description of the enrolment process, with a checklist of things you'll need to do to apply.

ADMISSIONS FACT SHEET: ONLINE PROGRAMMES

WHAT DOES THE ENROLMENT PROCESS LOOK LIKE?

1

YOUR CONSULTATION CALL

Now that you've got in touch with us, the first step is to find out which of our online courses is most suitable for you. Our Enrolment Advisors will schedule an in-depth chat to learn all about you, what your goals are and whether or not a particular course will be of benefit to you at this stage in your education or career.

2

YOUR KING'S APPLY APPLICATION

Upon passing your initial consultation call, your Enrolment Advisor will invite you to apply to one of our courses through King's Apply – our official enrolment platform. Here, you'll need to enter your personal details, your education to date and upload the required documentation, including degree certificates and language awards.

3

PAY YOUR APPLICATION FEE

Every application made through King's Apply requires a non-refundable processing fee. Once you've paid your application fee, you are able to submit your application to us.

4

ACCEPT YOUR OFFER

If everything goes well with your application, King's College London will submit an official enrolment offer through the King's Apply platform. You will be notified of any offers by email and your Enrolment Advisor will likely give you a call to confirm that you've received it. Once you have accepted your offer you will be enrolled on to the selected intake of your chosen course.

5

PAY YOUR DEPOSIT

Paying your deposit is your first official commitment to your course. Once it has been paid, we'll send you all the details you need to access the course learning environment and get ready for your first day of study. We'll introduce you to your Student Success Advisor and send you your Welcome Pack. Please note that your course deposit also serves as payment for your first module.

6

WHY DO I NEED TO TAKE AN ENGLISH LANGUAGE PROFICIENCY TEST?

To study at King's, it is essential that you can communicate effectively in English and are able to do so in an academic environment. If you are an international applicant you are usually required to provide certification of your competence in English before starting your studies. The exception is if the university is satisfied that your previous academic record shows that you can study and be examined in the English language. Find out more at: www.kcl.ac.uk/study/postgraduate/apply/entry-requirements

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WHO CAN I ASK FOR A REFERENCE LETTER? IS THIS NEEDED FOR ALL COURSES?

Not all courses require a reference upon application so check the entry requirements for your specific course. If a reference is required, it will either be an academic or employer reference depending on when you last studied but your Enrolment Adviser will guide you through this. Ideal referees include undergraduate tutors and general academic staff from the most previous Higher Education course.

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WHO DO I CONTACT FOR SUPPORT?

Throughout the enrolment process, your Enrolment Advisor will check in with you periodically to make sure you have all the information you need to progress. We try our best to make sure you only ever have to deal with your dedicated Enrolment Advisor.

If you have any questions about your application, or you'd like to know more about how the University is dealing with your application, please get in touch with your Advisor using the details at the bottom of this document.

YOUR ENROLMENT CHECKLIST

- Book your consultation call
- Enter your details on King's Apply
- Upload your application documents
- Pay your application fee
- Accept your offer from King's
- Pay your deposit
- Meet your Student Success Advisor
- Attend your Welcome Webinar
- Start your first day

WHAT DO I NEED TO APPLY?

King's will need to see a few documents to support your application, so it's a good idea to have these prepared in advance:

- Your degree certificate and transcript
- English language proficiency certificates (if international)
- Proof of any postgraduate qualifications or awards
- A passport photo of you.

HOW LONG WILL IT TAKE?

Once you have made initial contact with us, your Enrolment Advisor can book your consultation call as soon as it's convenient for you. Your application on King's Apply shouldn't take you long, but make sure you put in enough time to make a great first impression.

After uploading your supporting documents and submitting your application, the King's Apply team will review it and submit a response within five working days. If there is documentation missing, your Enrolment Advisor may ask you to upload further details before your application can be processed, which may cause a delay to your response.

In total, your application shouldn't take more than two weeks from your consultation call to an offer being made.

WHAT'S THE WELCOME WEBINAR?

The Welcome Webinar is a group event hosted online by the Student Success Team that will introduce you to the course, your fellow students and the virtual learning environment. It's specially designed to make sure your induction to the course is as smooth as possible.

Attending the Welcome Webinar will help you get the most out of your online-learning experience at King's.

MORE INFORMATION

To find out what you need to do to progress your enrolment, please don't hesitate to give your Enrolment Advisor a call using the contact details below.

ENROLMENT TEAM CONTACT

Phone: +44 (0)20 7848 7860
Email: **onlineenrolmentservice@kcl.ac.uk**

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