

# Pre-University SUMMER SCHOOL

## In the USA 2018

### Pre- University Summer School in the USA Application Guidance Notes

#### REGISTERING

To apply for a Summer School programme at King's you will need to first register an account at <https://apply.kcl.ac.uk/>. Once registered you can then complete our online application form. If you are unable to access the online application form, please contact the **Summer Programmes office** at [summer@kcl.ac.uk](mailto:summer@kcl.ac.uk) for advice. Please ensure that you submit all relevant documentation with your online application where possible; please review the guidance notes for this information.

#### TRACKING YOUR APPLICATION

Using 'King's Apply' you will be able to track the status of your application and view your offer details. You can also upload supporting documents such as English language test results. If, at any stage of the application year, you need to contact us about your application, please do so via your 'King's Apply' account.

The application process will take approximately **7 working days**, depending on the time of year. Please do ensure that your application form is as complete as possible to speed up the process.

#### The Application

After the initial registration page you will be directed here:

#### CHOOSING A PROGRAMME

In this section you will be asked to search for the programme of study you wish to apply for. *As well as these guidance notes, please refer to the HELP sections situated to the right of every 'King's Apply' screen.*

In **ADVANCED SEARCH** select the following:

**STEP 1:** *Programme Type* select **Taught Programmes** from the drop down list

**STEP 2:** Select **'Keyword'** and type in: **Pre-University**

**Please DO NOT use the 'Award type' and 'Study Mode' search options.**

**STEP 3:** Click on **'Search'**. This will generate a number of programmes. Select your chosen programme and click **'Apply'**.

- **Pre-University Summer School in the USA (18 June to 22 June)\***

#### GETTING STARTED

**STEP 4:** You will then be asked to select the study period.

Please select the relevant study period and **SAVE**.

**DO NOT TICK ANY OTHER BOX**

## Choose a Programme

## Getting Started


You are about to start an application to the:

### Pre-University Summer School in the USA

Are you applying via a King's Approved Agent, King's Partner or Study Abroad coordinator?

No

Please select a start date from the options below: \*

<b>Start Date</b>	
18 June 2018	
<b>Deadline for OVERSEAS</b>	
31 May 2018	
<b>Deadline for HOME/EU/HOME ISLANDS</b>	
31 May 2018	

## PERSONAL DETAILS

STEP 5: Please enter your personal details and click on 'Save'

## CONTACT DETAILS

STEP 6: Please enter your contact details and click on 'Save'

### Permanent home address and email address

King's will use the postal address you enter under the section *permanent home address* for all correspondence (until you start your studies). If you do not wish to receive correspondence at this address, please enter alternative details under the section *correspondence address*. **PLEASE INCLUDE YOUR ZIP/POST CODE.**

The email address you use to register your application will automatically be used for any email communications King's has with you, therefore please ensure that it is an email address that you check regularly and will not be deactivated i.e. a university email. .

## SHORT TERM STUDY VISA – THIS SECTION ONLY APPLIES TO NON-EU STUDENTS

STEP 7: International students: will you require a visa to study in the UK? Select 'NO'

## EQUAL OPPORTUNITIES

STEP 8: Please complete this section and 'Save'

## CRIMINAL CONVICTIONS

STEP 9: Please complete this section and 'Save'

## FEE STATUS

STEP 10: Please complete this section and 'Save'

**N.B. Programme fees are the same for Home, EU and Overseas students.**

## EDUCATION

STEP 11: Please complete the 'Qualification Details' section with all of your academic qualifications.

**IMPORTANT-** You must upload **official confirmation of your most recent high school grades**. These could be recent exam certificates or an official document listing your current or most recent grades or academic progress (signed by your school). If you do not have an official document then alternatively your school may comment on your academic ability and progress as part of the reference. **Please ensure that your academic results are in English.**

Country	Field of Study	Qualification	Date Attended	Institution Name	Grade

**Qualification Details**

Type of Institution:\*

Country of institution:\*

Qualification:\*

Final Grade/Result/Class expected or obtained:\*

Name of Institution:\*

City of institution:

Date of Attendance: Start Date \*

End Date \*

Attached transcripts or relevant documents:

No file chosen

\*Once you have selected the file you wish to attach you must click **UPLOAD**.

## ENGLISH LANGUAGE

### STEP 12: English Language Proficiency:

All applicants whose first language is NOT English and who have not been taught in English must provide proof of their English Language proficiency. This should be a recognised English Language test certificate, details can be found here: <http://www.kcl.ac.uk/study/summer/summer-schools/undergraduate/entry-requirements.aspx>

**IMPORTANT:** If you need to upload your English language proficiency certificate, you must complete the English language section as follows:

- **Have you been taught and examined in English?** Select **'YES'**
- **Duration of period spent studying in English:** Select **'Part of my education to date'**. Then enter the dates.
- **Have you taken an English proficiency test?** Select **'YES'**. Now enter the name of the test. **You will now be able to upload your certificate.**

Choose a Programme <input checked="" type="checkbox"/>	<b>Education/ Academic Qualifications</b> <input type="checkbox"/>
Personal Information <input type="checkbox"/>	<b>English language</b> <input type="checkbox"/>

Have you been taught and examined in English?\*  Yes  No

Duration of period spent studying in English:\*

Most Recent Period From:\*

To:\*

Have you taken an English proficiency test?\*  Yes  No

Name of Test:\*

Candidate number:\*

Date taken:\*

Attached English language requirements documentation:  
(Maximum upload file size: 3MB)

Document Category (only required if adding an attachment):\*

No file chosen

## PERSONAL STATEMENT

**STEP 13:** Please write your Personal Statement explaining your motivation for applying to the summer school (maximum 4000 characters, or upload it if it is too long).

**IMPORTANT:** Please put the title of the module **‘International Politics’** at the TOP of your Personal Statement. You will find a list of available modules here:

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

### Personal Statement

Please write personal statement (maximum 4000 characters) or upload it as a document using the upload function (If your statement is too long)

(0/4000 Please put the title of your chosen module at the TOP of your Personal Statement.)

Please use the document upload option below to attach required documentation:  
(Maximum upload file size: 3MB)

No file chosen

## REFeree DETAILS

**STEP 14:** Please complete the Referee Details section. A letter of recommendation is required from your teacher or suitable member of staff from your school. The reference should comment on your academic standard, your ability to work independently, your maturity to live and study in London and your motivation for studying on the Pre-University Summer School.

**IMPORTANT** – You can either upload a reference that you have already been given by your teacher OR use the King’s Reference Portal which will send an email directly to your referee and enable them to submit the reference directly onto the Portal.

Personal Information	✓
Education	✓
Employment History	✓
Supporting Statement	!
References	!
Funding	!
Check and Submit	!

**Referee Name:**

**Institution/Company:**

**Position:**

**Relation to you:**

**Telephone:**

**Address Line 1:**

**Address Line 2:**

**Address Line 3:**

**Country:**

**Email:**

**Verify Email:**

**Choose Reference Source:**   
-Select-  
**King's Referee Portal**  
Upload scanned copy of formal signed referee now  
-Select-

**Referee information:**  
We recommend uploading references whenever possible. This will help reduce delays to processing your application and if you submit further applications you will be able to reuse these. Uploaded references should be on official, company headed paper, should be signed by the referee and accompanied by an official translation if not in English.

**‘Choose reference Source’:**  
If you do not have signed, scanned references, you can select ‘King’s Referee Portal’. When you submit your application, your referee(s) will be sent a link to our referee portal where they can upload a reference.

We will not accept references from personal email addresses (e.g. yahoo, hotmail, gmail or other similar public systems) and we are unable to accept references from family members or friends.

**Pre-University Summer Programme Applicants**  
Please add details of your school coordinator as your referees.

## FUNDING

**STEP 15:** Please indicate who will be paying your fees and **‘Save’**.

**You may select any one option that is relevant to you, with the exception of options 4 and 5.** (As a summer school student you are not eligible for funding from Awarding Bodies or the King’s College London Award.)

Choose a Programme	✓
Personal Information	✓
Education	✓
Employment History	✓
Supporting Statement	✓
<b>Funding</b>	✓
Check and Submit	⚠

**Funding** ✓

How are you planning to fund your tuition fees and living expenses for the duration of your study

1. Your own means

2. Your Family

3. Your Employer

4. A grant awarding body (e.g. UK Research Council, Ministry of Education, British Council award etc.)

5. I wish to be considered for a King's College London Award

6. Other

Attached document:

No file chosen

## CHECK AND SUBMIT

### STEP 16: Attachment Summary

Please check that you have attached the documents specified below. If you have not, your application will not be processed.

1. **Official confirmation of your most recent high school grades**
2. **Reference from your school**
3. **English Language proficiency information and certificate (if required). If you do not have this at the time of application, this can be attached at a later date.**
4. **Personal Statement (please ensure your module choice has been included at the TOP of your statement)**

Please tick the '**Declaration**' box to indicate that you agree with the King's 'Declaration' and then click on '**submit application**'.

**Once your application has been submitted, you will receive a response from our Summer Programmes Admissions team within 7 working days, as long as you have submitted a completed application and we do not have to request any additional documents. Please check your 'King's Apply' page for notifications.**

If you have a question concerning **an application that you have submitted** please email the admissions team through your 'King's Apply' account.

If you have a question about accommodation, the Estore or any other aspect of the Summer School, please email [summer@kcl.ac.uk](mailto:summer@kcl.ac.uk) or telephone +44 (0) 20 7848 1533.