

University Futures 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 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.

ACCOMMODATION

This is a fully residential programme and students will not be required to book separate accommodation.

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: **'University Futures'**

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'**.

- **University Futures (2 July – 6 July 2018)***

(Students will move into their accommodation on Saturday 1st July and will begin the programme on 2nd July)

GETTING STARTED

STEP 4: 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:

University Futures

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

Please select a start date from the options below: *

Start Date

02 July 2018

Deadline for OVERSEAS

15 May 2018

Deadline for HOME/EU/HOME ISLANDS

15 May 2018

Save & Next →

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 school email..

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

STEP 7: If you are NOT an EU resident, **you will** require a 'Short Term Study' visa support letter (as the duration of your stay is less than 6 months) If you require a visa, please select **'Yes'** and **SAVE**

Non -EU applicants will be provided with a visa support letter if made an offer of admission. For more information about short stay visas please visit <https://www.gov.uk/study-visit-visa>

Choose a Programme ✓

Personal Information ⓘ

Education ⓘ

Supporting Statement ⓘ

Funding ⓘ

Check and Submit ⓘ

Personal Details ✓

Contact Information ✓

Visa ⓘ

I will require a visa to enter and study at King's Yes No

If the answer is 'Yes' make sure you have selected your gender as 'Male' or 'Female' or we will not be able to apply for a visa for you. This is due to UKVI processes.

Please ensure you fill out your passport details below to allow us to process your visa.

Have you studied in the UK on a student visa previously? Yes No

Do you hold a valid passport? Yes No

Passport Number:*

Issue Date:*

Place of Issue (as shown on your passport):*

Expiry Date:*

Save

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:*	<input type="text" value="-Select-"/>
Country of institution:*	<input type="text" value="-Select-"/>
Qualification:*	<input type="text"/>
Final Grade/Result/Class expected or obtained:*	<input type="text"/>
Name of Institution:*	<input type="text"/>
City of institution:	<input type="text"/>
Date of Attendance:	Start Date * <input type="text" value="MMM"/> <input type="text" value="YYYY"/>
	End Date * <input type="text" value="MMM"/> <input type="text" value="YYYY"/>
Attached transcripts or relevant documents:	
<input type="button" value="Choose file"/>	<input type="text" value="No file chosen"/> <input type="button" value="Upload"/>

*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, at **level B2 in the CEFR** details of qualifications that are accepted can be found here:

<https://www.kcl.ac.uk/study/summer/summer-schools/pre-university/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 ✔
- Personal Information ❗
- Education** ❗
- Supporting Statement ❗
- Funding ❗
- Check and Submit ❗

Education/ Academic Qualifications ❗

English language ❗

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

Duration of period spent studying in English:* Part of my education to date ▼

Most Recent Period **From:*** MMM ▼ YYYY ▼

To:* MMM ▼ YYYY ▼

Have you taken an English proficiency test?* Yes No

Name of Test:* -Select- ▼

Candidate number:*

Date taken:*

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

Document Category (only required if adding an attachment):* -Select- ▼

No file chosen

PERSONAL STATEMENT

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

- 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 University Futures Programme.

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 1
- References 1**
- Funding 1
- Check and Submit 1

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:*

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 ✓
- Funding ✓**
- Check and Submit 1

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 explaining your motivation for wishing to attend the programme.**

Please tick the **'Declaration'** box to indicate that you agree with the King's 'Declaration' and then click on **'Proceed to Payment'** in order to pay your Application Fee.


Application Fee Confirmation

STEP 19: Please follow the instructions on this screen carefully then **tick the box** at the bottom, indicating that you agree to the terms and conditions related to the payment of the Application Fee.




Click on **'Pay Now'**


STEP 20: You will then be redirected to a payment confirmation screen where you can enter your card details.

Last Name: Elba
First Name: Tessie
Amount: £40.00
Payment Type: Application Fee
Transaction ID: ATF-048674

Payment Details *Secured By 256bit SSL Cert* 

Card Number

Expiry (mm/yy) / **Security Code** 

Cardholder Name

Pay now

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 or telephone +44 (0) 20 7848 1533.