

English Language Centre Application – Guidance Notes

All applicants to the English Language Centre programmes at King's College London should apply online following the guidance notes below:

REGISTERING

To apply for an English Language Centre programme at King's you will need to first <u>register on our online</u> <u>application system</u> and then complete our online application form. If you are unable to access the online application form, please contact the relevant admissions office at King's for advice. Please ensure that you send in all relevant documentation with your online application where possible.

Tracking your application

Using 'King's Apply' you will be able to track the status of your application and view your offer details if applicable. You can also upload supporting documents such as English language test results. International applicants will also be able to see information relating to the UK 'points-based' visa system. If, at any stage of the application year, you need to contact us about your application, please do so via your 'King's Apply' page.

Applicants who have submitted a complete application can generally expect to receive an outcome within 21 days (however this may be longer during peak processing periods).

Accommodation

All students can apply for accommodation in one of the College's halls of residence. You will receive login details for the King's online Accommodation application portal via email once you have received and accepted your offer to study at King's. For further information about accommodation please direct any enquiries to the Residences team.

Visa Issues

Visa regulations for entry into the UK have changed recently and we recommend you leave enough time to apply for your visa as applications are taking longer to process than normal. For more information on the new visa system, please see our visa information page.

We understand that the new visa system may be confusing so if you need any further advice on applying for your visa, please contact one of our Student Advisers through their <u>online enquiry form</u>.

Contact Address

ELC Admissions Office 7th Floor James Clerk Maxwell Building 57 Waterloo Road London, SE1 8WA

Telephone: +44(0)20 7848 7000

Email: prospective@kcl.ac.uk

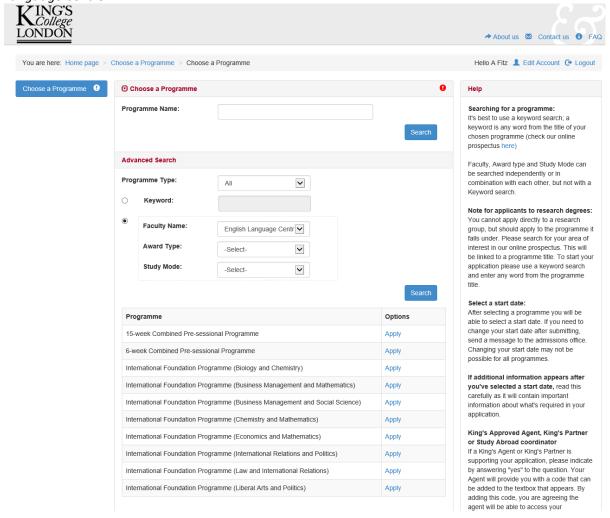


The Application Form

CHOOSE A PROGRAMME

Choosing a programme

In this section you will be asked to search for the programme of study you wish to apply for. You should be able to type your chosen programme into the 'Programme Name' field at the top of the screen. If you cannot find your chosen programme using this search field, you can select 'Faculty Name' and then select *English Language Centre*.

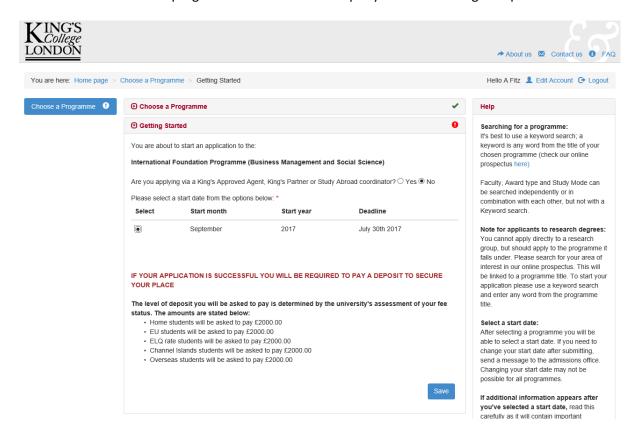


This will generate all of the programmes offered by the English Language Centre. Simply select the relevant programme and click apply.



GETTING STARTED

After you have selected your programme of choice you will be asked to select a start month. Please note that only the International Pre-Masters programme has two start dates (September and January). The International Foundation programmes have one intake per year commencing in September.





PERSONAL INFORMATION

Please follow the instructions on the right hand side of the page.

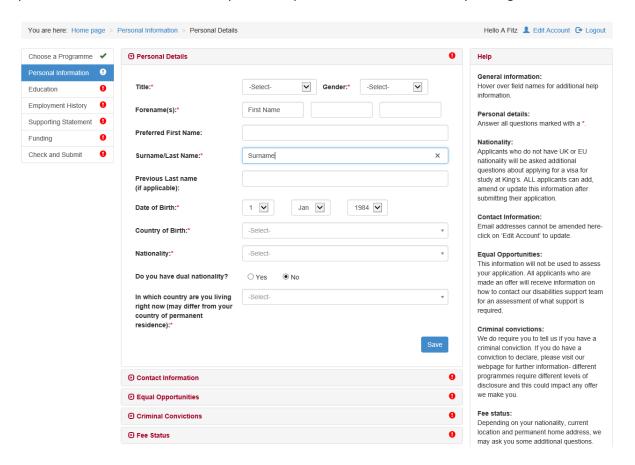
If you are applying direct to King's (i.e. not through an intermediary agency) please leave the 'Agent ID' and 'Agent Name' fields blank.

If you are an intermediary agency applying on behalf of a student please enter your official agent ID and name here.

Personal Details

Based on the information you input in the Country of Birth and Nationality fields, the system may determine that you are an international student and generate an additional visa screen to be completed.

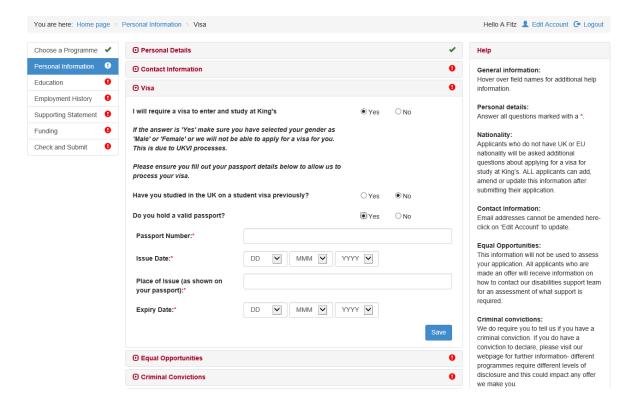
If you are NOT an EU resident, you will require a Tier 4 student visa to study in the UK. If you require a visa, please tick the box to indicate that you will require a visa to enter and study at King's in this section.



Passport details - COMPULSORY FOR ALL APPLICANTS WHO REQUIRE A VISA TO STUDY IN THE UK

If you have ticked the box indicating that you will need a visa to study in the UK and that you have a current passport, a drop down box will ask you to enter your passport details. Please ensure you fill out these details if you are holding a valid passport at the time of applying, as missing passport information can lead to delays in the issuing of the CAS number necessary to apply for your student visa.



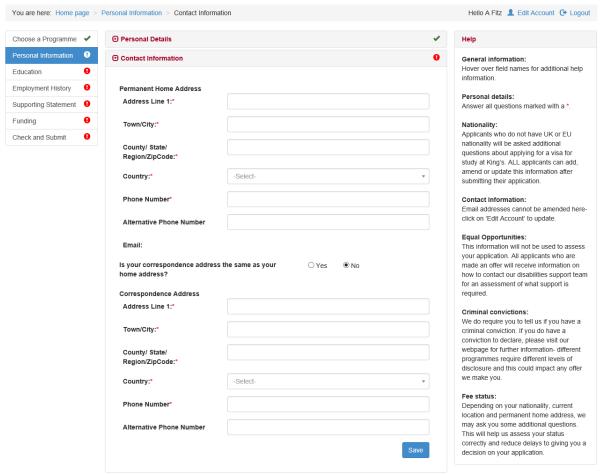


Permanent Home Address

Should we need to contact you outside of the application portal, King's will use the postal /email 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'.

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 is an email address that will not be deactivated prior to you commencing your studies with us (i.e. a university email account).





Fee Status

Please note that you will not be able to complete this section as we do not conduct Fee Status assessments for the English Language Centre programmes. Students will be required to pay the full programme tuition fee regardless of their nationality / country of permanent residency.

EDUCATION

On our application form there is a page called, 'Education'. You will see the heading in the left hand menu bar.

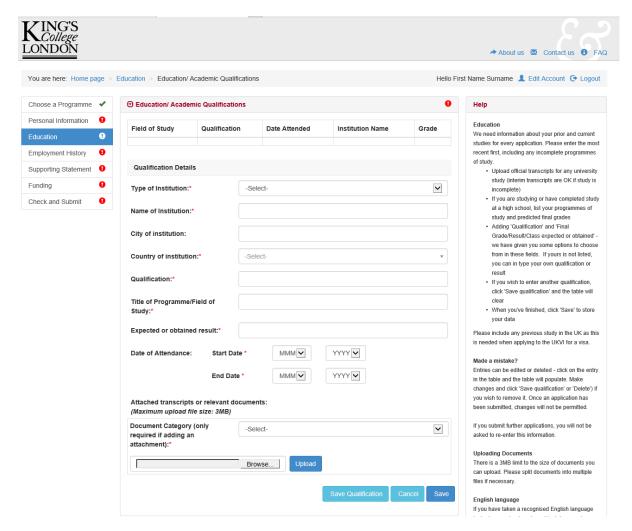
Please follow the instructions on the right hand side of the page.

As part of your application we need you to tell us about:

- 1. Your current or previous education relevant to your chosen programme
- 2. Your most recent programme of study
- 3. The last programme of study you completed in the UK (if applicable)

Pre-sessional English applicants do not need to upload academic transcripts but should provide their education details.





Please note that if the high schooling qualification you are completing is not listed in the 'Qualification' drop down menu, you can add your own free text in this field. If the qualification you are completing is not the typical national qualification completed in your home country, please list your qualification type as *High School Diploma*. Please list the same qualification name in both the 'Qualification' and 'Title of Programme/Field of Study' fields.

You can also override the drop down menu options in the 'Expected or obtained result' field. Please include your final overall result or approximate the overall result you expect to achieve once you complete your studies.

After entering your current or most recent qualification information, please enter the details of any programmes of study completed in the UK that required you to have a student visa (including any professional training courses you have undertaken). If the programme didn't have an award, please type *no award* in the Final Grade section. If you didn't complete the programme, please type *incomplete*.

In this section you will need to upload a copy of either your completed High School Diploma or undergraduate degree certificate plus a complete, official academic transcript with all marks obtained; or, if you have not yet completed your High School or University qualifications, you will need to upload a transcript of all marks achieved to date. If you are yet to complete your current qualification, please also include the date you anticipate you will be completing this qualification.



ENGLISH LANGUAGE

English Language Proficiency:

International Foundation Programme and International Pre-Master's programme applicants:

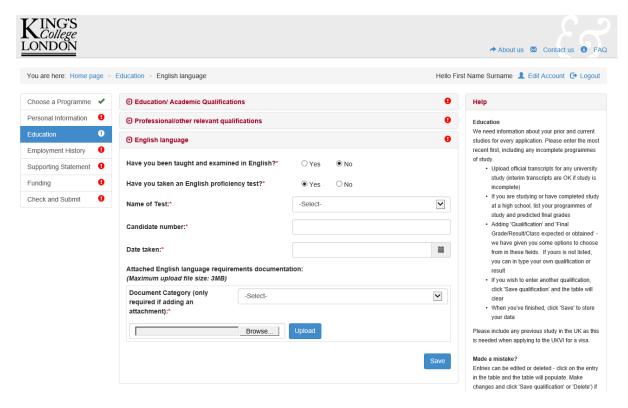
Please provide information about your current level of English Language proficiency. If you require a Tier 4 visa to study in the UK, you must provide a UKVI approved IELTS test as evidence of your English language proficiency. If you have already completed a UKVI approved test at the time of applying, please upload a copy of your results certificate for our assessment. Please note this test must have been sat within two years of the proposed course start date to be considered valid.

If you are applying for the International Pre-Masters or International Foundation programmes, please do not worry if you have not yet taken a UKVI approved IELTS test; if we decide to make you an offer it will form part of the offer conditions.

If you DO NOT require a Tier 4 student visa because you are an EU national, you can use any of the Secure English Language tests listed on our website as evidence of your English language proficiency for these programmes

Pre-sessional programme applicants:

It is compulsory for pre-sessional English applicants to provide their English proficiency results; we cannot make a decision on your application without this.



IF POSSIBLE PLEASE INCLUDE THE TRF NUMBER INSTEAD OF YOUR CANDIDATE ID NUMBER IN THE 'CANDIDATE NUMBER' SECTION FOR ANY COMPLETED IELTS TEST RESULTS



SUPPORTING STATEMENT (Personal Statement)

Personal Statement for International Foundation Programme applicants:

This is your opportunity to tell us why you wish to study at KCL and why you have chosen your specific foundation pathway. Please include information on how you feel the programme you have chosen at KCL will benefit you, what you feel that you can bring to KCL as a student and the area of study you intend to progress to after completing your Foundation course. Please write a minimum of four paragraphs.

Pre-sessional English and International Pre-Master's Programme applicants do not need to complete this section

FUNDING

Please follow the instructions on the right hand side of the page.

Fee Status:

Please note that for all English Language Centre programmes there is no difference in fees depending on fee classification. All students must pay the specified tuition fee amount for their chosen programme no matter what their fee status.

CHECK AND SUBMIT

Attachment Summary:

Please check that you have attached all of the mandatory documents specified below. If you have not, your application will not be processed immediately but will be delayed until all supporting documents have been received.

- 1. Academic Transcript
- 2. English Language proficiency information and certificate if completed
- 3. Personal statement (if uploaded and not typed directly into the text box on the 'Supporting Statement' page)

Declaration:

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





