

## **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 [register on our online application system](#) 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 [online enquiry form](#).

### **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](mailto: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*.

**Choose a Programme**

Programme Name:  [Search](#)

**Advanced Search**

Programme Type:

Keyword:

Faculty Name:

Award Type:

Study Mode:

[Search](#)

Programme	Options
15-week Combined Pre-sessional Programme	<a href="#">Apply</a>
6-week Combined Pre-sessional Programme	<a href="#">Apply</a>
International Foundation Programme (Biology and Chemistry)	<a href="#">Apply</a>
International Foundation Programme (Business Management and Mathematics)	<a href="#">Apply</a>
International Foundation Programme (Business Management and Social Science)	<a href="#">Apply</a>
International Foundation Programme (Chemistry and Mathematics)	<a href="#">Apply</a>
International Foundation Programme (Economics and Mathematics)	<a href="#">Apply</a>
International Foundation Programme (International Relations and Politics)	<a href="#">Apply</a>
International Foundation Programme (Law and International Relations)	<a href="#">Apply</a>
International Foundation Programme (Liberal Arts and Politics)	<a href="#">Apply</a>

**Help**

**Searching for a programme:**  
It's best to use a keyword search; a keyword is any word from the title of your chosen programme (check our online prospectus [here](#))

Faculty, Award type and Study Mode can be searched independently or in combination with each other, but not with a Keyword search.

**Note for applicants to research degrees:**  
You cannot apply directly to a research group, but should apply to the programme it falls under. Please search for your area of interest in our online prospectus. This will be linked to a programme title. To start your application please use a keyword search and enter any word from the programme title.

**Select a start date:**  
After selecting a programme you will be able to select a start date. If you need to change your start date after submitting, send a message to the admissions office. Changing your start date may not be possible for all programmes.

**If additional information appears after you've selected a start date,** read this carefully as it will contain important information about what's required in your application.

**King's Approved Agent, King's Partner or Study Abroad coordinator**  
If a King's Agent or King's Partner is supporting your application, please indicate by answering "yes" to the question. Your Agent will provide you with a code that can be added to the textbox that appears. By adding this code, you are agreeing the agent will be able to access your

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.

[About us](#) [Contact us](#) [FAQ](#)

You are here: [Home page](#) > [Choose a Programme](#) > Getting Started Hello A Fitz [Edit Account](#) [Logout](#)

Choose a Programme
Choose a Programme ✔

Getting Started !

You are about to start an application to the:

**International Foundation Programme (Business Management and Social Science)**

Are you applying via a King's Approved Agent, King's Partner or Study Abroad coordinator?  Yes  No

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

Select	Start month	Start year	Deadline
<input checked="" type="radio"/>	September	2017	July 30th 2017

IF YOUR APPLICATION IS SUCCESSFUL YOU WILL BE REQUIRED TO PAY A DEPOSIT TO SECURE YOUR PLACE

**The level of deposit you will be asked to pay is determined by the university's assessment of your fee status. The amounts are stated below:**

- Home students will be asked to pay £2000.00
- EU students will be asked to pay £2000.00
- ELQ rate students will be asked to pay £2000.00
- Channel Islands students will be asked to pay £2000.00
- Overseas students will be asked to pay £2000.00

Save

**Help**

**Searching for a programme:**  
It's best to use a keyword search; a keyword is any word from the title of your chosen programme (check our online prospectus [here](#))

Faculty, Award type and Study Mode can be searched independently or in combination with each other, but not with a Keyword search.

**Note for applicants to research degrees:**  
You cannot apply directly to a research group, but should apply to the programme it falls under. Please search for your area of interest in our online prospectus. This will be linked to a programme title. To start your application please use a keyword search and enter any word from the programme title.

**Select a start date:**  
After selecting a programme you will be able to select a start date. If you need to change your start date after submitting, send a message to the admissions office. Changing your start date may not be possible for all programmes.

**If additional information appears after you've selected a start date,** read this carefully as it will contain important

## 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.

You are here: [Home page](#) > [Personal Information](#) > [Personal Details](#) Hello A Fitz [Edit Account](#) [Logout](#)

Choose a Programme ✓

**Personal Information** ⓘ

Education ⓘ

Employment History ⓘ

Supporting Statement ⓘ

Funding ⓘ

Check and Submit ⓘ

Personal Details
ⓘ

**Title:**\* -Select- ▼ **Gender:**\* -Select- ▼

**Forename(s):\***

**Preferred First Name:**

**Surname/Last Name:\***  ✕

**Previous Last name (if applicable):**

**Date of Birth:\*** 1 ▼ Jan ▼ 1984 ▼

**Country of Birth:\*** -Select- ▼

**Nationality:\*** -Select- ▼

**Do you have dual nationality?**  Yes  No

**In which country are you living right now (may differ from your country of permanent residence):\*** -Select- ▼

[Save](#)

[Contact Information](#) ⓘ

[Equal Opportunities](#) ⓘ

[Criminal Convictions](#) ⓘ

[Fee Status](#) ⓘ

**Help**

**General information:**  
Hover over field names for additional help information.

**Personal details:**  
Answer all questions marked with a \*.

**Nationality:**  
Applicants who do not have UK or EU nationality will be asked additional questions about applying for a visa for study at King's. ALL applicants can add, amend or update this information after submitting their application.

**Contact Information:**  
Email addresses cannot be amended here- click on 'Edit Account' to update.

**Equal Opportunities:**  
This information will not be used to assess your application. All applicants who are made an offer will receive information on how to contact our disabilities support team for an assessment of what support is required.

**Criminal convictions:**  
We do require you to tell us if you have a criminal conviction. If you do have a conviction to declare, please visit our webpage for further information- different programmes require different levels of disclosure and this could impact any offer we make you.

**Fee status:**  
Depending on your nationality, current location and permanent home address, we may ask you some additional questions.

### 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.

You are here: [Home page](#) > [Personal Information](#) > [Visa](#) Hello A Fitz [Edit Account](#) [Logout](#)

Choose a Programme <span>✓</span>	<b>Personal Details</b> <span>✓</span>	<b>Help</b>  <b>General information:</b> Hover over field names for additional help information.  <b>Personal details:</b> Answer all questions marked with a *.  <b>Nationality:</b> Applicants who do not have UK or EU nationality will be asked additional questions about applying for a visa for study at King's. ALL applicants can add, amend or update this information after submitting their application.  <b>Contact Information:</b> Email addresses cannot be amended here- click on 'Edit Account' to update.  <b>Equal Opportunities:</b> This information will not be used to assess your application. All applicants who are made an offer will receive information on how to contact our disabilities support team for an assessment of what support is required.  <b>Criminal convictions:</b> We do require you to tell us if you have a criminal conviction. If you do have a conviction to declare, please visit our webpage for further information- different programmes require different levels of disclosure and this could impact any offer we make you.
<b>Personal Information</b> <span>?</span>	<b>Contact Information</b> <span>!</span>	
Education <span>!</span>	<b>Visa</b> <span>!</span>	
Employment History <span>!</span>	I will require a visa to enter and study at King's <input checked="" type="radio"/> Yes <input type="radio"/> No  <i>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.</i>  <i>Please ensure you fill out your passport details below to allow us to process your visa.</i>  Have you studied in the UK on a student visa previously? <input type="radio"/> Yes <input checked="" type="radio"/> No  Do you hold a valid passport? <input checked="" type="radio"/> Yes <input type="radio"/> No  Passport Number:* <input type="text"/>  Issue Date:* <input type="text" value="DD"/> <input type="text" value="MMM"/> <input type="text" value="YYYY"/>  Place of Issue (as shown on your passport):* <input type="text"/>  Expiry Date:* <input type="text" value="DD"/> <input type="text" value="MMM"/> <input type="text" value="YYYY"/> <input type="button" value="Save"/>	
Supporting Statement <span>!</span>	<b>Equal Opportunities</b> <span>!</span>	
Funding <span>!</span>	<b>Criminal Convictions</b> <span>!</span>	
Check and Submit <span>!</span>		

### 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).

You are here: [Home page](#) > [Personal Information](#) > [Contact Information](#) Hello A Fitz [Edit Account](#) [Logout](#)

Choose a Programme	<b>Personal Details</b>	<b>Help</b>  <b>General information:</b> Hover over field names for additional help information.  <b>Personal details:</b> Answer all questions marked with a *.  <b>Nationality:</b> Applicants who do not have UK or EU nationality will be asked additional questions about applying for a visa for study at King's. ALL applicants can add, amend or update this information after submitting their application.  <b>Contact Information:</b> Email addresses cannot be amended here- click on 'Edit Account' to update.  <b>Equal Opportunities:</b> This information will not be used to assess your application. All applicants who are made an offer will receive information on how to contact our disabilities support team for an assessment of what support is required.  <b>Criminal convictions:</b> We do require you to tell us if you have a criminal conviction. If you do have a conviction to declare, please visit our webpage for further information- different programmes require different levels of disclosure and this could impact any offer we make you.  <b>Fee status:</b> Depending on your nationality, current location and permanent home address, we may ask you some additional questions. This will help us assess your status correctly and reduce delays to giving you a decision on your application.
<b>Personal Information</b>	<b>Contact Information</b>	
Education	<b>Permanent Home Address</b>	
Employment History	Address Line 1:* <input type="text"/>	
Supporting Statement	Town/City:* <input type="text"/>	
Funding	County/ State/ Region/ZipCode:* <input type="text"/>	
Check and Submit	Country:* <input type="text" value="-Select-"/>	
	Phone Number* <input type="text"/>	
	Alternative Phone Number <input type="text"/>	
	Email:	
	Is your correspondence address the same as your home address? <input type="radio"/> Yes <input checked="" type="radio"/> No	
	<b>Correspondence Address</b>	
	Address Line 1:* <input type="text"/>	
	Town/City:* <input type="text"/>	
	County/ State/ Region/ZipCode:* <input type="text"/>	
	Country:* <input type="text" value="-Select-"/>	
	Phone Number* <input type="text"/>	
	Alternative Phone Number <input type="text"/>	
	<input type="button" value="Save"/>	

## 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.**

- Choose a Programme ✔
- Personal Information ❗
- Education ❗
- Employment History ❗
- Supporting Statement ❗
- Funding ❗
- Check and Submit ❗

❗ Education/ Academic Qualifications ❗

Field of Study	Qualification	Date Attended	Institution Name	Grade

**Qualification Details**

Type of Institution:\*

Name of Institution:\*

City of institution:

Country of institution:\*

Qualification:\*

Title of Programme/Field of Study:\*

Expected or obtained result:\*

Date of Attendance:    Start Date \*

End Date \*

Attached transcripts or relevant documents:  
(Maximum upload file size: 3MB)

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

**Help**

**Education**  
We need information about your prior and current studies for every application. Please enter the most recent first, including any incomplete programmes of study.

- Upload official transcripts for any university study (interim transcripts are OK if study is incomplete)
- If you are studying or have completed study at a high school, list your programmes of study and predicted final grades
- Adding 'Qualification' and 'Final Grade/Result/Class expected or obtained' - we have given you some options to choose from in these fields. If yours is not listed, you can in type your own qualification or result
- If you wish to enter another qualification, click 'Save qualification' and the table will clear
- When you've finished, click 'Save' to store your data

Please include any previous study in the UK as this is needed when applying to the UKVI for a visa.

**Made a mistake?**  
Entries can be edited or deleted - click on the entry in the table and the table will populate. Make changes and click 'Save qualification' or 'Delete' if you wish to remove it. Once an application has been submitted, changes will not be permitted.

If you submit further applications, you will not be asked to re-enter this information.

**Uploading Documents**  
There is a 3MB limit to the size of documents you can upload. Please split documents into multiple files if necessary.

**English language**  
If you have taken a recognised English language

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.**



[About us](#) | [Contact us](#) | [FAQ](#)

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You are here: [Home page](#) > [Education](#) > [English language](#) Hello First Name Surname | [Edit Account](#) | [Logout](#)

Choose a Programme <span style="float: right;">✔</span>	<b>Education/ Academic Qualifications</b> <span style="float: right;">❗</span>	<b>Help</b>
Personal Information <span style="float: right;">❗</span>	<b>Professional/other relevant qualifications</b> <span style="float: right;">❗</span>	<b>Education</b> We need information about your prior and current studies for every application. Please enter the most recent first, including any incomplete programmes of study.
<b>Education</b> <span style="float: right;">❗</span>	<b>English language</b> <span style="float: right;">❗</span>	<ul style="list-style-type: none"> <li>Upload official transcripts for any university study (interim transcripts are OK if study is incomplete)</li> <li>If you are studying or have completed study at a high school, list your programmes of study and predicted final grades</li> <li>Adding 'Qualification' and 'Final Grade/Result/Class expected or obtained' - we have given you some options to choose from in these fields. If yours is not listed, you can in type your own qualification or result</li> <li>If you wish to enter another qualification, click 'Save qualification' and the table will clear</li> <li>When you've finished, click 'Save' to store your data</li> </ul>
Employment History <span style="float: right;">❗</span>	<p>Have you been taught and examined in English?* <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Have you taken an English proficiency test?* <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Name of Test:* <input type="text" value="-Select-"/></p> <p>Candidate number:* <input type="text"/></p> <p>Date taken:* <input type="text"/></p> <p>Attached English language requirements documentation: (Maximum upload file size: 3MB)</p> <p>Document Category (only required if adding an attachment):* <input type="text" value="-Select-"/></p> <p><input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Upload"/></p> <p style="text-align: right;"><input type="button" value="Save"/></p>	<p>Please include any previous study in the UK as this is needed when applying to the UKVI for a visa.</p> <p><b>Made a mistake?</b> Entries can be edited or deleted - click on the entry in the table and the table will populate. Make changes and click 'Save qualification' or 'Delete' if</p>
Supporting Statement <span style="float: right;">❗</span>		
Funding <span style="float: right;">❗</span>		
Check and Submit <span style="float: right;">❗</span>		

**\*\* 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.

- Choose a Programme ✔
- Personal Information ❗
- Education ❗
- Employment History ❗
- Supporting Statement ❗
- Funding ❗
- Check and Submit ❗

**Check and Submit**

**Attachment Summary**

Page	Document	Category	Uploaded Date

**Declaration**

**By submitting your application, you are agreeing to accept the terms of the Declaration below. It is important that you read this Declaration carefully so that you are happy you understand its content.**

**Your attention is drawn to the [General Terms and Conditions for Students](#), which contains important information, including information about your cancellation rights and our complaints procedures. For any queries, please contact us by email at [admissions@kcl.ac.uk](mailto:admissions@kcl.ac.uk)**

**DECLARATION**

I confirm to the best of my knowledge that all information provided in my application to King's College London is correct. I will provide documentation if required and understand that King's College London may request further information relating to any part of my application from my referee or employer including for example, proof of identification, status, academic qualifications and/or employment history.

I understand that my application may be cancelled, an offer withdrawn or registration terminated, if my application is found to contain false or misleading information or material omissions.

I have read and understood the [General Terms and Conditions for Students](#) and agree to be bound by them.

I agree to the King's Apply Terms and Conditions and [Privacy Policy](#) and I give my consent to the processing of my data by King's College London.

**\* I understand and agree with the above**

**Help**

**Check and submit**

Before you submit, read the declaration below and if you agree to the terms, check the box and click submit (or 'Proceed to Payment' if your programme requires an application fee).

**Can't submit?**

If any sections of your application are incomplete you will not be able to submit. Look for red exclamation marks in the left hand panel.

- If you need to upload any further documents, please revisit the relevant sections and upload them.
- If your application is incomplete it will cause delays to processing as we will need to contact you for further information.