Pre-University
SUMMER SCHOOL
2019

Pre- University Summer School
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

Applicants who wish to stay in King's accommodation should apply for one of our **RESIDENTIAL** programmes packages as listed below. You will be requested to pay for your tuition and accommodation fees in one transaction via your King's Apply account. Check in dates for the residential programmes will be:

Session 1	**Check in**: 30 June 2019 from 14:00hrs	**Check out:** 13 July 2019 by 10:00hrs
Session 2	**Check in**: 21 July 2019 from 14:00hrs	**Check out:** 3 August 2019 by 10:00hrs

STARTING AN APPLICATION

After the initial registration page, you will be directed here:

CHOOSE 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* **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 Session 1 (1 July - 12 July 2019)
Pre-University Summer School Session 2 (22 July - 2 August 2019)
Pre-University Summer School Session 1 **(Residential)**(1 July - 12 July 2019)
Pre-University Summer School Session 2 **(Residential)** (22 July - 2 August 2019)
Pre-University Summer School Session 1 - **Residential (Over 18)**(1 July - 12 July 2019)
Pre-University Summer School Session 2 - **Residential (Over 18)** (22 July - 2 August 2019)

GETTING STARTED

STEP 4: Please select the relevant study period and **SAVE**   **DO NOT TICK ANY OTHER BOX**

⊙ Getting Started

You are about to start an application to the:

Pre-University Summer School Session 1

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

Please select a start date / week commencing date from the options below: *

Start Date / Week Commencing Date
01 July 2019
Deadline for OVERSEAS
31 May 2019
Deadline for HOME/EU/HOME ISLANDS
31 May 2019
⌄

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**

IMPORTANT: Non- EU students will be required to submit their own visa applications for a 'Short Term Study' visa. Students that have accepted an offer of admission to a programme will be issued with a visa support letter to assist with their visa application. For more information about short term study visas please visit https://www.gov.uk/study-visit-visa

Non -EU applicants will be provided with a confirmation/visa support letter once they have accepted an offer.

⊟ Short Stay Visa   ✔

I will require a visa to enter and stay in UK	Yes

> I will need to make an application for a Student Visitor Visa

Do you hold a valid passport currently?	Yes

Passport Number:*

Issue Date:*   DD   MMM   YYYY
This field is required

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

Expiry Date:*   DD   MMM   YYYY
This field is required

                                           Save & Next ❯

EQUAL OPPORTUNTIES
STEP 8:   Please complete this section and **'Save'**

FEE STATUS
STEP 9: Please complete this section and **'Save'**
N.B. Programme fees are the same for Home, EU and Overseas students.

EDUCATION
STEP 10: 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.**

Personal Information ✔	Country	Field of Study	Qualification	Date Attended	Institution Name	Grade
Education ❶						
Employment History ❗						
Supporting Statement ❗						
Funding ❗						
Check and Submit ❗						

Qualification Details

Type of Institution:*	-Select-
Country of institution:*	-Select-
Qualification:*	
Final Grade/Result/Class expected or obtained:*	
Name of Institution:*	
City of institution:	
Date of Attendance:	Start Date * MMM YYYY
	End Date * MMM YYYY

Attached transcripts or relevant documents:
Choose file   No file chosen   Upload

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

ENGLISH LANGUAGE
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STEP 11: 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.**

PERSONAL STATEMENT

STEP 12: 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 module you wish to study at the TOP of your Personal Statement. You will find a list of available modules here: https://www.kcl.ac.uk/study/summer/summer-schools/pre-university/what-can-i-study.aspx

REFEREE DETAILS

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STEP 13: 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 <u>OR</u> 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 ✔	**Referee Name:***	Mr John Smith
Education ✔	**Institution/Company:***	King John's School
Employment History ✔	**Position:***	Geography Teacher
Supporting Statement ❗	**Relation to you:***	Teacher
References ❗	**Telephone:***	555444446666
Funding ❗	**Address Line 1:***	61 Kings Street
Check and Submit ❗	**Address Line 2:**	London
	Address Line 3:	SW7 7PY
	Country:*	Afghanistan ▼
	Email:*	
	Verify Email:*	-Select- / King's Referee Portal / Upload scanned copy of formal signed referee now
	Choose Reference Source:*	-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 yoru shcool coordinator as your referees.

FUNDING

STEP 14: 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 ❗	

⏱ 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:
[Choose file] No file chosen   [Upload]

[Save]

CHECK AND SUBMIT

STEP 15:   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 'Proceed to Payment'* in order to pay your Application Fee.

Application Fee Confirmation

STEP 16: 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 17: You will then be redirected to a payment confirmation screen where you can enter your card details.

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.