

Summer School

Pre-University, Hong Kong

15 July – 19 July 2019



King's Apply Guidance Notes Pre-University Summer School in Hong Kong 2019

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.

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'**. Please select one of the following programmes:

- **Pre-University Summer School in Hong Kong (15-19 July)**
- **Pre-University Summer School in Hong Kong 1&2 (15-19 July) (Select if you wish to study two modules)**

Once you have made your selection click **'Apply'**.

GETTING STARTED

STEP 4: Select the relevant study period and **SAVE**.

Select **'NO'** in response to **'Are you applying via a King's Approved Agent, King's Partner or Study Abroad coordinator?'**

Getting Started


You are about to start an application to the:

Pre-University Summer School in Hong Kong

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	
15 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 [SAVE](#)

CONTACT INFORMATION

STEP 6: Please enter your contact details and [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.

EQUAL OPPORTUNITIES

STEP 7: Please complete this section and [Save](#)

FEE STATUS

STEP 8: Please complete this section and [Save](#)

N.B Fees for our programmes are the same for Home, EU and Overseas students

EDUCATION

STEP 9: 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.**

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

ENGLISH LANGUAGE

STEP 10: 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. Applicants to the Pre-University Hong Kong Summer School must have studied English to at least level **B2** in the **Common European Framework of Reference for languages (CEFR)**.

IMPORTANT: To upload an English language proficiency certificate, the English language section should be completed 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 10: Please complete the box or upload a 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: [Modules for Pre-University Summer School in Hong Kong](#)

Make sure each document uploads successfully by clicking the **UPLOAD** button each time and 'Save'

Personal Statement

A personal statement of up to 4,000 characters can be completed in the box below. If your programme requires a longer statement, please upload your statement using the upload function below. Please check the online prospectus for additional information about your programme's requirements.

(0/4000 characters)

File Upload

Upload a File

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

File Name

PERSONAL STATEMENT DOC.docx

Download

Remove

Save & Next

FUNDING

STEP 11: 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:

No file chosen

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. **Academic Transcript/ evidence of high school grades**
2. **English Language proficiency information and certificate (if required). If you do not have this at the time of application, this can be attached later.**
3. **Personal Statement with the title of your chosen module at the top.**

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 or telephone +44 (0) 20 7848 1533.