Undergraduate
SUMMER SCHOOL

1 – 19 July and 22 July – 9 August 2019

King's Undergraduate 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 email 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:** 20 July 2019 by 10:00hrs
Session 2	**Check in**: 21 July 2019 from 14:00hrs	**Check out:** 10 August 2019 by 10:00hrs
Sessions 1&2	**Check in**: 30 June 2019 from 14:00hrs	**Check out:** 10 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: *SUMMER*   **DO NOT use the 'Award type' and 'Study Mode' search options.**

STEP 3: Click on '*Search '*. This will generate several programmes.

For the **Undergraduate Summer School** Programmes, you will select one of the following depending on the dates you wish to attend:

King's Undergraduate Summer School Session 1 (1 July - 19 July 2019)
King's Undergraduate Summer School Session 2 (22 July - 9 August 2019)
King's Undergraduate Summer School Sessions 1&2 (1 July to 9 August)
King's Undergraduate Summer School Session 1 **(Residential)** (1 July - 19 July 2019)
King's Undergraduate Summer School Session 2 **(Residential)** (22 July - 9 August 2019)
King's Undergraduate Summer School Sessions 1&2 **(Residential)** (1 July to 9 August 2019)

Select the relevant programme for you and click *'Apply'*.

GETTING STARTED

STEP 4: Select the relevant study period by clicking on the calendar icon and **SAVE**.

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

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.

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.

If you have ticked the box indicating that you will need a visa to study in the UK, a drop-down box will ask you to enter your passport details. Enter your details and click **'Save'**

EQUAL OPPORTUNITIES
STEP 8:   Please complete this section and **SAVE**

FEE STATUS
STEP 9:   Please complete this section and **SAVE**
N.B Fees for our programmes are the same for Home, EU and Overseas students.

EDUCATION
STEP 10: Please complete the **'Qualification Details'** screen and upload your transcript and/or degree certificate.

IMPORTANT- You must upload an **official** **transcript** from your university showing your average marks for the current academic year so far (if you are currently at university) **or** a copy of your final degree certificate/ official transcript (if you are a graduate). **Please ensure that your transcript is in English.**

If you are not at university or it is proving difficult to obtain an academic transcript you should contact the Summer School office for further advice.

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Qualification Details

Type of Institution:*	-Select- ▼
Name of Institution:*	
City of institution:	
Country of institution:*	England ✕ ▼
Qualification:*	
Expected or obtained result:*	

Date of Attendance:

	Start Date *	MMM ▼	YYYY ▼
		This field is required	
	End Date *	MMM ▼	YYYY ▼
		This field is required	

File Upload

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

⬆ Upload a File

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

File Name	Degree transcript.docx	Download	Remove
Category	Interim transcript		

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

ENGLISH LANGUAGE

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.**

⊟ Education/ Academic Qualifications ✔
⊟ English language ✔

Have you been taught and examined in English?*		Yes	
Duration of period spent studying in English:*		-Select- ▼	
Most Recent Period	**From:***	MMM ▼	YYYY ▼
	To:*	MMM ▼	YYYY ▼
Have you taken an English proficiency test?*		Yes	
Name of Test:*		-Select- ▼	
Candidate number:*			
Date taken:*			🛗

File Upload

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

⬆ Upload a File

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

Save & Next ❯

STEP 12:

PERSONAL STATEMENT

You may type 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 title of the module you wish to study at the TOP of your Personal Statement. Here is list of available modules: https://www.kcl.ac.uk/study/summer/summer-schools/undergraduate/what-can-i-study.aspx

⊟ **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)

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|
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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 13: 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 Kings College London Award.)

⊟ **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 am applying for a funding award or scholarship administered by King's College London. (Please read the application instructions for your chosen scholarship carefully to ensure whether you need to submit a separate application form for the funding.)

☐ 6.Other

File Upload

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

[⬆ Upload a File]

Attached document (optional):
(Maximum upload file size: 3MB)

[Save & Next ❯]

CHECK AND SUBMIT

STEP 14:   Attachment Summary

Please check that you have attached the documents specified below. If you have not, your application will not be processed.

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1. **Academic Transcript**
2. **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.**
3. **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 15: 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.