

# Undergraduate SUMMER SCHOOL



29 June – 17 July and 20 July – 7 August 2020

## King's Undergraduate Summer School Application ONLINE PROGRAMMES 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](mailto: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: **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 (ONLINE) (29 June – 17 July 2020)
King's Undergraduate Summer School Session 2 (ONLINE) (20 July - 7 August 2020)
King's Undergraduate Summer School Session 3 (ONLINE) (29 June to 7 August 2020)

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

### GETTING STARTED

**STEP 4:** Select **'NO'** in response to **'Are you applying via a King's Approved Agent, King's Partner or Study Abroad coordinator?'** and SAVE.

**Choose a Programme** ✓

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**Getting Started** !

You are about to start an application to the:

**Ancient Languages Undergraduate Summer School Session 1 (Non-Residential)**

Are you applying via a King's Approved Agent, King's Partner or Study Abroad coordinator?

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

**Start Date / Week Commencing Date**  
29 June 2020

**Deadline for OVERSEAS**  
31 May 2020

**Deadline for HOME/EU/HOME ISLANDS**  
31 May 2020

**Additional Notes**  
Deadline is 31 May. Late applications may be considered.

Selected

## 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](#)

**Equal Opportunities** ✓

**Ethnic Origin -**  
Please select the option which most closely describes you:

**Disabilities -**  
Do you have a disability you wish to declare?

[Save & Next >](#)

## 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' 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.

### Qualification Details

**Type of Institution:\***

**Name of Institution:\***

**City of institution:**

**Country of institution:\***

**Qualification:\***

**Expected or obtained result:\***

**Date of Attendance:**

**Start Date \***    
This field is required

**End Date \***    
This field is required

### File Upload

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

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

File Name	Category	Download	Remove
Degree transcript.docx	Interim transcript	<input type="button" value="Download"/>	<input type="button" value="Remove"/>

**\*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. 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:\*

Most Recent Period

From:\*

To:\*

Have you taken an English proficiency test?\*  Yes

Name of Test:\*

Candidate number:\*

Date taken:\*

**File Upload**

Document Category (only required if adding an attachment):

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

**STEP 11:**

**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)

**File Upload**

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

File Name	Download	Remove
PERSONAL STATEMENT DOC.docx	<input type="button" value="Download"/>	<input type="button" value="Remove"/>

## FUNDING

**STEP 12:** 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 13: 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](#)
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 14:** 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 15:** You will then be redirected to a payment confirmation screen where you can enter your card details.

**Application Fee Confirmation**


<b>Programme Name:</b>	Pre-University Summer School 1 (Non-Residential)
<b>Start Date:</b>	29/06/2020
<b>Forenames:</b>	BELLA
<b>Last name/Surname:</b>	SWANN
<b>Date of Birth:</b>	20/06/1999
<b>Nationality:</b>	Afghan
<b>Application Fee:</b>	£60.00

**Paying your application fee:**  
The university charges an application fee for your chosen programme. This fee is for the assessment of your academic ability to undertake the course. Before submitting your application please ensure you have checked the minimum entry requirements specified in our online prospectus. Please note that meeting, or indeed exceeding the entry requirements does not in any way guarantee that an offer of a place will be made.

- You should pay your application fee by debit or credit card – the amount of the fee is indicated in the table above.
- All application fees are non-refundable, irrespective of the outcome of decision on the application.
- Payments are for each application you make, rather than per person; therefore if you choose to apply to two programmes which both require a payment, you must make both payments.
- This application fee is separate from any future deposit payment you may be asked to make if you receive an offer.

**How to pay:**  
King's College London offers this card payment service to enable you to make payment of the application fee securely, quickly and easily.

The Service is hosted by an external provider called Realex on a secure system so King's College London will not receive any of your card details. King's College London will accept payments from MasterCard, Maestro and Visa (including Visa Debit and Electron). We are unable to accept American Express.



**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 the Estore or any other aspect of the Summer School, please email [summer@kcl.ac.uk](mailto:summer@kcl.ac.uk) or telephone +44 (0) 20 7848 1533.