

Pre-University Online Winter School

15 – 21 February 2021



Pre-University Online Winter School 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 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**'. This will generate several programmes. Select your chosen programme and click '**Apply**'.

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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

Getting Started

You are about to start an application to the:

Pre-University Online Winter School

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
15 February 2021
Deadline for OVERSEAS
18 January 2021
Deadline for HOME/EU/HOME ISLANDS
18 January 2021
Selected

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 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:	<input type="text" value="Other"/>
Disabilities - Do you have a disability you wish to declare?	<input type="text" value="You have a disability, impairment or m"/>
<input type="button" value="Save & Next"/>	

FEE STATUS

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

N.B. Programme fees 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). **Please ensure that your academic results are in English.**

Country	Field of Study	Qualification	Date Attended	Institution Name	Grade
<p>Qualification Details</p> <p>Type of Institution:* <input type="text" value="-Select-"/></p> <p>Country of institution:* <input type="text" value="-Select-"/></p> <p>Qualification:* <input type="text"/></p> <p>Final Grade/Result/Class expected or obtained:* <input type="text"/></p> <p>Name of Institution:* <input type="text"/></p> <p>City of institution: <input type="text"/></p> <p>Date of Attendance: Start Date * <input type="text" value="MMM"/> <input type="text" value="YYYY"/> End Date * <input type="text" value="MMM"/> <input type="text" value="YYYY"/></p> <p>Attached transcripts or relevant documents: <input type="text" value="Choose file No file chosen"/> <input type="button" value="Upload"/></p>					

*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: <https://www.kcl.ac.uk/study/summer/summer-schools/pre-university/winter-school/entry-requirements-winter-school>

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. If your test does not appear in the drop-down list, select **'Other'**. **You will now be able to upload your certificate.**

Choose a Programme	Education/ Academic Qualifications
<p>Choose a Programme ✓</p> <p>Personal Information 1</p> <p>Education 1</p> <p>Supporting Statement 1</p> <p>Funding 1</p> <p>Check and Submit 1</p>	<p>English language 1</p> <p>Have you been taught and examined in English?* <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Duration of period spent studying in English:* <input type="text" value="Part of my education to date"/></p> <p>Most Recent Period From:* <input type="text" value="MMM"/> <input type="text" value="YYYY"/> To:* <input type="text" value="MMM"/> <input type="text" value="YYYY"/></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" value="Choose file No file chosen"/> <input type="button" value="Upload"/></p> <p><input type="button" value="Save"/></p>

PERSONAL STATEMENT

STEP 11: Please write your Personal Statement explaining your motivation for applying to the programme. (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/winter-school/what-can-i-study-winter>

Choose a Programme	✓
Personal Information	✓
Education	✓
Employment History	✓
Supporting Statement	?
Funding	!
Check and Submit	!

Personal Statement

Please write personal statement (maximum 4000 characters) or upload it as a document using the upload function (if your statement is too long)

(0/4000 Please put the title of your chosen module at the TOP of your Personal Statement.)

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

No file chosen

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 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 13: 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. 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)

4. 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

Programme Name:	Pre-University Online Winter School
Start Date:	15/02/2021
Forenames:	BELLA
Last name/Surname:	SWANN
Date of Birth:	20/06/1999
Nationality:	Afghan
Application Fee:	£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 or telephone +44 (0) 20 7848 1533.