

Summer School

Software Performance Engineering

1 July – 12 July 2019



King's Apply Guidance Notes Software Performance Engineering 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.

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

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.

- If you are a **NON King's College London** student please select one of the following:

Summer School in Software Performance Engineering (1 July - 12 July 2019)

Summer School in Software Performance Engineering (Residential) (1 July - 12 July 2019)
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- If you are a **King's College London** student, please select:

Summer School in Software Performance Engineering – KCL & Partners (1 July - 12 July 2019)

Summer School in Software Performance Engineering – KCL & Partners (Residential) (1 July - 12 July 2019)

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?'**

Choose a Programme


Getting Started

You are about to start an application to the:

Summer School in Software Performance Engineering

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	
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 **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'

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:*
This field is required

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

Expiry Date:*
This field is required

[Save & Next >](#)

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.

ENGLISH LANGUAGE

STEP 11: 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: 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.**

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):

[Upload a File](#)

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

[Save & Next >](#)

PERSONAL STATEMENT

STEP 12: IMPORTANT – Please complete the box or upload the following:

1. **A personal statement** that explains why you would like to participate in the programme and how it fits in with your professional development plans.
2. **Transcript or evidence that you have completed at least one year of a Computer Science degree programme.**

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 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 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 13: Attachment Summary

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

1. **A personal statement** that briefly explains the reasons you would like to participate in the programme and how it fits in with your professional development plans.

2. If you are a King's College London student, please ensure that you have selected a programme with the suffix 'KCL'.
3. Transcript or evidence that you have completed at least one year of a Computer Science degree programme.
4. If you **ARE** a King's student, please tick the '**Declaration**' box to indicate that you agree with the King's 'Declaration' and then click on '**submit application**'.
5. If you are **NOT** a King's student, please tick the '**Declaration**' box to indicate that you agree with the King's 'Declaration' and then click on '**Proceed to Payment**' 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.

Payment Confirmation

Last Name: SWANN
First Name: BELLA
Amount: £50.00
Payment Type: Application Fee
Transaction ID: ATF-187314

Payment Details *Secured By 256bit SSL Cert*

Card Number
Card Number

VISA Mastercard American Express

Expiry (mm/yy) Security Code ⓘ
MM / YY Security Code

Cardholder Name
Cardholder Name

Pay now

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.