Beijing Normal Bespoke Partner Programme
Summer School 2024
Application Guidance Notes

Application Process Overview

Applicants need to submit an application via the King's Estore system, where they will be able to select their programme and module and pay for their course.

Once an application is submitted and receipt of payment confirmed, students need to complete their registration in King's Apply Portal (included in this guidance). This enables the Summer Programmes and the central Registry team to create a student record (including King's student ID and email address).

Before You Start an Application

✓ Review the applicable Terms and Conditions.

Application Process Step by Step

STEP 1 Secure your place on the programme.

1. Go to the King's Beijing Normal Bespoke Partner Programme page and select your programme from the table.
2. Click on **Add to Basket.**
3. Go to Shopping Basket (at the top of the screen) and click on **Proceed to Checkout.**
4. Log in using the login details you used to register. If you are not registered, please do so before proceeding.
5. Fill out your **personal details.**
6. Read the consent information carefully, review your selection, and pay for the course.

STEP 2 - REGISTRATION
Complete your registration within 14 days of completing your application.

1. Register your details on the King's Apply Portal.   The system will generate a King's student number to Register you as a King's student.
2. Choose a programme following the instructions below:

-In **ADVANCED SEARCH** *select* **'Keyword'** and type **SJTU** into the box.
-Click on '**Search '**. This will generate several programmes.
Select your chosen programme (see list below) and **'Apply'**.

Beijing Normal University Bespoke Partner Programme

3. **Getting Started**

- Select **'NO'** in response to *'Are you applying via a King's Approved Agent, King's Partner or Study Abroad coordinator?* and **SAVE.**
- Select your chosen start date and **SAVE.**

4. Enter your **personal and contact details** including your email address (not a generic email address) and

SAVE.

Please use the same email address used to apply for the course. This email address will automatically be used for all email communications King's has with you. It must be an email that will not be de-activated (university email) and one that is checked regularly.

5. Under **Education** complete the **Qualification Details** section.

- Institution type – 'University'.
- Institution name – Enter name of their institution.
- City of institution – Enter city name.
- Country of Institution – Enter country.
- Qualification - Select 'Other' from the drop down.
- Predicted or Obtained Results – Select 'Pass'.
- Date of Attendance - Enter approximate month and year.
- Subjects studied – Skip this section.

IMPORTANT- If you have been taught in English - upload a copy of the transcript/degree certificate. **Please ensure that academic results are in English.**

- Select the file you wish to attach and click on **UPLOAD.**

6. **English Language Proficiency**

Please upload copy of your University Entrance Exam for English with a minimum score of 110.
Details of other English language test we accept can be found here:: https://www.kcl.ac.uk/summer/university-level/undergraduate-summer-school

IMPORTANT- If you have been taught in English - upload a copy of the transcript/degree certificate.

You must upload an **official transcript** from your university showing a GPA of at least 3.0 out of 4 **or** a copy of your final degree certificate/ official transcript (if you are a graduate). **Please ensure that your transcript is in English.**

o Select the file you wish to attach and click on **UPLOAD.**

7. **CHECK AND SUBMIT**

Attachment Summary - Please check that you have attached the documents specified below:

1. If you were taught in English, a copy of the transcript or degree certificate showing the language of instruction was English.
2. If you were not taught in English, please attach evidence of English Language proficiency AND a copy of the transcript/degree certificate.

8. Please tick the ***Declaration*** box to indicate that you agree with the King's 'Declaration' and ***SUBMIT.***

After submission, you will receive an acknowledgement within 10 days. Please check the 'King's Apply' page for notifications and to respond to any requests for further information.

If you have any further questions, please contact Summer@kcl.ac.uk