

English Language and Culture 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 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 [English Language and Culture Summer School](#) page and select **Session 2 (15-26 July 2024)** start date.
- 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 further.
- 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 so that you are registered as a King's student.
- 2) Choose a programme following the instructions below:

-In **ADVANCED SEARCH** select '**Keyword**' and type **Summer** into the box.

-Click on '**Search**'. This will generate several programmes.

Select your chosen programme (see list below) and '**Apply**'.

King's Undergraduate Summer School (2 wks Course Only)

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](#).

- 6) Upload evidence that you are holding an offer of admission to an undergraduate programme for September 2024

7) **English Language Proficiency**

Upload evidence of English Language proficiency. This should be a recognised English Language test certificate at level **B2 in the Common European Framework of Reference for languages (CEFR)**.

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.**' Enter the name of the test and **upload the certificate**.

8) **CHECK AND SUBMIT**

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

- ✓ Upload evidence that you are holding an offer of admission to an undergraduate programme for September 2024.
- ✓ Attach evidence of English Language proficiency at level B2 in the CEFR

If this is not available at the time of the registration, this can be attached later.

- 9) 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