

Summer Research



6 Week Summer School Research Pathway A

4 July – 12 August 2022

King's Apply Guidance Notes for Applicants -2022

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 the application form. If you are unable to access the online application form, please email asksummer@kcl.ac.uk for advice.

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 ensure that your application form is as complete as possible to speed up the process.

UG - ACCOMMODATION

Applicants wishing to stay in King's accommodation can apply for one of the **RESIDENTIAL** programmes packages listed below. Payment of tuition and accommodation fees will be made in one transaction via your King's Apply account. Check in dates for the residential programmes will be:

Sessions 1&2 (DOUBLE): Check in: **Sunday 3 July** from 15:00hrs Check out: **Saturday 13 August 2022** 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. Select your chosen programme below and click **'Apply'**.

6 Week Summer School Research Pathway A (NR)	£5450
6 Week Summer School Research Pathway A (RESIDENTIAL)	£7910

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.

- Then select your chosen start date and SAVE

Choose a Programme

Getting Started

You are about to start an application to the:

6 Week Summer School Research Pathway A (NR)

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

04 July 2022

Deadline for OVERSEAS

31 May 2022

Deadline for EU

31 May 2022

Deadline for HOME/HOME ISLANDS

31 May 2022

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 in **permanent home address**. If you do not wish to receive correspondence at this address, please enter alternative details in **correspondence address**. **PLEASE INCLUDE YOUR ZIP/POST CODE.**

The email address you use to register your application will automatically be used for all email communications King's has with you. Please ensure that it is an email address that you check regularly and will not be deactivated i.e. a university email.

STANDARD VISITOR VISA – Please skip this step if you are applying to an ONLINE programme

STEP 7: If you are a non-UK/Irish national, please review the information available here <https://www.gov.uk/browse/visas-immigration/student-visas> and update this if you do require a Student Visa.

IMPORTANT: Overseas/Non- EU students can study on a **Standard Visitor visa**. You can find more information here: <https://www.kcl.ac.uk/campuslife/services/student-advice-support/how/international-student-support/immigration-and-visas/visas-for-short-term-study>. **Students that have accepted an offer of admission to a programme will be issued with a confirmation/visa support letter to assist with their visa application.**

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'**

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** or evidence that you have completed your third year of undergraduate studies with a GPA of at least 3.3/4. If you have only completed the 2nd year of undergraduate study, please provide evidence of a GPA of at least 3.5/4.

ENGLISH LANGUAGE

STEP 11: All applicants whose first language is NOT English and who have not been taught in English must provide proof of English Language proficiency. This should be a recognised English Language test certificate; details can be found in the Entry Requirements tab here: <https://www.kcl.ac.uk/summer/university-level/summer-school>

TIP: 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 can now upload your certificate.**

Education/ Academic Qualifications

English language

Have you been taught and examined in English?*

Yes

Duration of period spent studying in English:*

-Select-

Most Recent Period

From:*

MMM

YYYY

To:*

MMM

YYYY

Have you taken an English proficiency test?*

Yes

Name of Test:*

-Select-

Candidate number:*

Date taken:*

File Upload

Document Category (only required if adding an attachment):

-Select-

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 shows your **Project Title at the top of the statement** and briefly explains the reasons you would like to participate in the programme and how it fits in with your professional development plans.

Make sure each document uploads successfully by clicking the UPLOAD button each time and 'Save'

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:

Save

CHECK AND SUBMIT

STEP 14: Attachment Summary

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

2. **A personal statement** that shows your **Project Title at the top of the statement** and briefly explains the reasons you would like to participate in the programme and how it fits in with your professional development plans.
3. Evidence that you fulfil the academic criteria of the programme
4. Evidence of English language proficiency if the mode of instruction at your university is not English.
5. Please tick the '**Declaration**' box to indicate that you agree with the King's 'Declaration' and then click on '**SUBMIT**'.

Once an 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' account for notifications.

TRACKING APPLICATIONS

Using 'King's Apply' students can track their application status and view offer details. They can also upload supporting documents.

If applicants/programme managers have questions concerning submitted applications, they should email the admissions team via their 'King's Apply' account.

The application process will take approximately **7 working days**; depending on the time of year. Please ensure that the application form is as complete as possible to speed up the process.