Summer Research

6 Week Summer School Research Pathway A

3 July – 11 August 2023

KING'S College LONDON

King's Apply Guidance Notes for Applicants - 2023

REGISTERING
To apply for a Summer School programme at King's you will need to first register an account on the King's Apply Portal here: **https://apply.kcl.ac.uk/**.

TRACKING YOUR APPLICATION
You can track the status of your application, upload supporting documents and view details of your offer using the portal. If you need to contact us about your application, please do so via your 'King's Apply' account.
The application process will take approximately **10 working days**. Please 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 to:

CHOOSE A PROGRAMME

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.

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Select your chosen programme below and click *'Apply'*.

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**
- Select your chosen start date and **SAVE**

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*.

The email address you use to register your application will automatically be used for all email communications Kings 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.**

EQUAL OPPORTUNTIES

STEP 7:　　　　Please complete this section and **SAVE**

FEE STATUS

STEP 8:　　　　Please complete this section and **SAVE**

N.B Fees for our programmes are the same for Home, EU and Overseas students.

EDUCATION

STEP 9: Complete the **'Qualification Details'** screen and upload your transcript and/or degree certificate.

IMPORTANT- 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. **Please ensure that your transcript is in English.**

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 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-research-programme

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

| ☑ Education/Academic Qualifications | ✔ |
| ☑ English Language Requirement | ✔ |

Have you been fully taught and examined in English in a majority English-speaking country?
(as defined by the UK government)*   `Yes`

Duration of time spent studying in English*   `Part of my education to date ⌄`

Most Recent Period   **Start Date***   `MMM ⌄` `YYYY ⌄`

End Date*   `MMM ⌄` `YYYY ⌄`

Have you taken an English proficiency test within the last two years?*   `Yes`

English Proficiency Test Name*   `-Select- ⌄`

Test Report Reference Number*   `_____`

Date taken*   `_____ 🖩`

File Upload

Document Category   `-Select- ⌄`
(required if uploading a file)

`⬆ Upload a File`

Please use the "Upload a File" button to attach your official English language certificates, which should be clearly named.

(Maximum upload file size: 3MB - please compress/reduce the size before uploading if your file is larger than 3MB. If you split your document in to multiple files, please name these clearly and label each page.)

PERSONAL STATEMENT

STEP 11: 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.

   A list of project titles can be found here: https://www.kcl.ac.uk/summer/university-level/summer-research-programme

Make sure each document uploads successfully by clicking the UPLOAD button each time and **SAVE**

CHECK AND SUBMIT

STEP 13:   Attachment Summary
Please check that you have attached the documents specified below.

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.
2. Evidence that you fulfil the academic criteria of the programme
3. Evidence of English language proficiency if the mode of instruction at your university is not English.

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

Once your application has been submitted, you will receive a response via the King's Apply portal within 10 working days. Please check your 'King's Apply' page for notifications.

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