Undergraduate SUMMER SCHOOL



Session 1 (3 July - 14 July) Session 2 (17 July - 28 July) 2023

King's Partners & Alumni Undergraduate

Application Guidance Notes

These guidelines are for the following applicants:

- Students from our partner institutions (a list of institutions will appear when you begin your application)
- King's Alumni

PROGRAMME FEES Applicants from our partner universities benefit from an application fee waiver and a tuition fee reduction.

King's Undergraduate Summer School (Partners & Alumni) Session 1: 3 - 14 July OR Session 2: 17– 28 July 2023)	£2160
King's Undergraduate Summer School (Partners & Alumni) DOUBLE 3 - 28 July 2023	£4320
King's Undergraduate Summer Exchange (Session 1: 3 - 14 July OR Session 2: 17– 28 July 2023)	NO FEE*
King's Undergraduate Summer Exchange DOUBLE (3 – 28 July 2023)	NO FEE*

*Only students nominated by their home institution under a reciprocal exchange agreement will be eligible for this route.

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: <u>https://apply.kcl.ac.uk/</u>.

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:

<u>CHOOSE A PROGRAMME</u> 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.

King's Undergraduate Summer School (Partners & Alumni) Session 1: 3 - 14 July OR Session 2: 17– 28 July 2023)
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King's Undergraduate Summer Exchange DOUBLE (3 – 28 July 2023)

***NOTE:** Students expecting to attend on an exchange fee waiver basis should apply for the relevant (Partners & Alumni) programme in the first instance. The Admissions team will subsequently move them to the appropriate EXCHANGE programme once confirmation of their exchange status has been received from their home institution.

Select the relevant programme for you and click 'Apply'.

GETTING STARTED

STEP 4:

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

D Choose a Programme	×
Getting Started	θ
You are about to start an application to:	
King's Undergraduate Summer School (Partners & Alumni)	
Are you applying via a King's Approved Agent or King's Partner? No Please select a start date / week commencing date from the options belo	w: *
Start Date / Week Commencing Date	Start Date / Week Commencing Date
03 July 2023	17 July 2023
Deadline for OVERSEAS	Deadline for OVERSEAS
31 May 2023	31 May 2023
Deadline for EU	Deadline for EU
31 May 2023	31 May 2023
Deadline for HOME/HOME ISLANDS	Deadline for HOME/HOME ISLANDS
31 May 2023	31 May 2023
Select	Select

N.B. At this point a full list of our PARTNER institutions will appear. Check that your home institution appears on the list before you continue

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 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.

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 <u>official</u> transcript from your university showing your average marks for the current academic year so far (if you are currently at university) <u>or</u>

a copy of your final degree certificate/ official transcript (if you are a graduate). 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: <u>https://www.kcl.ac.uk/summer/university-level/summer-school</u>

TIP: To upload your English language proficiency certificate, <u>you must complete the English language section as</u> <u>follows:</u>

- 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 <u>upload your</u> <u>certificate.</u>

E English Language Requirement Have you been fully taught and examined in English in a majority (as defined by the UK government)* Duration of time spent studying in English* Most Recent Period Start Date* MMMM YYYY Have you taken an English proficiency test within the last two years?* English Proficiency Test Name* Cast Report Reference Number* Date taken* File Upload Document Category (required if uploading a file)	Education/Academic Qualifications						-
Have you been fully taught and examined in English in a majority English-speaking country? (as defined by the UK government)* Duration of time spent studying in English* Most Recent Period Start Date* End Date* Have you taken an English proficiency test within the last two years?* English Proficiency Test Name* Test Report Reference Number* Date taken* - File Upload Document Category (required if uploading a file) LUDIOAD A File	🖸 English Language Requirement						×
Duration of time spent studying in English* Most Recent Period Start Date* MMM YYYY End Date* MMM YYYY	Have you been fully taught and examined in E English-speaking country? (as defined by the UK government)*	nglish in a majority	Yes				
Most Recent Period Start Date* MMM YYYY End Date* MMM YYYY Have you taken an English proficiency test within the last two years?* English Proficiency Test Name* -Select- Test Report Reference Number* Date taken* File Upload Document Category (required if uploading a file) Select-	Duration of time spent studying in English*	Part of my education to date				~	
End Date* MMM YYYY Have you taken an English proficiency test within the last two years?* English Proficiency Test Name* -Select- Test Report Reference Number* Date taken* File Upload Document Category (required if uploading a file) Cupload a File	Most Recent Period	Start Date*	MMM	YYYY	~		
Have you taken an English proficiency test within the last two years?* English Proficiency Test Name* Test Report Reference Number* Date taken* File Upload Document Category (required if uploading a file)		End Date*	MMM	YYYYY	~		
English Proficiency Test Name* Test Report Reference Number* Date taken* File Upload Document Category (required if uploading a file) Lupload a File	Have you taken an English proficiency test wi years?*	thin the last two	Yes				
Test Report Reference Number* Date taken* File Upload Document Category (required if uploading a file) Lupload a File	English Proficiency Test Name*		-Select-				~
Date taken* End Category -Select-	Test Report Reference Number*						
File Upload Document Category (required if uploading a file) Lupload a File	Date taken*						
Document Category (required if uploading a file) -Select- ~ Lupload a File -Select- -Select-	File Upload						
Lupload a File	Document Category	-Select-					~
	± Upload a File						
Please use the "Upload a File" button to attach your official English language certificates, which should be clearly named.	Please use the "Upload a File" button to attac	ch your official English	language certificates	s, which shoul	d 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.)	(Maximum upload file size: 3MB - please compr to multiple files, please name these clearly and i	ess/reduce the size befor label each page.)	e uploading if your file	is larger than 3	BMB. If you sp	olit your docum	ent in

PERSONAL STATEMENT

STEP 11: You may type or upload a Personal Statement explaining your motivation for applying to the summer school (maximum 4000 characters or upload it if it is too long).

REMEMBER:

At the TOP of your Personal Statement please state clearly your first and second choice modules:

1st CHOICE module – You will be automatically assigned your first-choice module. When you have accepted your offer and paid the tuition fee, you can assume that you are confirmed on your first-choice module.

2nd CHOICE module – If for any reason your first-choice module is unavailable, we will assign you to your second choice and notify you by email. You can refuse to accept the second choice, and this will not infringe upon your rights as outlined in our terms and conditions.

View available modules here:

ON CAMPUS <u>https://www.kcl.ac.uk/summer/university-level/summer-school</u> ONLINE: TBC

CHECK AND SUBMIT

STEP 12: Attachment Summary

Please check that you have attached the documents specified below.

- 1. Academic Transcript
- 2. English Language proficiency information and certificate (if required). If you do not have this at the time of application, this can be attached later.
- **3.** Personal Statement (ensure that your 1st and 2nd choice modules clearly appear at the TOP of your statement)

Please tick the 'Declaration' box to indicate that you agree with the King's 'Declaration' and then click on 'submit application'.

Once your application has been submitted, you will receive a response from our Summer Programmes Admissions team within 10 working days. 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.