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: **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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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 **'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**

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 OPPORTUNITIES
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** from your university showing your average marks for the current academic year so far (if you are currently at university) **or**

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

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 https://www.kcl.ac.uk/summer/university-level/summer-school
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.