Pre-University
SUMMER SCHOOL

KING'S College LONDON

Pre- University Summer School
Guidance Notes

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.

IMPORTANT: Please note that you are applying for an academic programme only.
Some students on this programme may be eligible to stay in King's student halls of residence. Age restrictions apply and spaces will be limited so applicants are encouraged to secure alternative accommodation where necessary. Where King's accommodation is available, King's Residences will open for booking early in 2023 via the College's accommodation portal.

STARTING AN APPLICATION
After the initial registration page, you will be directed here:

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: *Pre-University* **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 and click *'Apply'*.

Pre-University Summer School
Pre-University Summer School DOUBLE (3-14 July OR 10-21 July) *** select if you wish to apply for 2 sessions**

IMPORTANT: To apply you must be 16 years old at the START of the programme.

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 click on **SAVE**

CONTACT INFORMATION
STEP 6: Please enter your contact details and click on **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. **Pease 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. Programme fees are the same for Home, EU and Overseas students.

EDUCATION
STEP 9: Please complete the '**Qualification Details'** section with all of your academic qualifications.

IMPORTANT- You must upload official confirmation of your most recent high school grades. These could be recent exam certificates or an official document listing your current or most recent grades or academic progress (signed by your school). **Please ensure that your academic results are in English.**

Once you have selected the file you wish to attach you must click **UPLOAD.**

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 their English Language proficiency. This should be a recognised English Language test certificate. See the **Entry Requirements** tab here: https://www.kcl.ac.uk/summer/summer-on-campus/pre-university-summer-school

IMPORTANT: To upload your English language proficiency certificate, <u>you must complete the English language section as 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 **upload your certificate.**

Choose a Programme ✔	▶ Education/ Academic Qualifications	❗
Personal Information ❗	▼ English language	❗
Education ❕		
Supporting Statement ❗	Have you been taught and examined in English?* ● Yes ○ No	
Funding ❗	Duration of period spent studying in English:* [Part of my education to date ▼]	
Check and Submit ❗	Most Recent Period — From:* [MMM ▼] [YYYY ▼]	
	To:* [MMM ▼] [YYYY ▼]	
	Have you taken an English proficiency test?* ● Yes ○ No	
	Name of Test:* [-Select- ▼]	
	Candidate number:* [ ]	
	Date taken:* [📅]	
	Attached English language requirements documentation: (Maximum upload file size: 3MB)	
	Document Category (only required if adding an attachment):* [-Select- ▼]	
	[Choose file] No file chosen [Upload]	
	[Save]	

STEP 11: Write your 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 <u>please state clearly your first and second choice modules</u>:

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.

See the Courses tab for the list here:
MODULES https://www.kcl.ac.uk/summer/summer-on-campus/pre-university-summer-school

CHECK AND SUBMIT

STEP 12:   Attachment Summary
Please check that you have attached the documents specified below.
1. **Official confirmation of your most recent high school grades**
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)**

Tick the *'Declaration'* box then on *'Proceed to Payment'* to pay your Application Fee.

Application Fee Confirmation

STEP 13: Please follow the instructions on this screen carefully then **tick the box** at the bottom, indicating that you agree to the terms and conditions related to the payment of the Application Fee.
Click on *'Pay Now'*

STEP 14: You will then be redirected to a payment confirmation screen where you can enter your card details.

Once your application has been submitted, you will receive a response via the King's Apply portal within 7 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.