King's Undergraduate Summer School
On Campus Guidance Notes

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:

Session 1: Check in: **Sunday 3 July** from 15:00hrs Check out: **Saturday 23 July 2022** by 10:00hrs
Session 2: Check in: **Sunday 24 July from** 15:00hrs Check out: **Saturday 13 August 2022** by 10:00hrs
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 and click *'Apply'*.

King's Undergraduate Summer School (NR) *Session 1: 4 July – 22 July   Session 2: 25 July – 12 August 2022*
King's Undergraduate Summer School (RESIDENTIAL) *Session 1: 4 July – 22 July   Session 2: 25 July – 12 August 2022*
King's Undergraduate Summer School DOUBLE (NR) *4 July – 12 August 2022*
King's Undergraduate Summer School DOUBLE (RESIDENTIAL) *4 July – 12 August 2022*
Undergraduate Summer School King's Business School Modules (NR) *Session 1: 4 July – 22 July   Session 2: 25 July – 12 August 2022*
Undergraduate Summer School King's Business School Modules (RESIDENTIAL) *Session 1: 4 July – 22 July   Session 2: 25 July – 12 August 2022*

18 and Over Summer School (NR) *Session 1: 4 July – 22 July   Session 2: 25 July – 12 August 2022**
18 and Over Summer School (RESIDENTIAL) *Session 1: 4 July – 22 July   Session 2: 25 July – 12 August 2022**
Professional Skills (NR) *25 – 29 July 2022***
Professional Skills (RESIDENTIAL) *25 – 29 July 2022***

***18 and Over Summer School** (If you are 18 or over but not at university)

** **Professional Skills programme information. (**If you wish to study on both the **undergraduate summer school (Session 1)** and the **Professional Skills programme** -complete your application for the undergraduate summer school and then return to this step. Repeat the application process for your 2nd programme.)

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

PERSONAL DETAILS
STEP 5: Please enter your personal details and **SAVE**

NOTE: If you are applying for an ONLINE programme, please enter your country of residence as the country that you will be **resident in during the programme dates.** This information will be used to allocate you to your online classes based on the time zone of that country.

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 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** 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.**

If you are not at university or it is proving difficult to obtain an academic transcript you should email asksummer@kcl.ac.uk for advice.

Qualification Details	
Type of Institution:*	-Select-
Name of Institution:*	
City of institution:	
Country of institution:*	England
Qualification:*	
Expected or obtained result:*	

Date of Attendance: **Start Date *** MMM   YYYY   This field is required

End Date * MMM   YYYY   This field is required

File Upload
Document Category (only required if adding an attachment):*   -Select-

⬆ Upload a File

Attached transcripts or relevant documents:
(Maximum upload file size: 3MB)

File Name	Degree transcript.docx	Download	Remove
Category	Interim transcript		

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

ENGLISH LANGUAGE

STEP 11: 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

*18 or Over Summer School: https://www.kcl.ac.uk/summer/pre-university/over-18-summer-school

TIP: 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'*. Now enter the name of the test. **You can now upload your certificate.**

STEP 12:

PERSONAL STATEMENT

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 <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.

View available modules here: https://www.kcl.ac.uk/summer/university-level/summer-school
*18 or Over Summer School: https://www.kcl.ac.uk/summer/pre-university/over-18-summer-school

*NOTE: Applicants wishing to study **Business School modules** should apply via the **Undergraduate Summer School King's Business School Modules** programme listed in **STEP 3** above.

⊙ Personal Statement ✔

A personal statement of up to 4,000 characters can be completed in the box below. If your programme requires a longer statement, please upload your statement using the upload function below. Please check the online prospectus for additional information about your programme's requirements.

(0/4000 characters)

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|
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File Upload

⬆ Upload a File

Please use the document upload option below to attach required documentation:
(Maximum upload file size: 3MB)

| File Name | PERSONAL STATEMENT DOC.docx | Download | Remove |

Save & Next ❯

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 Kings College London Award.)

⊙ 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 am applying for a funding award or scholarship administered by King's College London. (Please read the application instructions for your chosen scholarship carefully to ensure whether you need to submit a separate application form for the funding.)
- ☐ 6.Other

File Upload

Document Category (only required if adding an attachment):*   -Select- ▼

⬆ Upload a File

Attached document (optional):
(Maximum upload file size: 3MB)

Save & Next ❯

CHECK AND SUBMIT

STEP 14: 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 at a later date.**
3. **Personal Statement (please 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 '*Proceed to Payment*' in order to pay your Application Fee.

STEP 15: 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 16: You will then be redirected to a payment confirmation screen where you can enter your card details.

Application Fee Confirmation

Programme Name:	Pre-University Summer School 1 (Non-Residential)
Start Date:	29/06/2020
Forenames:	BELLA
Last name/Surname:	SWANN
Date of Birth:	20/06/1999
Nationality:	Afghan
Application Fee:	£60.00

Paying your application fee:
The university charges an application fee for your chosen programme. This fee is for the assessment of your academic ability to undertake the course. Before submitting your application please ensure you have checked the minimum entry requirements specified in our online prospectus. Please note that meeting, or indeed exceeding the entry requirements does not in any way guarantee that an offer of a place will be made.

- You should pay your application fee by debit or credit card – the amount of the fee is indicated in the table above.
- All application fees are non-refundable, irrespective of the outcome of decision on the application.
- Payments are for each application you make, rather than per person; therefore if you choose to apply to two programmes which both require a payment, you must make both payments.
- This application fee is separate from any future deposit payment you may be asked to make if you receive an offer.

How to pay:
King's College London offers this card payment service to enable you to make payment of the application fee securely, quickly and easily.

The Service is hosted by an external provider called Realex on a secure system so King's College London will not receive any of your card details. King's College London will accept payments from MasterCard, Maestro and Visa (including Visa Debit and Electron). We are unable to accept American Express.

Once your 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' 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.

If you have a question about the Estore or any other aspect of the Summer School, please email asksummer@kcl.ac.uk or telephone +44 (0) 20 7848 1533.