

# Undergraduate SUMMER SCHOOL

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



## King's Undergraduate Summer School

### 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.

King's Undergraduate Summer School (Session 1: 3 – 14 July Session 2: 17 – 28 July 2023)
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King's Undergraduate Summer School DOUBLE (3 – 28 July 2023)
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Select your chosen programme 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**

🔍 Choose a Programme ✔

🔍 Getting Started ❗

You are about to start an application to:

**King's Undergraduate Summer School**

Are you applying via a King's Approved Agent or King's Partner?

Please select a start date / week commencing date from the options below: \*

<p><b>Start Date / Week Commencing Date</b></p> <p>03 July 2023</p> <p><b>Deadline for OVERSEAS</b></p> <p>31 May 2023</p> <p><b>Deadline for EU</b></p> <p>31 May 2023</p> <p><b>Deadline for HOME/HOME ISLANDS</b></p> <p>31 May 2023</p> <p style="text-align: center; background-color: #0056b3; color: white; padding: 5px;">Select</p>	<p><b>Start Date / Week Commencing Date</b></p> <p>17 July 2023</p> <p><b>Deadline for OVERSEAS</b></p> <p>31 May 2023</p> <p><b>Deadline for EU</b></p> <p>31 May 2023</p> <p><b>Deadline for HOME/HOME ISLANDS</b></p> <p>31 May 2023</p> <p style="text-align: center; background-color: #0056b3; color: white; padding: 5px;">Select</p>
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## 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](#).

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 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, 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**.

The screenshot shows a web form titled "English Language Requirement" with a green checkmark in the top right corner. The form is divided into several sections:

- Have you been fully taught and examined in English in a majority English-speaking country? (as defined by the UK government)\***: A blue "Yes" button is selected.
- Duration of time spent studying in English\***: A dropdown menu is set to "Part of my education to date".
- Most Recent Period**: This section contains two rows of date pickers. The first row is for "Start Date\*" with dropdowns for "MMM" and "YYYY". The second row is for "End Date\*" with dropdowns for "MMM" and "YYYY".
- Have you taken an English proficiency test within the last two years?\***: A blue "Yes" button is selected.
- English Proficiency Test Name\***: A dropdown menu is set to "-Select-".
- Test Report Reference Number\***: An empty text input field.
- Date taken\***: An empty date picker field.
- File Upload**: A section with a "Document Category" dropdown set to "-Select-", an "Upload a File" button, and a note: "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:** 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:

**1<sup>st</sup> 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.

**2<sup>nd</sup> 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 /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 1<sup>st</sup> and 2<sup>nd</sup> choice modules clearly appear at the TOP of your statement)**

Tick the '**Declaration**' box then click '**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**'. You will 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 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.