Undergraduate SUMMER SCHOOL

Session 1 (28 June – 16 July) Session 2 (19 July – 6 August) 2021

King's Partners & Alumni Undergraduate
Online and On Campus Guidance Notes

These guidelines are for the following applicants:

- **Students from our partner institutions**
  (a list of partner institutions will appear when you begin your application via King's Apply)
- **King's alumni**
- **Current King's students** (except Classics BA Pathway and Liberal Arts taking a module for credit)

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

King's Undergraduate Summer School 1 (Partners & Alumni) ONLINE *Session 1: 28 June – 16 July Session 2: 19 July – 6 August 2021*	**£1700**
King's Undergraduate Summer School 3 (Partners & Alumni) ONLINE *28 June – 6 August 2021 Double Session*	**£3400**
Undergraduate Summer School King's Business School Modules (Partners & Alumni) ONLINE *Session 1: 28 June – 16 July Session 2: 19 July – 6 August 2021*	**£1985**

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 summer@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.

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'*.

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Undergraduate Summer School King's Business School Modules (Partners & Alumni) ONLINE
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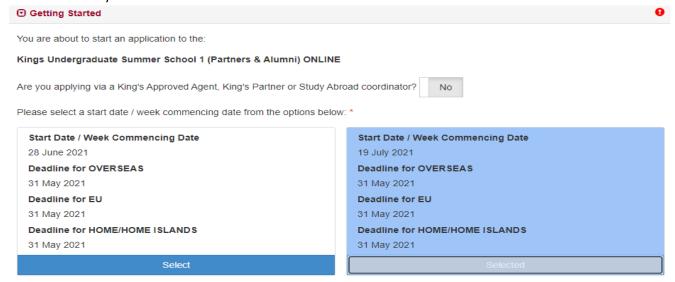<mark>***Residential and Non-Residential options are currently unavailable.**</mark>

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 click on **'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.

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: Non- EU students will be required to submit their own visa applications for a 'Short Term Study' visa. 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. For more information about short term study visas please visit https://www.gov.uk/study-visit-visa

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 OPPORTUNTIES

STEP 8: Please complete this section and **'Save'**

FEE STATUS

STEP 9: Please complete this section and **'Save'**

N.B Fees for our programmes 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 contact the Summer School office for further advice.

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

ENGLISH LANGUAGE

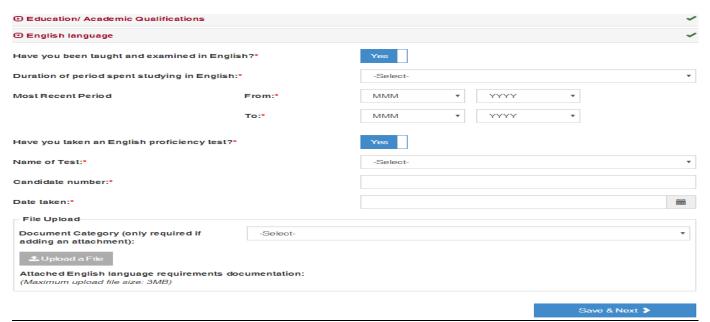**STEP 11: English Language Proficiency:**

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: www.kcl.ac.uk/summer/university-level/online-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.**

Education/ Academic Qualifications		✓
English language		✓
Have you been taught and examined in English?*		Yes
Duration of period spent studying in English:*		-Select- ▼
Most Recent Period	From:*	MMM ▼ YYYY ▼
	To:*	MMM ▼ YYYY ▼
Have you taken an English proficiency test?*		Yes
Name of Test:*		-Select- ▼
Candidate number:*		
Date taken:*		📅

File Upload

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

📤 Upload a File

Attached English language requirements documentation:
(Maximum upload file size: 3MB)

Save & Next ➤

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:

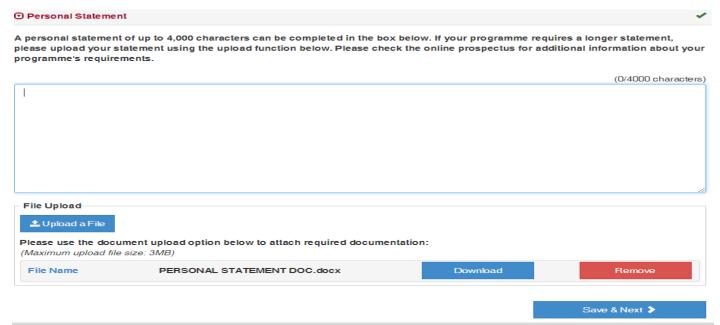At the TOP of your Personal Statement <u>please state clearly your first and second choice modules</u>:

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.

Here are the links to available modules:
- Online Summer School Modules: https://www.kcl.ac.uk/summer/university-level/online-summer-school
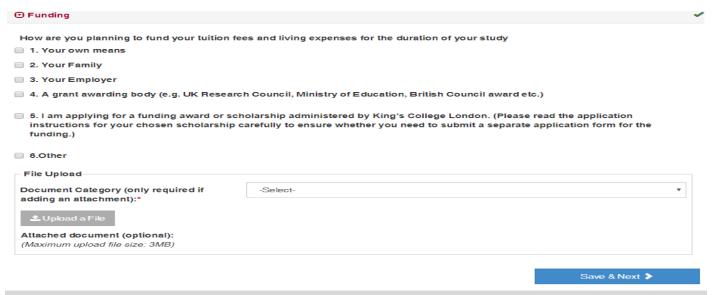- Undergraduate Summer School Modules: https://www.kcl.ac.uk/summer/university-level/summer-school

***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)

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. If you have not, your application will not be processed.

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 'submit application'.*

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 your question is about accommodation, the Estore or any other aspect of the Summer School, please email summer@kcl.ac.uk or telephone +44 (0) 20 7848 1218.