

Undergraduate SUMMER SCHOOL



26 June–14 July and 17 July – 4 August 2017

King's Partners & Alumni Undergraduate Summer School Application Guidance Notes

These guidelines are for the following applicants:

- Students from our partner institutions (a list of our partner institutions will appear when you begin your application via King's Apply)
- King's alumni
- Current King's students (except Liberal Arts)

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 our online application form. If you are unable to access the online application form, please contact the **Summer Programmes office** for advice. Please ensure that you submit all relevant documentation with your online application where possible; please review the guidance notes for this information.

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' page.**

The application process will take approximately **7 working days**, depending on the time of year. Please do ensure that your application form is as complete as possible to speed up the process.

Accommodation

All students who are enrolling at King's for the Undergraduate Summer School can apply for accommodation in one of our halls of residence; Moonraker Point or Stamford Street Apartments. To apply for accommodation you will need to go through the E-store at: <http://estore.kcl.ac.uk/browse/category.asp?compid=1&modid=1&catid=95>

The Application

After the initial registration page you will be directed here:

CHOOSING 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: select **Taught Programmes**

STEP 2: Select **'Keyword'** and type in: **Summer School**

Please DO NOT use the 'Award type' and 'Study Mode' search options.

STEP 3: Click on **'Search'**. This will generate a number of programmes.

For the **Undergraduate Summer School** Programmes you will select one of the following depending on the dates you wish to attend:

- **Kings Undergraduate Summer School 1: Partners & Alumni (26 June – 14 July 2017)***
- **Kings Undergraduate Summer School 2: Partners & Alumni (17 July to 4 August 2017)***
- **Kings Undergraduate Summer School 1&2: Partners & Alumni (26 June to 4 August 2017)***

Select the relevant programme for you and click **'Apply'**.


***N.B. THE DATES WILL CHANGE EVERY YEAR.**


GETTING STARTED


STEP 4: You will then be asked to select the study period.

Please select **'June/July 2017'*** and click on **'Save'**. **DO NOT TICK ANY OTHER BOX**

You are here: [Home page](#) > [Choose a Programme](#) > Getting Started

Choose a Programme 

Choose a Programme 

Getting Started 

You are about to start an application to the:

Kings Undergraduate Summer School 1: Partners & Alumni (27 June - 15 July 2016)

Are you applying via a King's Approved Agent, King's Partner or Study Abroad coordinator? Yes No

Please select a start date from the options below: *

Select	Start month	Start year	Deadline
<input type="radio"/>	June	2016	Deadline is 31 May. Late applications may be considered.
<input type="radio"/>	September	2016	Deadline is 31 May. Late applications may be considered.

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'**

CONTACT DETAILS

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 under the section *permanent home address* for all correspondence (until you start your studies). If you do not wish to receive correspondence at this address, please enter alternative details under the section *correspondence address*. **PLEASE INCLUDE YOUR ZIP/POST CODE.**

The email address you use to register your application will automatically be used for any email communications King's has with you, therefore please ensure that it is an email address that you check regularly and will not be deactivated i.e. a university email.

SHORT TERM STUDY VISA – **THIS SECTION ONLY APPLIES TO NON-EU STUDENTS**

STEP 7: International students: will you require a visa to study in the UK?

If you are NOT an EU resident, **you will** require a 'Short Term Study' visa support letter (as the duration of your stay is less than 6 months) If you require a visa, please tick the box in this section and click on **'Save'**

Passport details – ***COMPULSORY IF YOU REQUIRE A VISA TO STUDY IN THE UK***

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'**

Choose a Programme	Personal Details
Personal Information	Contact Information
Education	Visa
Supporting Statement	
Funding	
Check and Submit	

I will require a visa to enter and study at King's Yes No

If the answer is 'Yes' make sure you have selected your gender as 'Male' or 'Female' or we will not be able to apply for a visa for you. This is due to UKVI processes.

Please ensure you fill out your passport details below to allow us to process your visa.

Have you studied in the UK on a student visa previously? Yes No

Do you hold a valid passport? Yes No

Passport Number:*

Issue Date:*

Place of Issue (as shown on your passport):*

Expiry Date:*

[Save](#)

EQUAL OPPORTUNITIES

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

CRIMINAL CONVICTIONS

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

FEE STATUS

STEP 10: Please complete this section and **'Save'**

EDUCATION

STEP 11: 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.

Please write your Personal Statement explaining your motivation for applying to the summer school (maximum 4000 characters, or upload it if it is too long).

STEP 15: IMPORTANT: Please put the module you wish to study at the TOP of your Personal Statement. You will find a list of available modules here: <http://www.kcl.ac.uk/study/summer/summer-schools/undergraduate/modules/index.aspx>

Choose a Programme ✓
Personal Information ✓
Education ✓
Employment History ✓
Supporting Statement !
Funding !
Check and Submit !

Personal Statement !

Please write personal statement (maximum 4000 characters) or upload it as a document using the upload function (If your statement is too long)

(0/4000 Please put the title of your chosen module at the TOP of your Personal Statement.)

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

Choose file No file chosen Upload

Save

FUNDING

STEP 16: 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.)

Choose a Programme ✓
Personal Information ✓
Education ✓
Employment History ✓
Supporting Statement ✓
Funding ✓
Check and Submit !

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 wish to be considered for a King's College London Award
- 6. Other

Attached document:

Choose file No file chosen Upload

Save

CHECK AND SUBMIT

STEP 17: 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 your module choice has been included 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.

Contact Address

Summer Programmes

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