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:

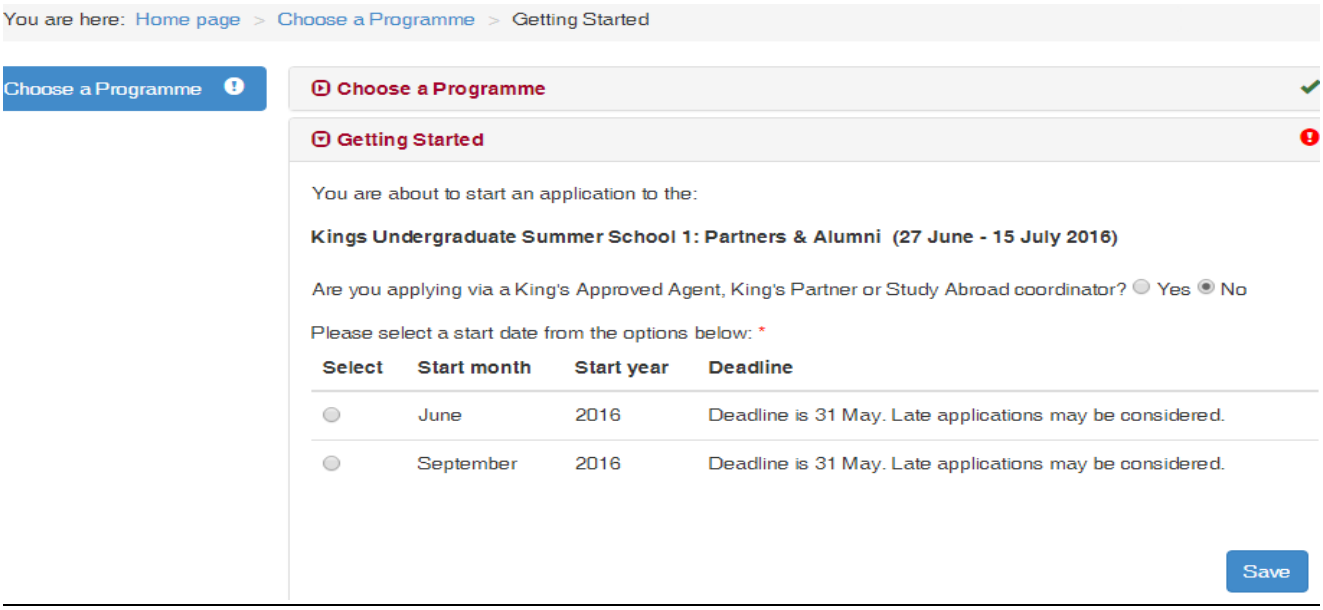
- **Kings Undergraduate Summer School 1: Partners & Alumni (26 June – 14 July 2017)***
- **Kings Undergraduate Summer School 2: Partners & Alumni (17 July to 4 August 2017)***
- **Kings Undergraduate Summer School 1&2: Partners & Alumni (26 June to 4 August 2017)***

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**



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.

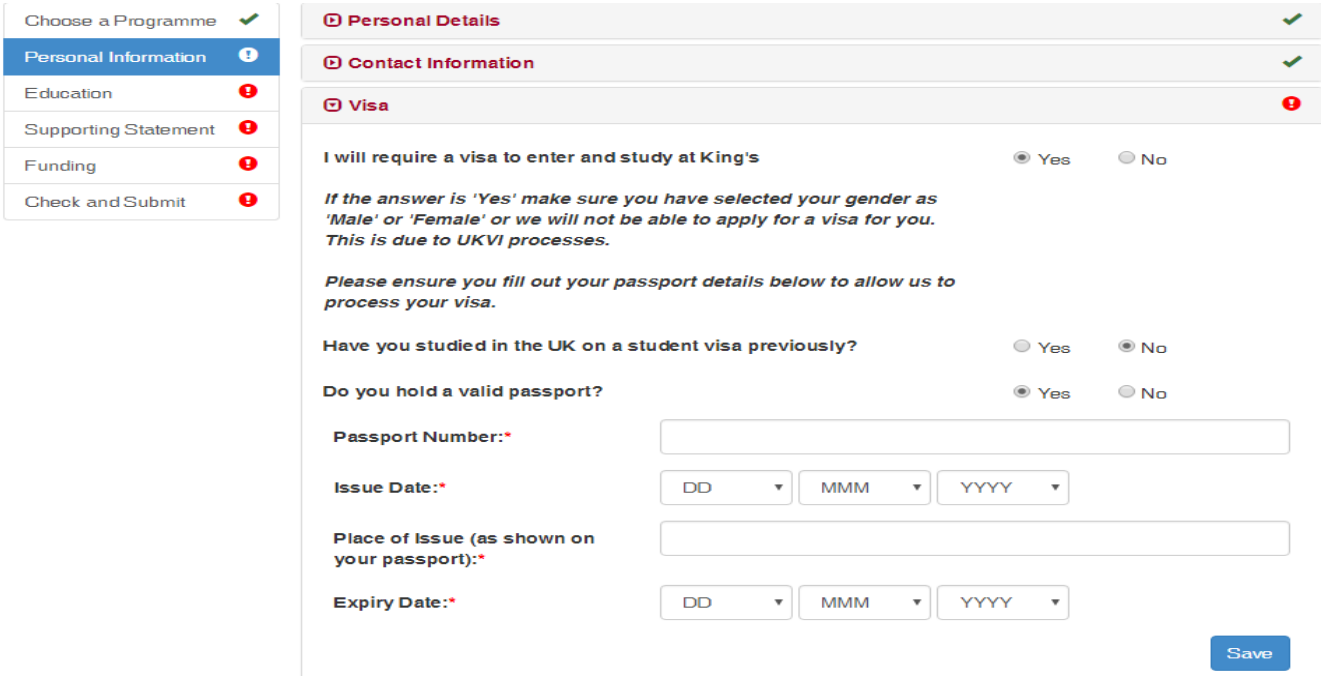
SHORT TERM STUDY VISA – THIS SECTION ONLY APPLIES TO NON-EU STUDENTS

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'**



EQUAL OPPORTUNTIES

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

CRIMINAL CONVICTIONS

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

FEE STATUS

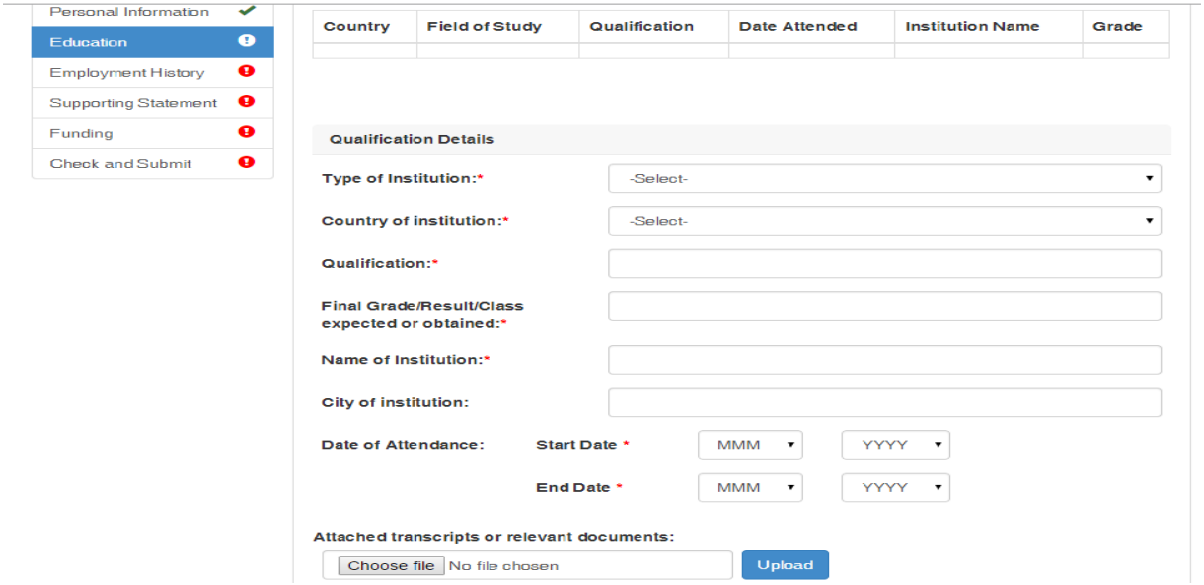
STEP 10: Please complete this section and **'Save'**

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.



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

ENGLISH LANGUAGE

STEP 12:

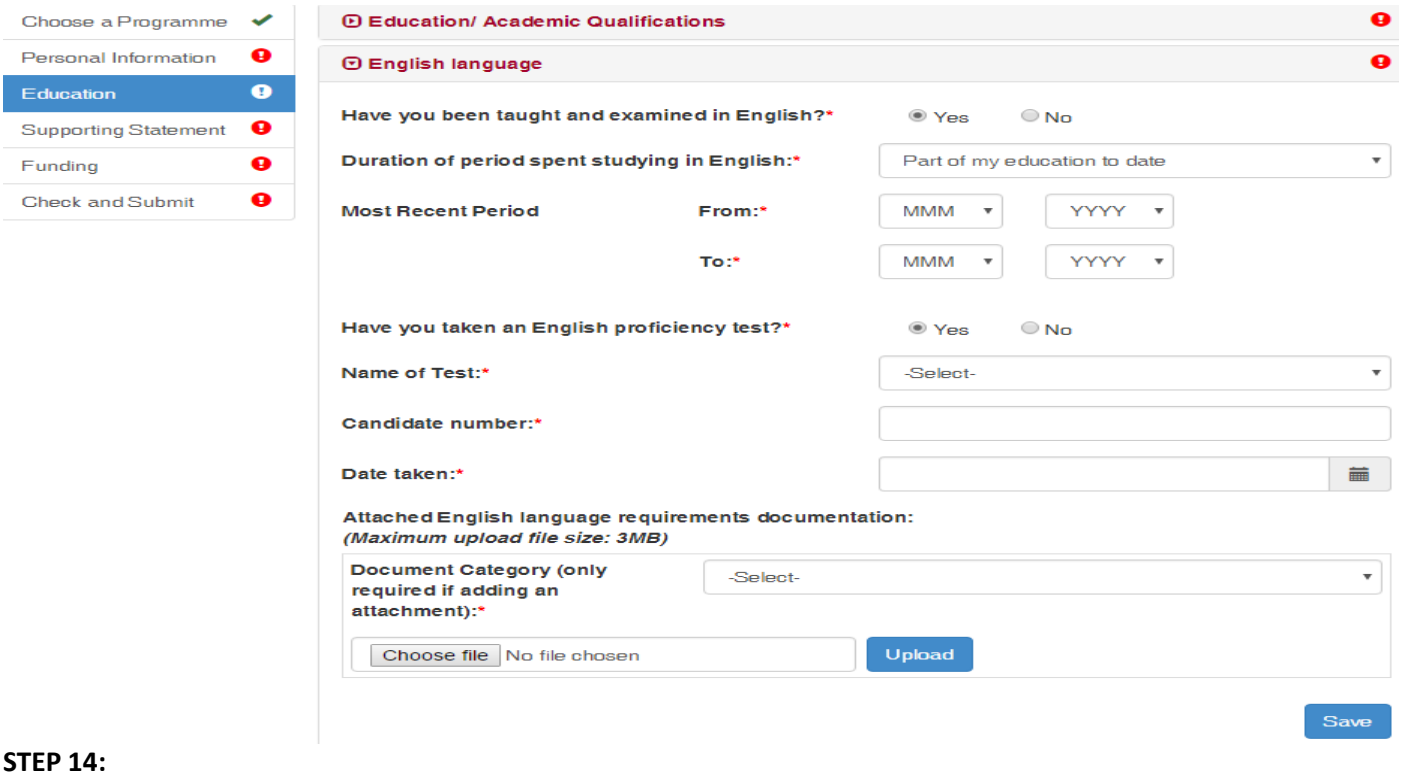
English Language Proficiency:

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, details can be found here: http://www.kcl.ac.uk/study/summer/summer-schools/undergraduate/entry-requirements.aspx

STEP 13:

IMPORTANT: If you need to upload your English language proficiency certificate, you must complete the English language section as follows:

- **Have you been taught and examined in English?** Select ***'YES'***
- **Duration of period spend 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 will now be able to upload your certificate.**

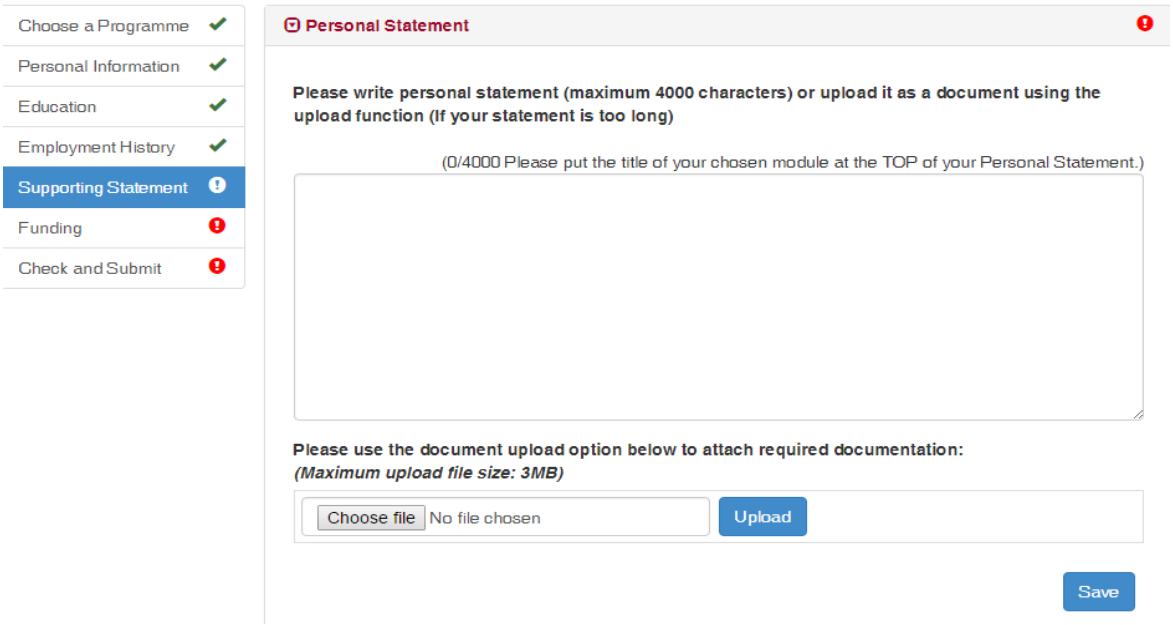


STEP 14:

PERSONAL STATEMENT

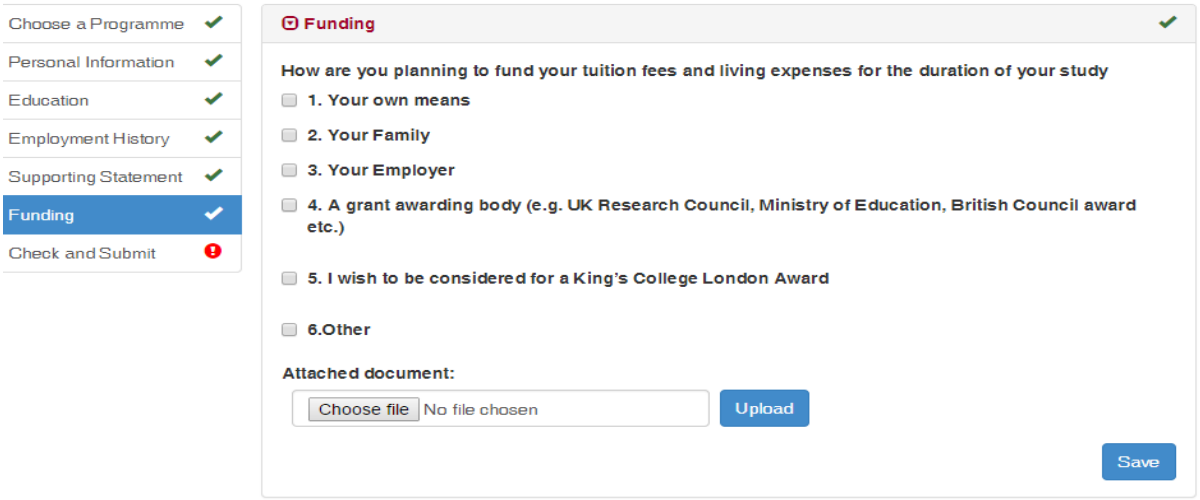
Please write your Personal Statement explaining your motivation for applying to the summer school (maximum 4000 characters, or upload it if it is too long).

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



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.)



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
King's College London
Strand
LONDON WC2R 2LS
Tel: +44 (0) 20 7848 1533
Email: summer@kcl.ac.uk