

Undergraduate SUMMER SCHOOL



29 June – 17 July and 20 July – 7 August 2020

King's Partners & Alumni Undergraduate 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)**

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) Non-Residential	£1620
King's Undergraduate Summer School 2 (Partners & Alumni) Non-Residential	£1620
King's Undergraduate Summer School 3 (Partners & Alumni) Non-Residential	£3240
King's Undergraduate Summer 1 (Partners & Alumni) Residential	£2820
King's Undergraduate Summer School 2 (Partners & Alumni) Residential	£2820
King's Undergraduate Summer School 3 (Partners & Alumni) Residential	£5640

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 email the **Summer Programmes office** at summer@kcl.ac.uk 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' account.

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

Applicants who wish to stay in King's accommodation should apply for one of our **RESIDENTIAL** programmes packages as listed below. You will be requested to pay for your tuition and accommodation fees in one transaction via your King's Apply account. Check in dates for the residential programmes will be:

Session 1	Check in: 28 June 2020 from 15:00hrs	Check out: 18 July 2020 by 10:00hrs
Session 2	Check in: 19 July 2020 from 15:00hrs	Check out: 8 August 2020 by 10:00hrs
Sessions 1&2	Check in: 28 June 2020 from 15:00hrs	Check out: 8 August 2020 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**

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:

King's Undergraduate Summer School 1 (Partners & Alumni) Non-Residential (29 June – 17 July 2020)
King's Undergraduate Summer School 2 (Partners & Alumni) Non-Residential (20 July - 7 August 2020)
King's Undergraduate Summer School 3 (Partners & Alumni) Non-Residential (29 June to 7 August 2020)
King's Undergraduate Summer 1 (Partners & Alumni) Residential (29 June – 17 July 2020)
King's Undergraduate Summer School 2 (Partners & Alumni) Residential (20 July - 7 August 2020)
King's Undergraduate Summer School 3 (Partners & Alumni) Residential (29 June to 7 August 2020)

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.

The screenshot shows a web application interface. At the top, there are two tabs: 'Choose a Programme' (active, with a green checkmark) and 'Getting Started' (with a red exclamation mark). Below the 'Getting Started' tab, the text reads: 'You are about to start an application to the: Kings Undergraduate Summer School 1 (Partners & Alumni) (Non-Residential)'. Below this, there is a question: 'Are you applying via a King's Approved Agent, King's Partner or Study Abroad coordinator?' with a 'No' button selected. A note says: 'Please select a start date / week commencing date from the options below: *'. A dropdown menu is open, showing options: 'Start Date / Week Commencing Date', '29 June 2020', 'Deadline for OVERSEAS', '31 May 2020', 'Deadline for HOME/EU/HOME ISLANDS', '31 May 2020', and 'Additional Notes'. A tooltip message says: 'Please note, you can only select one start date at a time.' At the bottom of the dropdown, there is a 'Search term' input field.

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 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 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: 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 select 'Yes' and SAVE

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 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>

Non -EU applicants will be provided with a confirmation/visa support letter once they have accepted an offer.

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'

The screenshot shows a form titled "Short Stay Visa" with a green checkmark in the top right corner. The form contains the following elements:

- A question: "I will require a visa to enter and stay in UK" with a "Yes" radio button selected.
- A yellow highlighted box containing the text: "I will need to make an application for a Student Visitor Visa".
- A question: "Do you hold a valid passport currently?" with a "Yes" radio button selected.
- A field for "Passport Number:" with an empty text input box.
- A field for "Issue Date:" with three dropdown menus for "DD", "MMM", and "YYYY". A red error message "This field is required" is displayed below the dropdowns.
- A field for "Place of Issue (as shown on your passport):" with an empty text input box.
- A field for "Expiry Date:" with three dropdown menus for "DD", "MMM", and "YYYY". A red error message "This field is required" is displayed below the dropdowns.
- A blue button at the bottom right labeled "Save & Next" with a right-pointing arrow.

EQUAL OPPORTUNITIES

STEP 8: Please complete this section and 'Save'

**Ethnic Origin -**

Please select the option which most closely describes you:

Other

Disabilities -

Do you have a disability you wish to declare?

You have a disability, impairment or m

Save & Next >

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.

Qualification Details			
Type of institution:*	-Select-		
Name of institution:*	<input type="text"/>		
City of institution:	<input type="text"/>		
Country of institution:*	England		
Qualification:*	<input type="text"/>		
Expected or obtained result:*	<input type="text"/>		
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-		
<input type="button" value="Upload a File"/>			
Attached transcripts or relevant documents: (Maximum upload file size: 3MB)			
File Name	Degree transcript.docx	<input type="button" value="Download"/>	<input type="button" value="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 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>

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 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 will now be able to upload your certificate.**

Education/ Academic Qualifications ✓

English language ✓

Have you been taught and examined in English? Yes

Duration of period spent studying in English?

Most Recent Period

From:

To:

Have you taken an English proficiency test? Yes

Name of Test:

Candidate number:

Date taken:

File Upload

Document Category (only required if adding an attachment):

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

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).

IMPORTANT: Please put the title of the module you wish to study at the TOP of your Personal Statement. Here is list of available modules: <https://www.kcl.ac.uk/study/summer/summer-schools/undergraduate/what-can-i-study.aspx>

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

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

File Name	Download	Remove
PERSONAL STATEMENT DOC.docx	<input type="button" value="Download"/>	<input type="button" value="Remove"/>

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.)

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 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.

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 1533.