



KING'S
BUSINESS
SCHOOL

ENROLMENT FAQ

EXECUTIVE MBA

CONGRATULATIONS!

Once you have met all of your conditions of offer and paid your deposit, your application will be updated to Unconditional Firm (UF).

The next step is to complete the enrolment process which enables you to become registered as a student.

This guide provides an overview of this process with some Frequently Asked Questions (FAQs).

We ask that you complete the online enrolment process before you attend campus for the first block on **9th October 2025**.



HOW DO I COMPLETE ENROLMENT?

Applicants who are Unconditional Firm will receive an email with their K number, temporary password and instructions on how to complete the online enrolment. You will be asked to:

- ❑ **Set up your IT account** by creating a new password. You will then be able to access your emails.
- ❑ **Complete the online enrolment task** and upload a photo for your student ID card. If you are receiving sponsorship, then you will also be required to upload a Funding Letter. Please note that the fee information shown is the full cost of the course without any discounts, scholarships, or sponsorship as the invoicing takes place in early October.
- ❑ **Complete the essential training** in Health and Safety and Consent Matters via the My Training Tab on the Student Records hub.
- ❑ **Complete the Right to Study Check** (if you do not hold British or Irish nationality) via the Student Records hub. Please note that you can only complete this after you have entered the UK. This will be reviewed within 3 working days, after which you will be able to enrol in person.
- ❑ **Collect your Biometric Residence Permit (BRP)** if you hold a visa.
- ❑ **Collect your student ID card** (with proof of ID) to hand. When you have done this, you will be fully enrolled.

WHEN WILL I RECEIVE THE INVOICE?

- Invoices will be issued around the 2nd week of October based on the information provided during your online enrolment.
- Once the invoice is generated, you will be able to view and print a copy by logging in to your Student Records portal and visiting the Student Fee Statement.
- If you are being sponsored, then an invoice will be sent directly to the sponsoring organisation.
- You may find our [Fee Payment Guidance \(FAQ\)](#) useful.



WHEN DO I NEED TO ATTEND CAMPUS?

The timetable for the first block will be sent to you shortly by email.

If you have any questions around the timetable, please reach out to executivedegrees@kcl.ac.uk



WHERE DO I GO IF I HAVE VISA QUERIES?

If you have any questions regarding the visa, please contact our [International Student Advice team](mailto:advice@kcl.ac.uk) via advice@kcl.ac.uk

If you have further queries regarding the enrolment process, you may find [this page](#) helpful. There is also an [Enrolment Checklist](#) and [IT Checklist](#) which you may find helpful.





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We look forward to meeting you soon!

If you have further questions, please see our [Enrolment FAQ](#)

Once you are enrolled, you may find these resources helpful:

[Essential Digital Skills Support](#)

[1-1 Sessions with Academic Skills Tutors](#)

[Disability Support](#)

You will receive further information from the programme team in mid-September

