



# **Guide to Enrolment on Evening and Saturday Language Courses using King's Apply**


## **2024-25**

All applications for Short Courses are made on King's Apply <https://apply.kcl.ac.uk/> . We hope that you find the below guide useful as you navigate using King's Apply.

Help and Advice: Should you need any additional help or advice on how to use King's Apply. Please contact us on [languagecentreshortcourse@kcl.ac.uk](mailto:languagecentreshortcourse@kcl.ac.uk) and we will assist you further.

## Step 1: Register an account on King's Apply

<https://apply.kcl.ac.uk/>

About Us Help FAQ

### Applying to King's?

**Login to King's Apply**  
**Create an Account**

Please create a new account to start an application if you have not applied to King's before. For information about the data collect in the application process and how we use it, please see the [Applicant Data Collection Notice](#).

**Applied via UCAS or DfE Apply?**  
Within 7 days of submitting your application on UCAS (undergraduate) or DfE Apply (PGCE Teacher Training), you will receive an email containing your login details to King's Apply. Your username will be the email address you used on UCAS or DfE Apply. If you do not receive this email after 7 working days, please click on to the [Forgotten Your Password?](#) screen.

**Cannot login or having technical difficulties?**  
If you cannot remember your password, click on to the [Forgotten Your Password?](#) screen. Please contact us [via email](#) if you are experiencing technical issues logging in or cannot see your application on King's Apply.

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**Contact King's Admissions**  
The Admissions Office's standard working hours are **Monday - Friday**, 9am to 5pm (UK).

We are not able to accept visitors in person and we are also unable to receive any documents by post.

To contact us:

- Yet to apply?** Prospective applicants can submit an enquiry form, email us or connect with a King's Advisor [here](#).

### Login to King's Apply

**Username**  
(Your email address)\*

This field is required

**Password\***

This field is required

### Pre-sessional English Calculator

Use this calculator to see if your current English scores meet the requirements of your programme, or to calculate which Pre-sessional English course you may need to consider. Each of your scores should be taken from a SINGLE English test within the last two years.

## Step 2: Search for your language programme under 'new application'

**NOTE:** Please follow instructions on the course page on the KLC website for the exact wording of your class name by clicking 'apply'

KLC website: <https://www.kcl.ac.uk/language-centre>

**Key information**

Course status:	Available
Full fee:	£270
Alumni/Staff/JoL/KHP fee:	£230
King's degree student fee:	£190

**Apply**

**Enrolment deadlines:**  
Autumn term courses: Enrol by 23.59 on Thursday 26th September. Teaching starts w/c 7th October.

### 4 time saving tips for your application

The four steps below will help you save time on your application.

- Copy** the course name below:  
  
[Copy course title](#)
- Click continue and **login or register** with King's Apply Portal
- Paste** the course name into the 'Programme name:' field
- Apply for your course by **selecting the** **icon**, complete your application.

Still not sure how to apply?  
[Download the guide](#)

[Cancel](#) [Continue](#)

**Back on King's Apply**, you can now paste the copied text and search the programme name as copied from the Website:

Choose a Programme

Programme Name:  Search

Advanced Search

Programme Type: All

**Step 3: click 'apply' on the result:**

Programme	Options
Bengali Language: Level 1 Part 1 - Evening Course (King's Language Centre)	Apply

1 results found

Prev 1 Next

**Step 4: select the course you wish to enrol on. NOTE:** Please ensure you check the day/time delivery mode is correct. The delivery mode can be seen by clicking the arrow on the course description:

🔍 Choose a Programme ✔

📄 Getting Started !

You are about to start an application to:

**Bengali Language: Level 1 Part 1 - Evening Course (King's Language Centre)**

Are you applying via a King's Approved Agent or King's Partner?

Please select a start date / week commencing date from the options below: \*

Start Date / Week Commencing Date	Start Date / Week Commencing Date
<b>Start Date / Week Commencing Date</b> 07 October 2024 <b>Deadline</b> 26 September 2024 <b>Class</b> E1BEN11-WE1935O <b>Schedule</b> Wednesdays 19:35-21:05 <b>Location</b> Online <b>Remaining Slot(s)</b> 11 <span style="float: right; border: 1px solid red; border-radius: 50%; padding: 2px;">⬆</span>	<b>Start Date / Week Commencing Date</b> 20 January 2025 <b>Deadline</b> 09 January 2025 <b>Schedule</b> Tuesdays 18:00-19:30 <b>Remaining Slot(s)</b> 14 <div style="text-align: center;">⬇</div> <div style="background-color: #0056b3; color: white; text-align: center; padding: 5px;">Select</div>

**Choosing the right course**  
 All language levels are comprised of 45 hours of classes. For standard evening courses, each part of a level is 15 hours and can be purchased separately. Alternatively, we offer 45 hour packages (parts 1-3) on a selection of languages and levels in intensive format. If you purchase the parts separately, you can purchase parts 2 and 3 any time after purchasing part 1 to complete your language level. Please note that spaces in classes are limited.

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**Step 5:** please complete the personal information, contact information, equal opportunities and criminal record disclosure as prompted. Hit **save and next**.

**Step 6:** Indicate what type of student you are under 'King's Relationship'. If you are eligible for concessionary discount, this will be calculated at this stage automatically. If you have any issues with this process, please email us at [languagecentreshortcourse@kcl.ac.uk](mailto:languagecentreshortcourse@kcl.ac.uk) where we can assist.

**King's Relationship**

Please select the statement(s) below that applies to you. You will need to send evidence of your relationship by King's Apply message after submitting your application. \*

I am currently a King's student or a King's alumnus for a programme with an awarding degree e.g. BA, BSc, MA, PhD  Yes

I am currently a King's student

Your Student ID\*

I am a King's alumnus

I am UG or PG student \*

UG

PG

Other

I am currently King's staff  Yes

Your Staff Email\*

I am currently a University of London's student or a University of London's alumnus  No

I am currently University of London staff  No

I am from King's health partners  No

[Save & Next >](#)

**Step 7:** if you are eligible for any discount codes (such as early bird campaigns), please enter the code on the following page. Then click 'save and next'. Discount campaigns are advertised on our website.

**Booking Payment**

**Programme:**  
Bengali Language: Level 1 Part 1 - Evening Course (King's Language Centre) £270.00

**Details**

**Sub Total** £270.00

**Discount Code**

If you close the browser, this code will not be saved unless you complete the payment/submission

**Save & Next**

**Check and Submit**

**Step 8: Check and Submit followed by Payment.** At this stage, you are required to review the Terms and Conditions and CMA documents which are attached. Please review these and proceed to the payment page. Once payment is complete, you will receive an automated email confirming your registration. On your dashboard on King's Apply, you will be able to see your 'submitted' application.

Please note that we will next be in touch closer to the enrolment deadline with more information regarding your course. If you face any issues with your application, please email us so we can assist.