

Pre-University SUMMER SCHOOL



Session 1 (4 - 15 July) Session 2 (18 July – 29 July) 2022

Pre- University Summer School Guidance Notes

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 the online application form. If you are unable to access the online application form, please contact the **Summer Programmes office** at asksummer@kcl.ac.uk for advice.

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 ensure that your application form is as complete as possible to speed up the process.

Pre-U Summer - ACCOMMODATION

Applicants wishing to stay in King's accommodation can apply for the **RESIDENTIAL** programmes packages listed below. Payment of tuition and accommodation fees will be made in one transaction via your King's Apply account. Check in dates for the residential programmes will be:

Session 1 Check in: **Monday 4 July** from 15:00hrs - Check out: **Friday 15 July 2022** by 10:00hrs

Session 2 Check in: **Monday 18 July** from 15:00hrs - Check out: **Friday 29 July 2022** 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: **Pre-University DO NOT use the 'Award type' and 'Study Mode' search options.**

STEP 3: Click on **'Search'**. This will generate several programmes. Select your chosen programme and click **'Apply'**.

Pre-University Summer School (Non-Residential) Session 1: 4-15 July 2022 Session 2: 18 July- 29 July 2022
Pre-University Summer School (RESIDENTIAL) Session 1: 4-15 July 2022 Session 2: 18 July- 29 July 2022
Pre-University Summer School (ONLINE) Session 2: 18 July- 29 July 2022

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.
- Then select your chosen start date and SAVE

Getting Started

You are about to start an application to the:

Pre-University Summer School (NR)

Are you applying via a King's Approved Agent, King's Partner or Study Abroad coordinator?

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

Start Date / Week Commencing Date	Start Date / Week Commencing Date
04 July 2022	18 July 2022
Deadline for OVERSEAS 31 May 2022	Deadline for OVERSEAS 31 May 2022
Deadline for EU 31 May 2022	Deadline for EU 31 May 2022
Deadline for HOME/HOME ISLANDS 31 May 2022	Deadline for HOME/HOME ISLANDS 31 May 2022
<input type="button" value="Select"/>	<input type="button" value="Select"/>

IMPORTANT: To apply you must be at least 16 years old as of 1 September 2022. Do not apply to this programme if you will be 18 years old before 29th July 2022. Contact asksummer@kcl.ac.uk for advice.

PERSONAL DETAILS

STEP 5: Please enter your personal details and click on **'Save'**

NOTE: If you are applying for an ONLINE programme, please enter your country of residence as the country that you will be **resident in during the programme dates**. This information will be used to allocate you to your online classes based on the time zone of that country.

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 in **permanent home address**. If you do not wish to receive correspondence at this address, please enter alternative details in **correspondence address**. **PLEASE INCLUDE YOUR ZIP/POST CODE.**

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

STANDARD VISITOR VISA – **Please skip this step if you are applying to an ONLINE programme**

STEP 7: If you are a non-UK/Irish national, please review the information available here <https://www.gov.uk/browse/visas-immigration/student-visas> and update this if you do require a Student Visa.

IMPORTANT: Overseas/Non- EU students can study on a **Standard Visitor visa**. You can find more information here: <https://www.kcl.ac.uk/campuslife/services/student-advice-support/how/international-student-support/immigration-and-visas/visas-for-short-term-study>. **Students that have accepted an offer of admission to a programme will be issued with a confirmation/visa support letter to assist with their visa application.**

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 OPPORTUNITIES

STEP 8: Please complete this section and 'Save'

Equal Opportunities

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. Programme fees are the same for Home, EU and Overseas students.

EDUCATION

STEP 10: Please complete the 'Qualification Details' section with all of your academic qualifications.

IMPORTANT- You must upload **official confirmation of your most recent high school grades**. These could be recent exam certificates or an official document listing your current or most recent grades or academic progress (signed by your school). **Please ensure that your academic results are in English.**

Country	Field of Study	Qualification	Date Attended	Institution Name	Grade
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Qualification Details	
Type of Institution:*	-Select-
Country of Institution:*	-Select-
Qualification:*	
Final Grade/Result/Class expected or obtained:*	
Name of Institution:*	
City of Institution:	
Date of Attendance:	Start Date * MMM YYYY
	End Date * MMM YYYY
Attached transcripts or relevant documents:	
<input type="button" value="Choose file"/>	No file chosen <input type="button" value="Upload"/>

*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. See the **Entry Requirements** tab here: <https://www.kcl.ac.uk/summer/pre-university/summer-school>

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 can now upload your certificate.**

Choose a Programme ✓

Personal Information ⓘ

Education ⓘ

Supporting Statement ⓘ

Funding ⓘ

Check and Submit ⓘ

ⓘ Education/ Academic Qualifications ⓘ

ⓘ English language ⓘ

Have you been taught and examined in English?* Yes No

Duration of period spent studying in English:*

Most Recent Period

From:*

To:*

Have you taken an English proficiency test?* Yes No

Name of Test:*

Candidate number:*

Date taken:*

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

Document Category (only required if adding an attachment):*

No file chosen

PERSONAL STATEMENT

STEP 12:

- Write your Personal Statement explaining your motivation for applying to the summer school (maximum 4000 characters or upload it if it is too long).
- **IMPORTANT:** Enter your chosen module title at the TOP of your Personal Statement. See the Courses tab for the list here:

ON CAMPUS MODULES <https://www.kcl.ac.uk/summer/pre-university/summer-school>

ONLINE MODULES <https://www.kcl.ac.uk/summer/pre-university/online-summer-school>

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)

No file chosen

FUNDING

STEP 13: Please indicate who will be paying your fees and **'Save'**.

You may select any one option that is relevant to you, except for options 4 and 5. (As a summer school student you are not eligible for funding from Awarding Bodies or the King's College London Award.)

The screenshot shows a sidebar on the left with navigation options: 'Choose a Programme' (checked), 'Personal Information' (checked), 'Education' (checked), 'Employment History' (checked), 'Supporting Statement' (checked), 'Funding' (selected and checked), and 'Check and Submit' (with a red error icon). The main content area is titled 'Funding' and contains the question: 'How are you planning to fund your tuition fees and living expenses for the duration of your study'. Below this are six radio button options: 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, and 6. Other. At the bottom, there is an 'Attached document:' section with a 'Choose file' button, a text box containing 'No file chosen', an 'Upload' button, and a 'Save' button.

CHECK AND SUBMIT

STEP 14: Attachment Summary

Please check that you have attached the documents specified below. If you do not, your application will be delayed.

1. **Official confirmation of your most recent high school grades**
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 (enter your chosen module choice 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 **'Proceed to Payment'** in order to pay your Application Fee.

Application Fee Confirmation

STEP 15: Please follow the instructions on this screen carefully then **tick the box** at the bottom, indicating that you agree to the terms and conditions related to the payment of the Application Fee.

Click on **'Pay Now'**

STEP 16: You will then be redirected to a payment confirmation screen where you can enter your card details.

Application Fee Confirmation

Programme Name:	Pre-University Summer School 1 (Non-Residential)
Start Date:	29/06/2020
Forenames:	BELLA
Last name/Surname:	SWANN
Date of Birth:	20/06/1999
Nationality:	Afghan
Application Fee:	£60.00

Paying your application fee:

The university charges an application fee for your chosen programme. This fee is for the assessment of your academic ability to undertake the course. Before submitting your application please ensure you have checked the minimum entry requirements specified in our online prospectus. Please note that meeting, or indeed exceeding the entry requirements does not in any way guarantee that an offer of a place will be made.

- You should pay your application fee by debit or credit card – the amount of the fee is indicated in the table above.
- All application fees are non-refundable, irrespective of the outcome of decision on the application.
- Payments are for each application you make, rather than per person; therefore if you choose to apply to two programmes which both require a payment, you must make both payments.
- This application fee is separate from any future deposit payment you may be asked to make if you receive an offer.

How to pay:

King's College London offers this card payment service to enable you to make payment of the application fee securely, quickly and easily.

The Service is hosted by an external provider called Realex on a secure system so King's College London will not receive any of your card details. King's College London will accept payments from MasterCard, Maestro and Visa (including Visa Debit and Electron). We are unable to accept American Express.



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 you have a question about the Estore or any other aspect of the Summer School, please email asksummer@kcl.ac.uk or telephone +44 (0) 20 7848 1533.