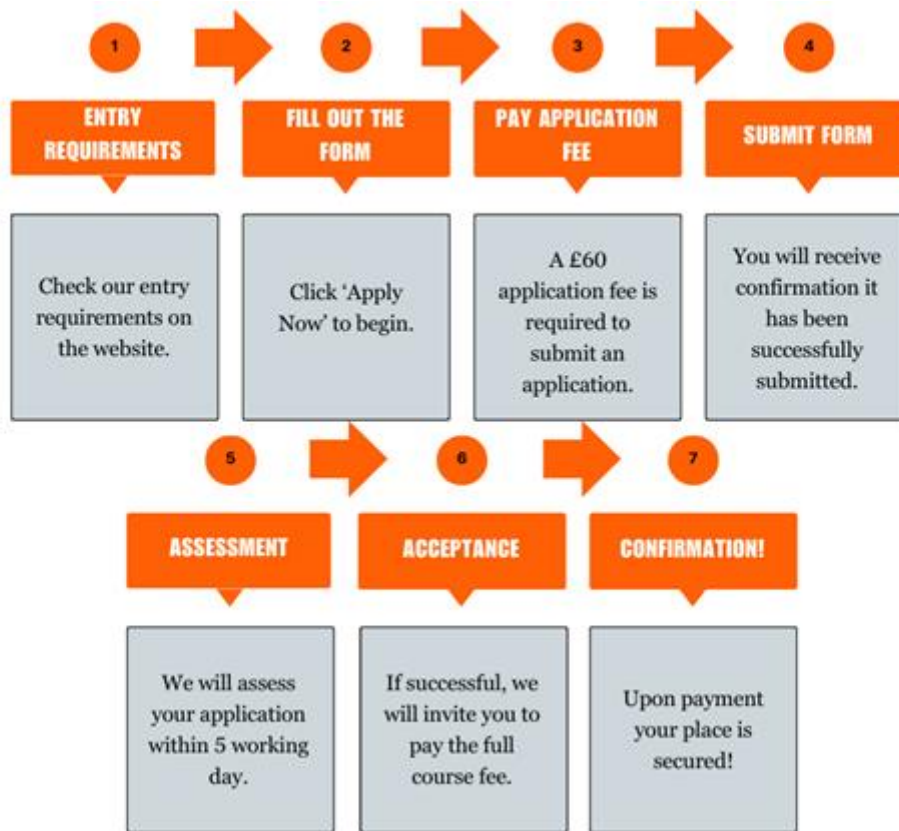


Pre-University Summer School Application Guidance for King's Approved Agents



These guidelines are for use by King's approved agents only.

Getting Started

Ensure that you have the following to hand when completing an application on behalf of a student:

- Agency Code
- Agency Name
- Agency Branch
- Payment card to enable you to pay [£60 processing fee via Estore](#). You must first register on the Estore portal using your details. You do not need to use the student details at this stage.

Please enter the below so that we can communicate with the individual advisor concerning the application:

- Agent Advisor First Name
- Agent Advisor Surname
- Agent Advisor Email

Application Form (Apply now)

Once you have completed the 'Agent' section, please enter the information into the next section using the applicant's details

IMPORTANT – If there are multiple applicants, a new form must be completed for each student.

Requirements


- ✓ **IMPORTANT:** Applicants must be aged 16 or 17 for the **DURATION** of the selected course. Applicants under or over this age range **WILL NOT** be considered or permitted to start the programme.
- ✓ Applicants' English language level must be at level B2 in the CEFR or equivalent level (B1 Level if they are applying for the English Language & Culture module)
- ✓ Personal statement explaining (approximately 300 words) explaining motivation for applying to the programme/module
- ✓ Evidence that the applicant fulfils the academic requirements of the programme
- ✓ Permission must be obtained from the parent/guardian for the applicant to attend the programme.

Application Form (Apply now)

1. **Agent information** – please select NO as this does not apply to you.
 2. **Applicant's Personal Details** – please complete this section and ensure that your name and date of birth is entered as it appears on your passport or photo ID used for travel. Remember that applicants that do not meet the age requirement stated above **WILL NOT** be considered or permitted to start the programme.
 3. **Parent or Legal Guardian's Personal Details** – Enter the parent/legal guardians' details as this is an important safeguarding part of the process.
 4. **Residential Package** – Indicate if you would like to book King's accommodation with the programme.
 5. **Programme Selection** – select applicant's chosen programme of study
- Information on all available modules and sessions can be found [here](#)
 - Applicants can book only one session but also have the option of choosing multiple consecutive sessions; two, three or four sessions. For example, you cannot select sessions 1 and 3, or sessions 2 and 4. You CAN however select sessions 1 and 2, sessions 2 and 3 or sessions 3 and 4. Likewise when selecting the triple session. You can select session 1,2, and 3 or sessions 2,3 and 4.

Session dates

- Session One (30th June to 4th July)
 - Session Two (7th to 11th July)
 - Session Three (14th to 18th July)
 - Session Four (21st to 25th July)
 - English Language and Culture Pre-University Programme (14th to 18th July; 21st to 25th July)
- If the applicant wishes to study more than one module (see image below)
 - Select the Session, select the module – 'Business Management' has been chosen in this example
 - Do you wish to attend Session 2? – Select YES
 - Choose your session 2 module
 - If you do not wish to select further sessions, please select NO at the next question.

18. Select your programme from the list below. * 

Note that students are able to book consecutive sessions. You will have the option to select one, two, three or four sessions in programmes run Mon – Fri. Information on all available sessions can be found here - <https://www.kcl.ac.uk/summer/summer>.


Session One (30th June to 4th July)


Session Two (7th to 11th July)


Session Three (14th to 18th July)

Session Four (21st to 25th July)

English Language and Culture Pre-University Programme (14th to 18th July; 21st to 25th July)


19. Select your Session 1 module. * 


Business Management (4ZSS9001) 

20. Do you wish to attend Session 2 (7th to 11th July)? * 

Yes

No

21. Select your Session 2 module. * 

Law (4ZSS9003) 

6. **English Language Proficiency** – Select the relevant qualification from the list and **upload** your evidence. If the applicant has been taught in English, their high school transcript/certificate must show that the language of instruction was English. In this case, you are not required to submit separate evidence of language proficiency.
7. **Personal Statement** - **Upload** a statement outlining the applicant’s motivation for applying to the selected programme/module(s). The statement should be no longer than 300 words.
8. **Education** – Complete this section and **upload** your evidence.
9. **Check your application** -
 - ✓ Evidence of English Language proficiency
 - ✓ Personal Statement
 - ✓ Official confirmation of your most recent high school grades
10. **Make a Payment** - Pay the **£60 application fee** and add the payment reference number in the space provided. You will receive an email confirming payment, and the number can be found after the letters: **KCLES-xxxxxx**.
11. **Disability Information** – Please complete this section. Note that the information you provide in response to this question will not impact the academic judgement of the application or the decision about whether or not to offer a place on the programme.
12. **Applicant Declaration** – Please select the declaration that states: ‘I understand and agree on behalf of the applicant (If you are King’s approved Agent)’.
13. **Further Information** -As a King’s approved Agent **you must have authorisation from the Parent/Legal Guardian to complete this section.** Please select ‘Yes’ if the applicant has any medical conditions or needs, we should be aware of in an emergency. If there are none, select ‘No’
14. **Emergency Contact Details (Primary)** – Please enter details of the first person who should be contacted in an emergency.

15. **Emergency Contact Details (Secondary)** – Enter details of the person who should be contacted in case the primary contact cannot be contacted
16. **Parent/Legal Guardian Declaration** – this section must be completed to confirm that the Parent/Legal Guardian understands their legal obligations in relation to the young person attending the programme.
17. **Accept – I confirm that I am authorised by the applicant's parent/legal guardian to complete this form** – Please select this option and submit the form
18. **Submit** your application.

If you are having difficulty uploading your evidence, please email it directly to summer@kcl.ac.uk quoting the applicant's full name and date of birth on the title of each document.

Next steps

1. We will assess your application and let you know the outcome within 5 working days.
2. If successful, we will ask you to pay the programme fee and agree to our [Terms and Conditions](#).
3. Upon receipt of payment, the applicant's place on the course will be confirmed.