

**King's Community & Partners**  
**Undergraduate Summer School Application**  
**Guidance Notes**

These guidelines are for the following applicants:

- King's alumnus
- Current King's students
- Students from our partner institutions

You can see a list of our partner institutions here:

<http://www.kcl.ac.uk/study/summer/programmes/undergraduatesummerschool/how-to-apply/apply.aspx>

## **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 contact the [Summer Programmes office](#) 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 'MyApplication' 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 'MyApplication' page.**

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**

All students who are enrolling at King's for the Undergraduate Summer School can apply for accommodation in one of our halls of residence; Moonraker Point or Stamford Street Apartments. To apply for accommodation you will need to go through the E-store at: <http://tinyurl.com/nawjyd4>

## **The Application**

After the initial registration page you will be directed here:

## **CHOOSING 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 'my Application' screen.*

**STEP 1:** select [Taught Programmes](#)

**STEP 2:** Select **'Keyword'** and type in: [Summer School](#)

**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:

- **Kings Community & Partners Undergraduate Summer School 1 (6- 24 July 2015)\***
- **Kings Community & Partners Undergraduate Summer School 2 (27 July to 14 August 2015)\***
- **Kings Community & Partners Undergraduate Summer School 3 (6 July – 14 August 2015)\***

Select the relevant programme for you and click **'Apply'**.

**\*N.B THE DATES WILL CHANGE EVERY YEAR.**

## **GETTING STARTED**

**STEP 4:** You will then be asked to select the study period.

Please select **'July 2015'**\* and click on **'Save'**. **DO NOT TICK ANY OTHER BOX**

Choose a Programme ⓘ

Choose a Programme ✓

Getting Started ⓘ

You are about to start an application to the:

**Kings community & partners: UG SS2 (27 July -14 August 2015)**

Are you applying via a King's approved agent or Study Abroad coordinator?

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

Select	Start month	Start year	Deadline
<input type="radio"/>	July	2015	Deadline is 31st May. Late applications may be considered.
<input type="radio"/>	September	2015	
<input type="radio"/>	September	2016	

Save

## **PERSONAL DETAILS**

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

## **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 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*.

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 is an email address that will not be deactivated i.e. a university email.

## SHORT STAY VISA – THIS SECTION ONLY APPLIES TO NON-EU STUDENTS

### STEP 7: International students: will you require a visa to study in the UK?

If you are NOT an EU resident, you will require a 'Student Visitor Visa letter' (as the duration of your stay is less than 6 months) If you require a visa, please tick the box in this section and click on 'Save'

### Passport details – \*COMPULSORY IF YOU REQUIRE A VISA TO STUDY IN THE UK\*

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 web application interface. On the left is a vertical navigation menu with the following items: 'Choose a Programme' (with a green checkmark), 'Personal Information' (with a blue bar and an information icon), 'Education' (with a red exclamation mark), 'Employment History' (with a red exclamation mark), 'Supporting Statement' (with a red exclamation mark), 'Funding' (with a red exclamation mark), and 'Check and Submit' (with a red exclamation mark). The main content area is divided into three sections: 'Personal Details' (with a green checkmark), 'Contact Information' (with a green checkmark), and 'Short Stay Visa' (with a red exclamation mark). The 'Short Stay Visa' section contains the following fields: a radio button question 'I will require a visa to enter and stay in UK' with 'Yes' selected; a grey bar with the text 'I will need to make an application for a Student Visitor Visa'; a radio button question 'Do you hold a valid passport currently?' with 'Yes' selected; a text input field for 'Passport Number:\*'; a date selection for 'Issue Date:\*' with dropdowns for DD, MMM, and YYYY; a text input field for 'Place of Issue (as shown on your passport):\*'; and another date selection for 'Expiry Date:\*' with dropdowns for DD, MMM, and YYYY. A blue 'Save' button is located at the bottom right of the form.

## EQUAL OPPORTUNITIES

STEP 8: Please complete this section and 'Save'

## CRIMINAL CONVICTIONS

STEP 9: Please complete this section and 'Save'

## FEE STATUS

STEP 10: Please complete this section and 'Save'

## EDUCATION

STEP 11: 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.

Country	Field of Study	Qualification	Date Attended	Institution Name	Grade

  

**Qualification Details**

Type of Institution:\*

Country of institution:\*

Qualification:\*

Final Grade/Result/Class expected or obtained:\*

Name of Institution:\*

City of institution:

Date of Attendance: Start Date \*   End Date \*

Attached transcripts or relevant documents:  
 No file chosen

## PROFESSIONAL/OTHER RELEVANT QUALIFICATIONS

### STEP 12:

- If you wish to include professional qualifications in your application please tick the box and complete the screen that appears.
- If you do not wish to add any qualifications to this section then leave the box blank and click **'Save'**.

## ENGLISH LANGUAGE

### 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/oursummerprogrammes/Undergraduate-Summer-School/Admission.aspx>

### STEP 13:

**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'**
- **I have been taught and examined in English for:** 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.**

Choose a Programme ✓	<b>Education Qualification</b> ✓
Personal Information ✓	<b>Professional/other relevant qualifications</b> ✓
<b>Education</b> ✓	<b>English language</b> ✓
Employment History !	
Supporting Statement !	
Funding !	
Check and Submit !	

  

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

**I have been taught and examined in English for:\*** Part of my education to date ▼

**Most Recent Period**

**From:\*** MMM ▼ YYYY ▼

**To:\*** MMM ▼ YYYY ▼

**Have you taken an English proficiency test?\***  Yes  No

**Save**

## EMPLOYMENT DETAILS

### STEP 14:

- **If you have not attended university but have gained experience through employment, please tick the box, complete this section and upload your CV.**
- For all other applicants, please do not tick the box and select **'Save'**

## PERSONAL STATEMENT

**STEP 15:** Please write your Personal Statement explaining your motivation for applying to the summer school (maximum 4000 characters, or upload it if it is too long).

**STEP 16: IMPORTANT:** Please select your module preferences using the **Module Selection Form**. You will find the form here: <http://www.kcl.ac.uk/study/summer/oursummerprogrammes/Undergraduate-Summer-School/How-to-apply/How-to-apply.aspx>.

Download the **Module Selection Form**, complete it and then upload it into this section.

Choose a Programme ✓	<b>Personal Statement</b> !	<b>Help</b>
Personal Information ✓	<p>Please write personal statement (maximum 4000 characters) or upload it as a document using the upload function (if your statement is too long)</p> <p style="text-align: right;">(0/4000 characters)</p> <div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div> <p>Please use the document upload option below to attach your writing sample</p> <p><input type="button" value="Choose file"/> No file chosen <input type="button" value="Upload"/></p> <p style="text-align: right;"><input type="button" value="Save"/></p>	<p><b>Personal Statement:</b> Each programme that requires a personal statement may have different requirements in terms of length and content. Please refer to our <a href="#">online prospectus</a> and check the entry for your programme if you haven't done so already.</p> <p><b>Some Summer Programmes require as specific Supporting statement Summer School</b> Please add a Personal statement, and the module selection form (available here)</p> <p><b>Transnational Law:</b> There is a specific format of personal statement required for the Transnational Law, Please complete and upload as your personal statement.</p>
Education ✓		
Employment History ✓		
<b>Supporting Statement</b> !		
Funding !		
Check and Submit !		

## FUNDING

### STEP 17:

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.)

Choose a Programme ✓	<b>Funding</b> ✓
Personal Information ✓	<b>How are you planning to fund your tuition fees and living expenses for the duration of your study</b>
Education ✓	<input type="checkbox"/> 1. Your own means
Employment History ✓	<input type="checkbox"/> 2. Your Family
Supporting Statement ✓	<input type="checkbox"/> 3. Your Employer
<b>Funding</b> ✓	<input type="checkbox"/> 4. A grant awarding body (e.g. UK Research Council, Ministry of Education, British Council award etc.)
Check and Submit ❗	<input type="checkbox"/> 5. I wish to be considered for a King's College London Award
	<input type="checkbox"/> 6. Other
	Attached document:
	<input type="text" value="Choose file No file chosen"/> <input type="button" value="Upload"/>
	<input type="button" value="Save"/>

## CHECK AND SUBMIT

### STEP 18: 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**
4. **Module Selection Checklist**

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 'MyApplication' page for notifications.**

### Contact Address

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