# **Study Abroad Application Guidance Notes**

All applicants to the Study Abroad or Erasmus+ Traineeship programmes at King's College London should apply online following the guidance notes below:

## Registering

To apply for a Study Abroad or Erasmus+ Traineeship programme at King's you will first need to <u>register on our online application system</u> and then complete the online application form. Please ensure that you attach all relevant documentation to your online application. Guidance on required supporting materials can be <u>found on our website</u>.

If, *before* submitting your application, you need to contact the Admissions Team, please do so via the following email address: studyabroad-admissions@kcl.ac.uk.

## **Using the application portal ('King's Apply')**

After submitting your application, the main way the Admissions Team at King's College London communicates with Study Abroad applicants is through the messaging function on the 'King's Apply' portal. Please ensure that you regularly log in to the portal and check for messages from the Admissions Team.

If you cannot provide all of the supporting documents required at the time of submitting your application, it is particularly important that you check the portal for messages from Admissions regularly. Once your application has been submitted, the team will not communicate with you via email but through messages on the portal.

If you need to contact the Admissions Team about your submitted application, please log in to the portal and send the team a message via the 'View and send messages' section.

You will also be able to view the status of your application and, if successful, your offer details. The Admissions Team aims to process applications within 4 weeks, however this may vary depending on the time of year.

Please ensure that your application form is complete with all supporting documents upon submission. Any incomplete applications will be delayed until relevant documents are received. The Admissions Team will contact you via the portal if any documents are missing, however it is your responsibility to ensure all documents are provided on time.

# How to complete the application

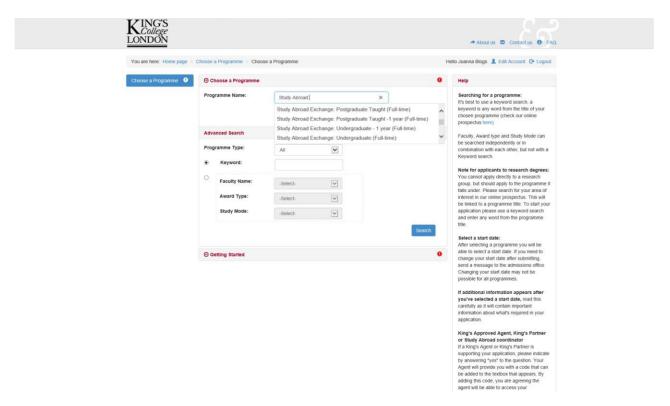
After the initial registration page you will be directed to the Homepage where you will need to select 'Create New Application' and follow the steps below:

#### 1) Choose a Programme

In this section you will be asked to search for the programme of study you wish to apply for.

Enter 'Study Abroad' in to the 'Programme Name' field and select your specific programme from the dropdown list that appears.

Full year applicants should select the programme title that includes '1 year'. All programmes listed without '1 year' relate to semester only applicants.



### **Study Abroad Undergraduate**

For students currently enrolled on an undergraduate degree programme outside of the UK, wishing to apply as an independent student for a Study Abroad period at King's. This is a fee-paying programme.

## **Study Abroad Undergraduate (Health & Society)**

As above, but with a compulsory element: 'Health and Society' module incorporated into the programme of study (fee-paying and autumn or spring semester only).

## **Study Abroad Postgraduate Taught**

For those students currently enrolled on a postgraduate taught degree programme outside of the UK, wishing to apply as an independent student for a Study Abroad period at King's. This is a fee-paying programme.

#### Study Abroad Exchange (Undergraduate, Postgraduate Taught and Postgraduate Research)

For students of all levels (undergraduate/postgraduate taught/postgraduate research) who are currently enrolled on a degree programme outside the UK with one of KCL's partner institutions. Students applying for this programme must be nominated by their home institution to come to KCL as part of a mutual exchange agreement (this includes Erasmus exchange). This programme is fee neutral.

## **Erasmus+ Traineeship**

For students currently enrolled on an undergraduate, postgraduate taught or postgraduate research degree programme within the EU (not the UK), wishing to come to King's to work on some research with a member of academic staff. This programme caters for Erasmus+ Placement students. Further information can be found here <a href="http://www.kcl.ac.uk/study/abroad/at-kings/Erasmus-Traineeship.aspx">http://www.kcl.ac.uk/study/abroad/at-kings/Erasmus-Traineeship.aspx</a>. This programme is fee neutral.

#### **Getting Started**

In this section you will be asked the following question:

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

It is not necessary for applicants to input an agent code and you should be able to bypass this when completing the application form, by answering 'No' to this question.

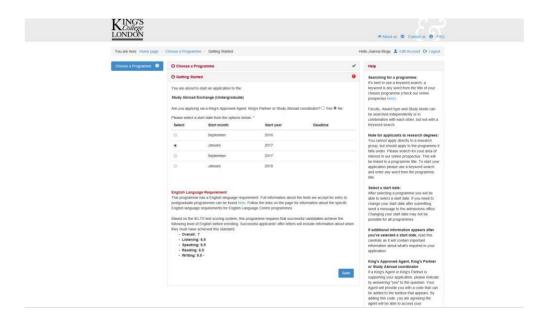
The agent code is only for institutions who have specifically requested to be set up as an agent, so that they can manage their students' applications. If this is relevant to you, you will need to answer 'Yes' to this question and input your 'Agent Code' in to the relevant field.

You will then be asked to select the start month; select the relevant month and click save.

NB: We prioritise applications for the earliest start date, so if you submit an application long before the advertised deadline this may cause a delay in your application being assessed.

### **English Language Requirement**

If you have not completed an <u>approved English language test</u>, such as an IELTS, please move forward with your application and if the Admissions Office requires any further evidence of English language proficiency they will contact you.



#### 2) Personal Information

#### **Personal Details**

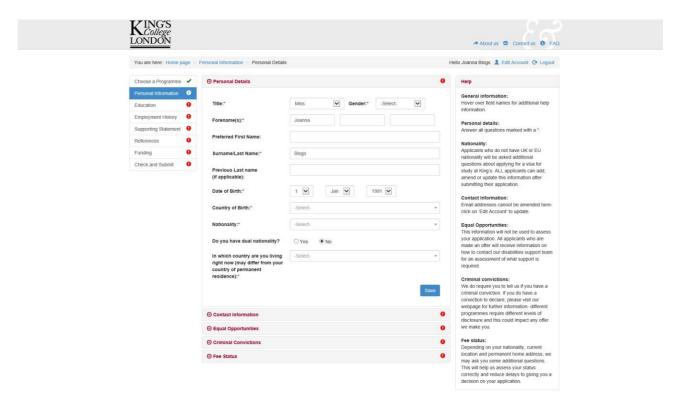
In this section, enter your personal details as requested and click 'Save'.

NB: When inputting your name, please ensure it is stated as per your passport.

NB: Your nationality refers to the country for which you hold a passport.

If you have dual nationality, please only state this in the application form if you hold a valid passport for both countries.

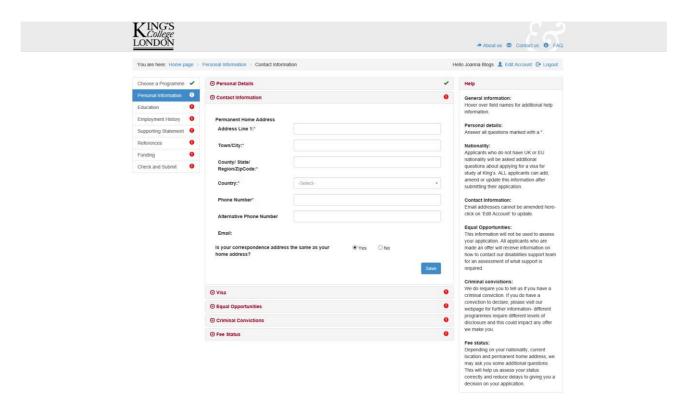
If your second nationality is UK or EU and you do not require a visa to study at King's College London, because you will be entering the UK on this passport, please send the Admissions Team a message confirming this through the portal.



#### **Contact Information**

In this section, you will be asked to enter the details of your permanent home address and your correspondence address if this is different.

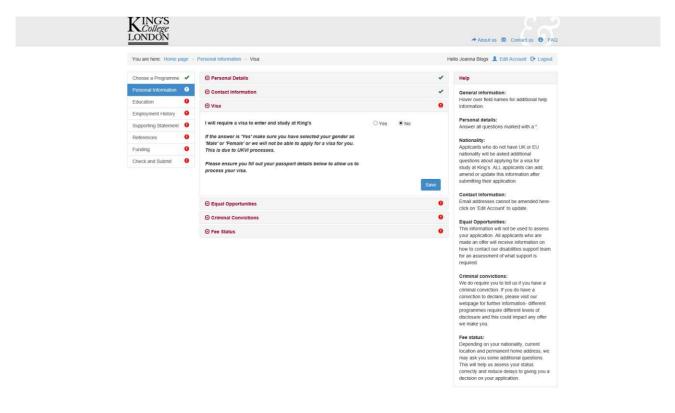
The email address you use to register your application will automatically be used for any email communications King's has with you prior to your arrival, therefore please ensure you provide an email address that will not be deactivated i.e. a university email.



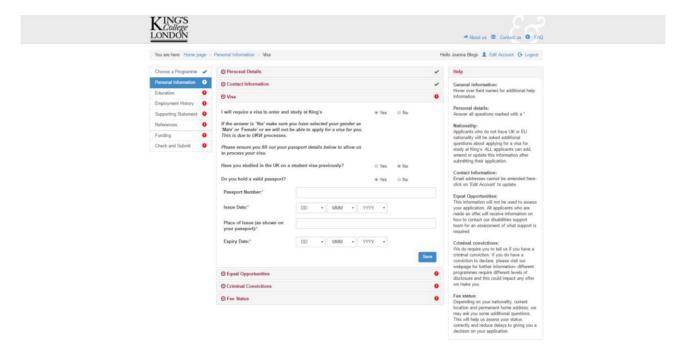
#### Visa

A visa section in the application form will only appear if you enter a nationality that is non-EU. If your nationality is non-EU, it is likely that you will need a visa (Short-term study visa or Tier 4 visa).

The visa section of the form allows you to confirm whether you will require a visa to enter and study at King's.

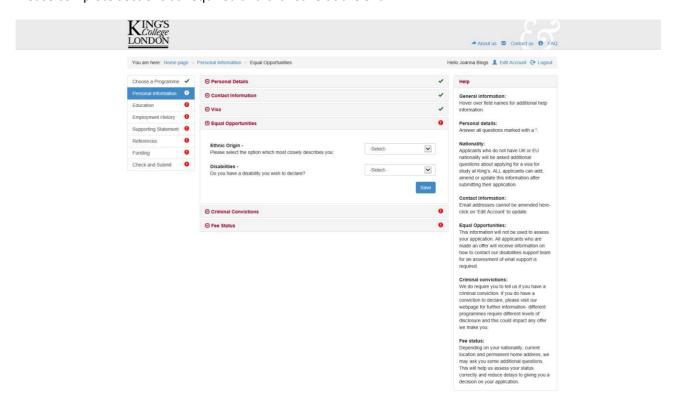


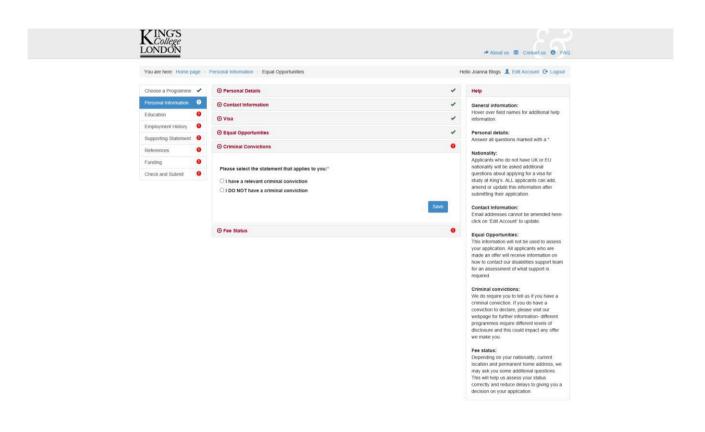
If you do require a visa to enter and study at King's you will need to answer 'yes' to this question and complete as required. Please see below screenshot for reference.

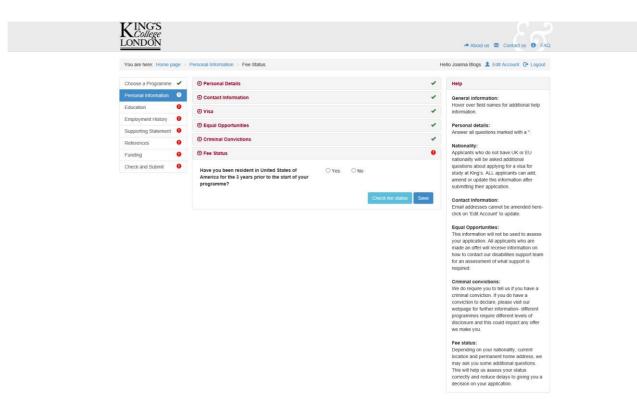


#### **Equal Opportunities, Criminal Convictions and Fee Status**

Please complete sections as required and click save at the end.







NB: 'Fee status' does not apply to Study Abroad applicants in the same way as fee status for applicants of full degree programmes. If you are a fee-paying Study Abroad applicant and not applying as part of an exchange agreement, then you will incur <u>Study Abroad-specific fees</u>.

#### 3) Education

### **Education/ Academic Qualifications**

In this section you need to tell us about your highest completed qualification (any studies undertaken prior to commencing your degree programme).

For undergraduate applicants this will be the qualification that you graduated from high school with (e.g. APs, SATs, International Baccalaureate, French Baccalaureate, Abitur etc.). For postgraduate applicants this will be the qualification you completed prior to commencing postgraduate study (e.g. undergraduate degree).

On the application form please provide the following details:

- Select Type of Institution (e.g. high school) from the drop down menu and complete the fields below as appropriate
- In the 'Qualification' and 'Expected or obtained result' fields we have given you some options to choose from and the drop down menu with these options will appear when you click in the field. If yours is not listed, you can in type your own qualification or result
- Once you have inputted all of the required information, you will then need to click 'Save Qualification' and the table will clear, which will allow you to enter another qualification

After you have inputted the details of your highest completed qualification(s), you will need to tell us about your current programme of study at your home institution.

On the application form please provide the following details:

- Select Type of Institution (e.g. University) from the drop down menu and complete the fields below as appropriate
- Please note for the Name of Institution field you will need to start typing the name of your home institution and wait to see if it is available on the institution list that appears. Please be patient as there may be a slight delay between the text being inputted and the list of institutions appearing. You may need to try a few different searches to find your home institution. Please take care in selecting the correct institution from the list. If your home institution is not available on our list, please input the full name of your home institution
- In the 'Qualification' and 'Expected or obtained result' fields we have given you some options to choose from and the drop down menu with these options will appear when you click in the field. If yours is not listed, you can in type your own qualification or result
- Upload official transcripts for any university study (interim transcripts are OK if study is incomplete)
- If you want to enter another qualification, click 'Save Qualification' and the table will clear, which will allow you to enter another qualification
- When you have finished click 'Save' to store your data

#### NB:

- 'Qualification' refers to the type of study you have or are undertaking. E.g. APs, SATs, International Baccalaureate, French Baccalaureate, Bachelor of Arts/BA, Bachelor of Science/BSc, Masters/MA etc.
- 'Title of Programme/Field of Study' refers to the subject of your degree. E.g. English Literature, Economics etc.
- 'Expected or obtained result' refers to a) prior study your final grade for any study undertaken prior to your degree programme, and b) current study your average/Grade Point Average (GPA) for your current degree programme
- 'Date of Attendance': Start date should be the date your course started at a) prior study your high school (or university if you are a postgraduate applicant), and b) current study at your home

university. End date should be when you a) prior study – have completed your high school qualification(s) (or university qualification if you are a postgraduate applicant), and b) current study – will complete your degree at your home university *after* your study abroad period at King's

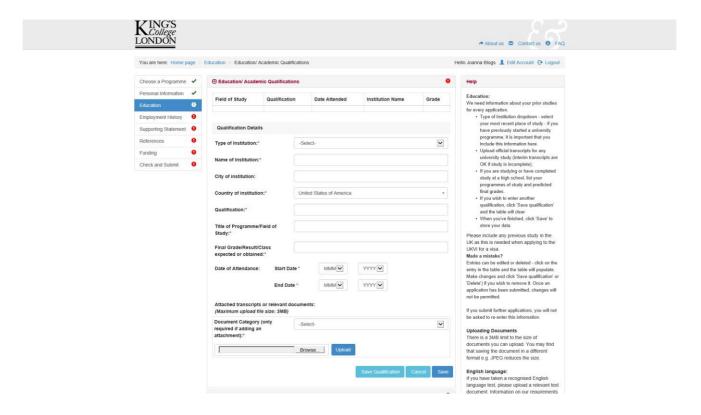
• For your current study please attach a transcript indicating your current GPA as this will be needed for assessment; this is mandatory for assessment

All transcripts must be submitted in \*English and must include:

- Name of your home university
- o Name of your programme of study, course or major
- o Grade Point Average (GPA) or equivalent

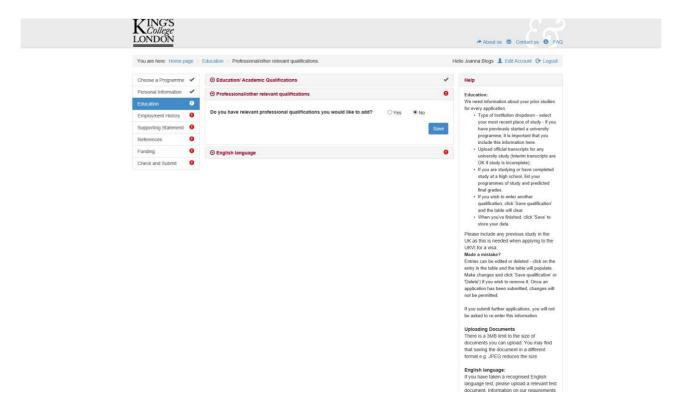
\*Please note we will only accept transcripts in English. If your original transcript is not in English, you must provide an official translation.

If you have previously studied in the UK, please ensure that you enter details of any programmes completed that required you to have a student visa (including any professional training courses you have undertaken). If the programme didn't have an award, please type 'no award' in the Final Grade section. If you didn't complete the programme, please type 'incomplete'.



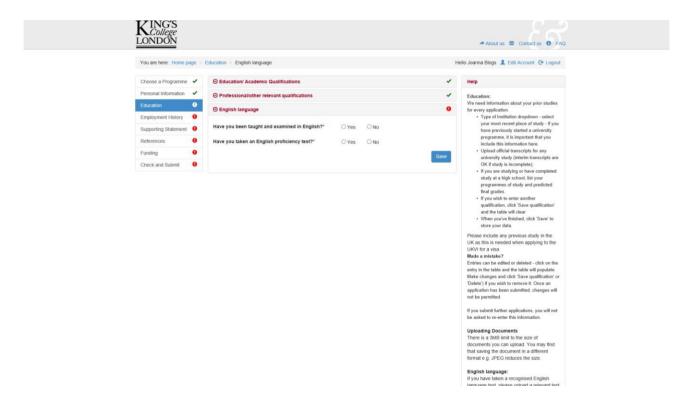
## Professional/other relevant qualifications

Please check 'No' or 'Yes' as required; if 'Yes', complete fields as requested.



#### **English language**

Please complete the fields as required.

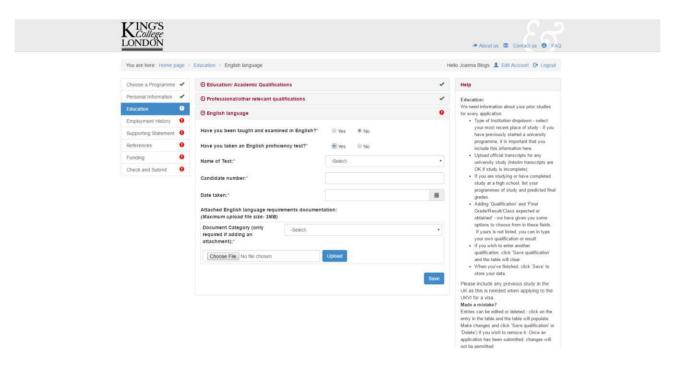


IMPORTANT: English language proficiency tests are only valid if they have been taken **within the past two years**.

If you are applying from a non-native English-speaking country and have not completed an English language proficiency test, you can still submit your application and the Admissions Team will contact you if further evidence of your English language proficiency is required.

Guidance on acceptable English language tests is available on <u>our website</u>. All Study Abroad students need to meet the requirements of Band B. Some international English language qualifications may be considered, however, if you require a Tier 4 visa to study in the UK you may have to complete an additional English language test to comply with UKVI English proficiency regulations.

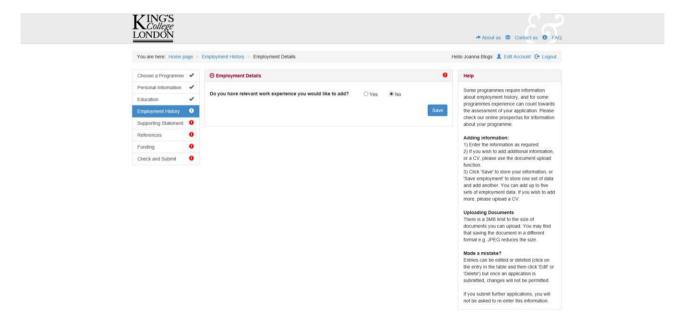
If you have completed an English language proficiency test, please complete the relevant fields and upload your certificate.



## 4) Employment History

#### **Employment Details**

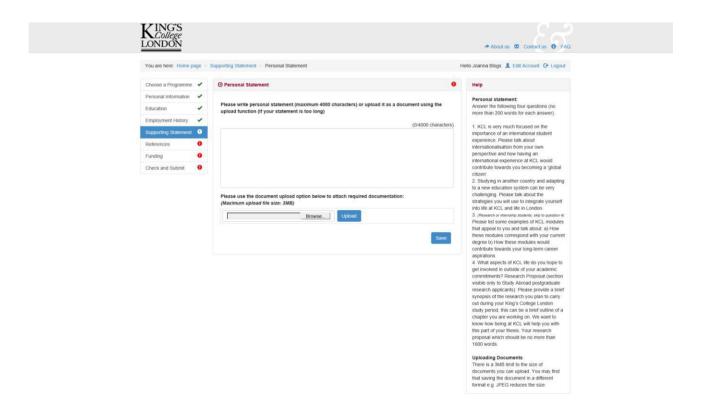
If you want to provide us with details of relevant work experience, please do so here.



#### **Supporting Statement (Personal Statement)**

All Study Abroad applicants are required to provide a personal statement outlining their reasons for applying to the Study Abroad programme at King's and how it relates to their academic goals and personal interests. For guidance please refer to the 'Personal Statement' section under 'Supporting Materials' on our 'How to apply' page.

If you are applying for the Health and Society Programme, please ensure you tailor your personal statement appropriately.



#### 5) References

#### Referee details

#### **First Reference:**

You must provide an academic reference with your application from a tutor who has recently taught you and who is familiar with your academic abilities and suitability for the programme.

You can either upload a reference (this must be on headed school/university paper and signed by your referee) or you can provide their contact details and we will contact them to request a reference. If you are providing your referee's contact details, please ensure that you provide us with their university email address, rather than a personal email address.

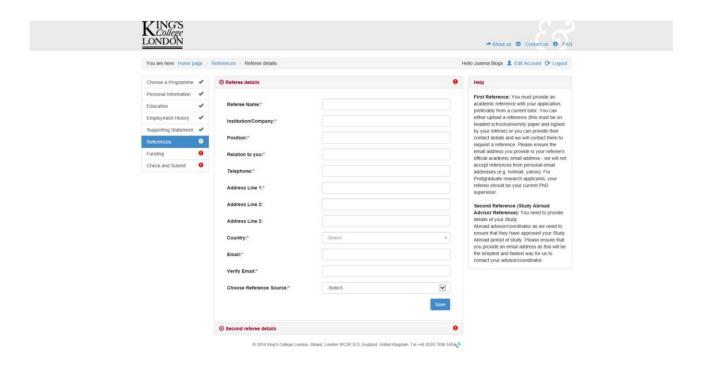
Please do not provide a work reference in place of an academic tutor.

If you are applying for the Health and Society programme, it is advised that you provide a reference from a tutor who has taught you in a subject that is relevant to the programme.

#### **Second Reference:**

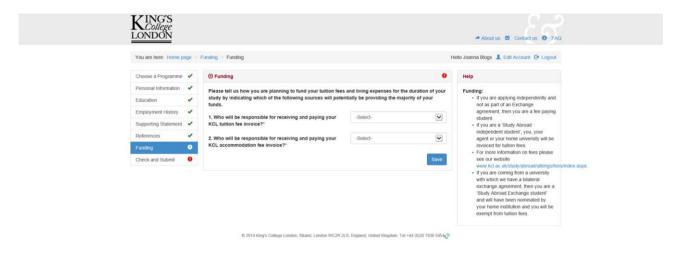
The second referee should be your Study Abroad Advisor and will only be contacted if we need to clarify the period for which you will be studying away from your home university.

Please only include the details of your Study Abroad Advisor at your home university under the section 'Second referee details'.



### 6) Funding

Please complete the fields as required.



#### Funding terminology explained:

Home institution: This means that King's will send tuition/accommodation invoice(s) to your home institution and they will pay this on your behalf.

Intermediary Agency: This means that King's will send tuition/accommodation invoice(s) to your agency/provider (e.g. Arcadia, IFSA-Butler, ISA etc.) and they will pay this on your behalf.

Self: This means that King's will send tuition/accommodation invoice(s) to you for payment.

NB: If you are applying to study abroad at King's as an exchange student, you will need to stipulate 'Home institution' for your tuition fees, though you will NOT incur fees.

#### 7) Check and Submit

#### **Attachment Summary**

Please check that you have attached the documents specified below to avoid delays in your application being processed.

- 1. Academic transcript
- 2. Personal statement
- 3. Details of academic referee and Study Abroad Advisor
- 4. English Language proficiency information and certificate if required if you have not completed this at the time of application, this can be attached at a later date

#### **Declaration**

Please tick the box to indicate that you agree with the King's 'Declaration' and then 'Submit' your application.

The Admissions Team aims to process applications within 4 weeks\*, as long as you have submitted a complete application and we do not have to request any additional documents.

\*May vary depending on time of year.

