King's Foundations Application
Guidance Notes

1. Bush House looking south down Kingsway

All applicants to the King's Foundations programmes at King's College London should apply online following the guidance notes below.

Contents

Useful information

Registering

To apply for a King's Foundations programme at King's you will need to first register on our online application system and then complete our online application form. If you are unable to access the online application form, please contact our King's Advisors for advice. Please ensure that you send in all relevant documentation with your online application where possible.
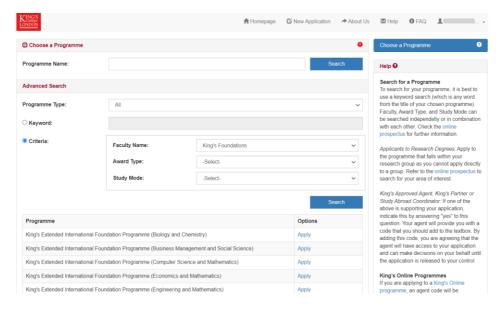
Tracking your application

Using 'King's Apply' you will be able to track the status of your application and view your offer details if applicable. 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' page.
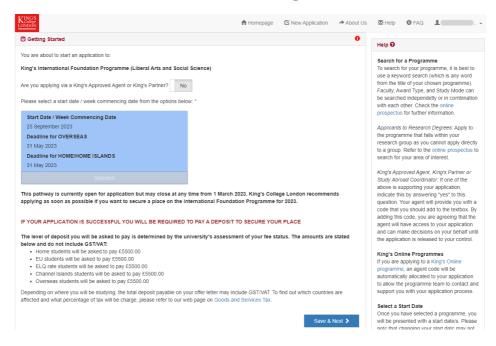
The application form

Choose a Programme

In this section you will be asked to search for the programme of study you wish to apply for. You should be able to type your chosen programme into the 'Programme Name' field at the top of the screen. If you cannot find your chosen programme using this search field, you can select 'Faculty Name' and then select *King's Foundations.*

This will generate all the programmes offered by King's Foundations. Simply select the relevant programme and click 'Apply'.
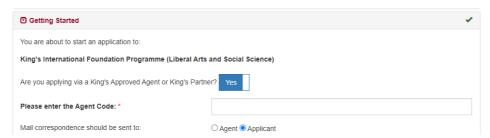
Getting started

After you have selected your programme of choice you will be asked to indicate whether you are applying via an agent and to select a start date. For King's International Foundation, the start date will be pre-selected.

If you are applying direct to King's (i.e. not through an intermediary agency) please make sure the toggle button is on 'No'.

If you are an intermediary agency applying on behalf of a student, please change the toggle button to "Yes", enter your official Agent Code and indicate who should receive communications from KCL (i.e. agent or applicant):
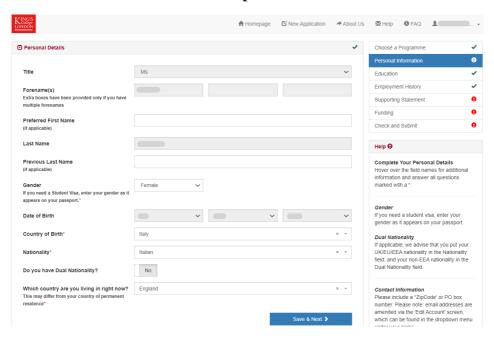
Personal Information

Please follow the instructions on the right-hand side of the page.
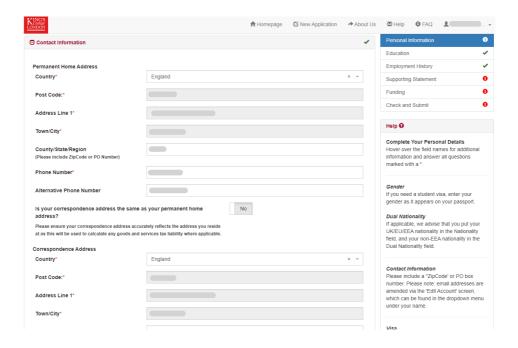
Personal Details

Based on the information you input in the Country of Birth and Nationality fields, the system may determine that you are an international student and generate an additional visa screen to be completed. Scroll to the 'Student Visa' paragraph in this guide for information on how to complete that section.

Contact information

Should we need to contact you outside of the application portal, King's will use the postal/email 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'.
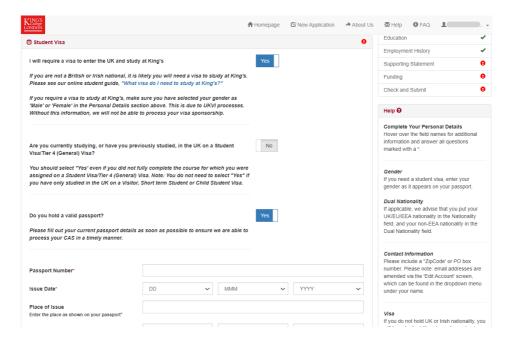
The email address you use to register your application will automatically be used for any email communications King's has with you, therefore please ensure that is an email address that will not be deactivated prior to you commencing your studies with us (i.e. a school/university email account).

Student Visa

If you require a visa, please tick the box to indicate that you will require a visa to enter and study at King's in this section.

If you have ticked the box indicating that you will need a visa to study in the UK and that you have a current passport, an additional section will appear prompting you to enter your passport details. Please ensure you fill out these details if you are holding a valid passport at the time of applying, as missing passport information can lead to delays in the issuing of the CAS number necessary to apply for your student visa.

Fee Status

Please note that you will not be able to complete this section as we do not conduct fee status assessments for the King's Foundations programmes. Students will be required to pay the full programme tuition fee regardless of their nationality / country of permanent residency.

Applicants who later apply to progress onto an undergraduate programme at KCL will have a fee status assessment conducted as part of their undergraduate application.

Education

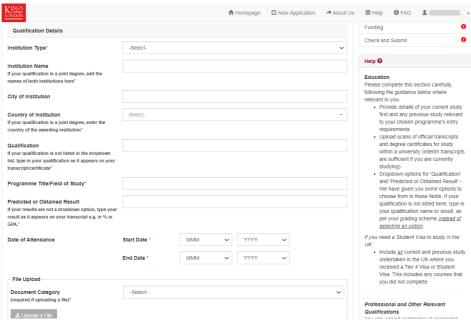On our application form there is a section called 'Education'. You will see the heading in the right-hand menu bar.

Please follow the instructions on the right-hand side of the page.

Education/Academic Qualifications

As part of your application we need you to tell us about:

1. Your current or previous education relevant to your chosen programme
2. Your most recent programme of study
3. The last programme of study you completed in the UK (if applicable).

Pre-sessional English applicants do not need to upload academic transcripts but should provide their education details.

If the qualification you are completing is not listed in the 'Qualification' drop-down menu, feel free to select *14-19 Advanced Diploma* and type the title of your qualification in the 'Programme Title/Field of Study' box.

Please note that you can override the drop-down menu options in the 'Predicted or Obtained Result' field. Please include your final overall result or the overall result you expect to achieve once you complete your studies.

After entering your current or most recent qualification information, please enter the details of any programmes of study completed in the UK that required you to have a Student Visa (including any professional training courses you have

undertaken). If the programme did not have an award, please type *No award* in the grade section. If you did not complete the programme, please type *Incomplete.*

In this section you will also need to upload evidence of your qualifications:

- If you have completed your studies, please upload a copy of your official graduation diploma and academic transcript with all marks obtained.
- If you are studying towards your qualification, please upload official transcripts for the last three years of high school (please note that we are able to consider partial transcripts for your last year of high school). If you are yet to complete your current qualification, please also include the date you anticipate you will be completing this qualification.
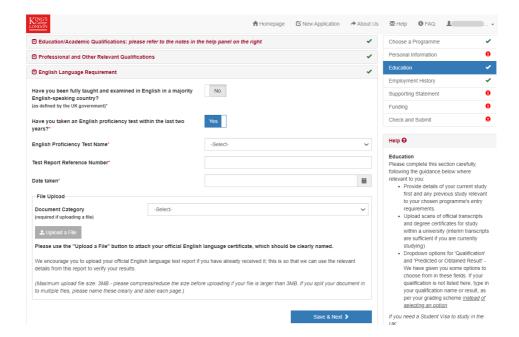
English Language Requirement

International Foundation Programme applicants
Please provide information about your current level of English Language proficiency. If you require a Student Visa to study in the UK, you must provide a UKVI-approved test as evidence of your English language proficiency. If you have already completed a UKVI-approved test at the time of applying, please upload a copy of your results certificate for our assessment. Please note this test must have been sat within two years of the proposed course start date to be considered valid. More information on the approved tests can be found on our website.

If you are applying for an International Foundation programme, please do not worry if you have not yet taken a UKVI-approved test; if we decide to make you an offer it will form part of the offer conditions.

Pre-sessional programme applicants
It is compulsory for Pre-sessional English applicants to provide their English proficiency results; we cannot make a decision on your application without this.

Where possible, please type your IELTS Test Report Form (TRF) Number or Pearson PTE Score Report in the 'Candidate Number' section for any previously obtained test results.

Supporting Statement (Personal Statement)

Personal Statement for International Foundation Programme applicants

This is your opportunity to tell us why you wish to study at KCL and why you have chosen your specific foundation pathway. Please include information on how you feel the programme you have chosen at KCL will benefit you, what you feel that you can bring to KCL as a student and the area of study you intend to progress to after completing your Foundation course. Please write a minimum of four paragraphs.

Pre-sessional English applicants do not need to complete this section.

Funding

Please follow the instructions on the right-hand side of the page.

Check and Submit

Attachment Summary

Please check that you have attached all the mandatory documents specified below. If you have not, your application will not be processed immediately but will be delayed until all supporting documents have been received.

1. Official academic transcript for your last three years of high school. <u>Please note</u>: for documents not originally printed in English we will require a certified English translation. We cannot accept screenshots of unofficial results.
2. Personal statement (if uploaded and not typed directly into the text box on the 'Supporting Statement' page).

While this is not compulsory, we encourage applicants to attach their English Language proficiency evidence if they have already sat a test. However, please do not worry if you have not yet taken a UKVI-approved test; if we decide to make you an offer it will form part of the offer conditions.

Declaration

Please tick the box to indicate that you have understood and agree with the 'Declaration', and that you have read the Terms and Conditions. Then 'Submit' your application.