

# **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 [register on our online application system](#) 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 [found on our website](#).

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](mailto: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.

The screenshot shows the 'Choose a Programme' interface on the King's College London website. At the top, the navigation bar includes the logo and links for 'About us', 'Contact us', and 'FAQ'. Below this, a breadcrumb trail reads 'You are here: Home page > Choose a Programme > Choose a Programme'. The main content area is titled 'Choose a Programme' and features a search bar with 'Study Abroad' entered. A dropdown menu displays search results: 'Study Abroad Exchange: Postgraduate Taught (Full-time)', 'Study Abroad Exchange: Postgraduate Taught - 1 year (Full-time)', 'Study Abroad Exchange: Undergraduate - 1 year (Full-time)', and 'Study Abroad Exchange: Undergraduate (Full-time)'. Below the search bar are filter options for 'Programme Type' (set to 'All'), 'Keyword', 'Faculty Name', 'Award Type', and 'Study Mode'. A 'Search' button is located at the bottom right of the form. To the right of the form is a 'Help' section with several informational paragraphs.

## 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.

## Study Abroad Internship (Undergraduate, Postgraduate Taught and Postgraduate Research) – this is the programme name of the Erasmus+ Traineeship Scheme

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 <http://www.kcl.ac.uk/study/abroad/at-kings/Erasmus-Traineeship.aspx>. 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 [approved English language test](#), 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.

The screenshot shows the 'Getting Started' section of the application form. It includes a table for selecting a start date and an English language requirement section.

Select	Start month	Start year	Deadline
<input type="radio"/>	September	2016	
<input checked="" type="radio"/>	January	2017	
<input type="radio"/>	September	2017	
<input type="radio"/>	January	2018	

**English Language Requirement**  
This programme has an English language requirement. Full information about the tests we accept for entry to postgraduate programmes can be found [here](#). Follow the links on the page for information about the specific English language requirements for English Language Centre programmes.

Based on the IELTS test scoring system, this programme requires that successful candidates achieve the following level of English before enrolling. Successful applicants' offer letters will include information about when they must have achieved this standard.

- Overall: 7
- Listening: 6.5
- Speaking: 6.5
- Reading: 6.5
- Writing: 6.5

**Save**

**Help**  
Searching for a programme:  
It's best to use a keyword search, a keyword is any word from the title of your chosen programme (check our online prospectus [here](#))  
Faculty, Award type and Study Mode can be searched independently or in combination with each other, but not with a Keyword search.  
Note for applicants to research degrees:  
You cannot apply directly to a research group, but should apply to the programme it falls under. Please search for your area of interest in our online prospectus. This will be linked to a programme title. To start your application please use a keyword search and enter any word from the programme title.  
Select a start date:  
After selecting a programme you will be able to select a start date. If you need to change your start date after submitting, send a message to the admissions office. Changing your start date may not be possible for all programmes.  
If additional information appears after you've selected a start date, read this carefully as it will contain important information about what's required in your application.  
King's Approved Agent, King's Partner or Study Abroad coordinator  
If a King's Agent or King's Partner is supporting your application, please indicate by answering 'yes' to the question, 'Your Agent will provide you with a code that can be added to the form that appears. By adding this code, you are agreeing the agent will be able to access your'

## 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.

The screenshot shows the 'Personal Details' section of the King's College London application form. The form is titled 'Personal Details' and includes a 'Save' button. The form fields are as follows:

- Title:** Miss (dropdown)
- Gender:** -Select- (dropdown)
- Forename(s):** Joanna (text input)
- Preferred First Name:** (text input)
- Surname/Last Name:** Blogs (text input)
- Previous Last name (if applicable):** (text input)
- Date of Birth:** 1 (dropdown), Jan (dropdown), 1991 (dropdown)
- Country of Birth:** -Select- (dropdown)
- Nationality:** -Select- (dropdown)
- Do you have dual nationality?**  Yes  No
- In which country are you living right now (may differ from your country of permanent residence):** -Select- (dropdown)

Below the form fields, there are four tabs: 'Personal Details', 'Contact Information', 'Equal Opportunities', 'Criminal Convictions', and 'Fee Status'. The 'Personal Details' tab is currently selected. To the right of the form, there is a 'Help' section with the following information:

- General information:** Hover over field names for additional help information.
- Personal details:** Answer all questions marked with a \*.
- Nationality:** Applicants who do not have UK or EU nationality will be asked additional questions about applying for a visa for study at King's. ALL applicants can add, amend or update this information after submitting their application.
- Contact information:** Email addresses cannot be amended here - click on 'Edit Account' to update.
- Equal Opportunities:** This information will not be used to assess your application. All applicants who are made an offer will receive information on how to contact our disabilities support team for an assessment of what support is required.
- Criminal convictions:** We do require you to tell us if you have a criminal conviction. If you do have a conviction to declare, please visit our webpage for further information - different programmes require different levels of disclosure and this could impact any offer we make you.
- Fee status:** Depending on your nationality, current location and permanent home address, we may ask you some additional questions. This will help us assess your status correctly and reduce delays to giving you a decision on your application.

### 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.

Choose a Programme ✓	<b>Personal Details</b> ✓	<b>Help</b>  <b>General information:</b> Hover over field names for additional help information.  <b>Personal details:</b> Answer all questions marked with a *.  <b>Nationality:</b> Applicants who do not have UK or EU nationality will be asked additional questions about applying for a visa for study at King's. ALL applicants can add, amend or update this information after submitting their application.  <b>Contact information:</b> Email addresses cannot be amended here- click on 'Edit Account' to update.  <b>Equal Opportunities:</b> This information will not be used to assess your application. All applicants who are made an offer will receive information on how to contact our disabilities support team for an assessment of what support is required.  <b>Criminal convictions:</b> We do require you to tell us if you have a criminal conviction. If you do have a conviction to declare, please visit our webpage for further information- different programmes require different levels of disclosure and this could impact any offer we make you.  <b>Fee status:</b> Depending on your nationality, current location and permanent home address, we may ask you some additional questions. This will help us assess your status correctly and reduce delays to giving you a decision on your application.
<b>Personal Information</b> ⓘ	<b>Contact Information</b> ⓘ	
Education ⓘ	<b>Permanent Home Address</b>	
Employment History ⓘ	Address Line 1:* <input type="text"/>	
Supporting Statement ⓘ	Town/City:* <input type="text"/>	
References ⓘ	County/ State/ Region/ZipCode:* <input type="text"/>	
Funding ⓘ	Country:* <input type="text" value="-Select-"/>	
Check and Submit ⓘ	Phone Number* <input type="text"/>	
	Alternative Phone Number <input type="text"/>	
	Email: <input type="text"/>	
	Is your correspondence address the same as your home address? <input checked="" type="radio"/> Yes <input type="radio"/> No	
	<input type="button" value="Save"/>	
	<b>Visa</b> ⓘ	
	<b>Equal Opportunities</b> ⓘ	
	<b>Criminal Convictions</b> ⓘ	
	<b>Fee Status</b> ⓘ	

## 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.

Choose a Programme ✓	<b>Personal Details</b> ✓	<b>Help</b>  <b>General information:</b> Hover over field names for additional help information.  <b>Personal details:</b> Answer all questions marked with a *.  <b>Nationality:</b> Applicants who do not have UK or EU nationality will be asked additional questions about applying for a visa for study at King's. ALL applicants can add, amend or update this information after submitting their application.  <b>Contact information:</b> Email addresses cannot be amended here- click on 'Edit Account' to update.  <b>Equal Opportunities:</b> This information will not be used to assess your application. All applicants who are made an offer will receive information on how to contact our disabilities support team for an assessment of what support is required.  <b>Criminal convictions:</b> We do require you to tell us if you have a criminal conviction. If you do have a conviction to declare, please visit our webpage for further information- different programmes require different levels of disclosure and this could impact any offer we make you.  <b>Fee status:</b> Depending on your nationality, current location and permanent home address, we may ask you some additional questions. This will help us assess your status correctly and reduce delays to giving you a decision on your application.
<b>Personal Information</b> ⓘ	<b>Contact Information</b> ✓	
Education ⓘ	<b>Visa</b> ⓘ	
Employment History ⓘ	I will require a visa to enter and study at King's <input type="radio"/> Yes <input checked="" type="radio"/> No	
Supporting Statement ⓘ	<i>If the answer is "Yes" make sure you have selected your gender as "Male" or "Female" or we will not be able to apply for a visa for you. This is due to UKVI processes.</i>	
References ⓘ	<i>Please ensure you fill out your passport details below to allow us to process your visa.</i>	
Funding ⓘ	<input type="button" value="Save"/>	
Check and Submit ⓘ	<b>Equal Opportunities</b> ⓘ	
	<b>Criminal Convictions</b> ⓘ	
	<b>Fee Status</b> ⓘ	

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.

The screenshot shows the 'Visa' section of the application form. The left sidebar contains a navigation menu with 'Personal Information' selected. The main content area is titled 'Personal Details' and includes a 'Visa' sub-section. The 'Visa' section contains the following text and form elements:

- Section Header:** **Visa**
- Question:** I will require a visa to enter and study at King's.  Yes  No
- Instruction:** If the answer is 'Yes' make sure you have selected your gender as 'Male' or 'Female' or we will not be able to apply for a visa for you. This is due to UKVI processes.
- Text:** Please ensure you fill out your passport details below to allow us to process your visa.
- Question:** Have you studied in the UK on a student visa previously?  Yes  No
- Question:** Do you hold a valid passport?  Yes  No
- Form Fields:**
  - Passport Number: [Text input field]
  - Issue Date: [DD] [MMM] [YYYY]
  - Place of Issue (as shown on your passport): [Text input field]
  - Expiry Date: [DD] [MMM] [YYYY]
- Buttons:** A blue 'Save' button is located at the bottom right of the form fields.

Below the 'Visa' section, there are three more sections: 'Equal Opportunities', 'Criminal Convictions', and 'Fee Status', each with a red error icon. A 'Help' sidebar on the right provides additional information for each section.

## Equal Opportunities, Criminal Convictions and Fee Status

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

The screenshot shows the 'Equal Opportunities' section of the application form. The left sidebar contains a navigation menu with 'Personal Information' selected. The main content area is titled 'Personal Details' and includes an 'Equal Opportunities' sub-section. The 'Equal Opportunities' section contains the following text and form elements:

- Section Header:** **Equal Opportunities**
- Text:** Ethnic Origin - Please select the option which most closely describes you. [Dropdown menu]
- Text:** Disabilities - Do you have a disability you wish to declare? [Dropdown menu]
- Buttons:** A blue 'Save' button is located at the bottom right of the form fields.

Below the 'Equal Opportunities' section, there are two more sections: 'Criminal Convictions' and 'Fee Status', each with a red error icon. A 'Help' sidebar on the right provides additional information for each section.

Choose a Programme ✓	<b>Personal Details</b> ✓	<b>Help</b>  <b>General information:</b> Hover over field names for additional help information.  <b>Personal details:</b> Answer all questions marked with a *.  <b>Nationality:</b> Applicants who do not have UK or EU nationality will be asked additional questions about applying for a visa for study at King's. ALL applicants can add, amend or update this information after submitting their application.  <b>Contact information:</b> Email addresses cannot be amended here- click on 'Edit Account' to update.  <b>Equal Opportunities:</b> This information will not be used to assess your application. All applicants who are made an offer will receive information on how to contact our disabilities support team for an assessment of what support is required.  <b>Criminal convictions:</b> We do require you to tell us if you have a criminal conviction. If you do have a conviction to declare, please visit our webpage for further information- different programmes require different levels of disclosure and this could impact any offer we make you.  <b>Fee status:</b> Depending on your nationality, current location and permanent home address, we may ask you some additional questions. This will help us assess your status correctly and reduce delays to giving you a decision on your application.	
<b>Personal Information</b> ⓘ	<b>Contact Information</b> ✓		
Education ⓘ	<b>Visa</b> ✓		
Employment History ⓘ	<b>Equal Opportunities</b> ✓		
Supporting Statement ⓘ	<b>Criminal Convictions</b> ⓘ		
References ⓘ	<b>Please select the statement that applies to you:*</b>		
Funding ⓘ	<input type="radio"/> I have a relevant criminal conviction <input type="radio"/> I DO NOT have a criminal conviction		
Check and Submit ⓘ	<a href="#">Save</a>		
	<b>Fee Status</b> ⓘ		

Choose a Programme ✓	<b>Personal Details</b> ✓	<b>Help</b>  <b>General information:</b> Hover over field names for additional help information.  <b>Personal details:</b> Answer all questions marked with a *.  <b>Nationality:</b> Applicants who do not have UK or EU nationality will be asked additional questions about applying for a visa for study at King's. ALL applicants can add, amend or update this information after submitting their application.  <b>Contact information:</b> Email addresses cannot be amended here- click on 'Edit Account' to update.  <b>Equal Opportunities:</b> This information will not be used to assess your application. All applicants who are made an offer will receive information on how to contact our disabilities support team for an assessment of what support is required.  <b>Criminal convictions:</b> We do require you to tell us if you have a criminal conviction. If you do have a conviction to declare, please visit our webpage for further information- different programmes require different levels of disclosure and this could impact any offer we make you.  <b>Fee status:</b> Depending on your nationality, current location and permanent home address, we may ask you some additional questions. This will help us assess your status correctly and reduce delays to giving you a decision on your application.	
<b>Personal Information</b> ⓘ	<b>Contact Information</b> ✓		
Education ⓘ	<b>Visa</b> ✓		
Employment History ⓘ	<b>Equal Opportunities</b> ✓		
Supporting Statement ⓘ	<b>Criminal Convictions</b> ✓		
References ⓘ	<b>Fee Status</b> ⓘ		
Funding ⓘ	<b>Have you been resident in United States of America for the 3 years prior to the start of your programme?</b> <input type="radio"/> Yes <input type="radio"/> No		
Check and Submit ⓘ	<a href="#">Check fee status</a> <a href="#">Save</a>		

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 [Study Abroad-specific fees](#).

### 3) Education

#### Education/ Academic Qualifications

In this section you need to tell us about your current programme of study at your home university.

NB:

- Study Abroad students do not need to input High School Level qualifications as this information is not required. Instead, please select 'University' in the drop down box and input information related to your current degree or first degree and then click *save*.
- 'Qualification' refers to the type of degree you are studying. E.g. 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.
- 'Final Grade/Result/Class expected or obtained' refers to your current average/Grade Point Average (GPA).
- 'Date of Attendance': Start date should be the date your course started at your home university. End date should be when you have completed your degree at your home university *after* your study abroad period at King's.
- You will need to provide details of your grades to date. Please attach a transcript indicating your final GPA or 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
- Name of your programme of study, course or major
- 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'.

- Choose a Programme
- Personal Information
- Education**
- Employment History
- Supporting Statement
- References
- Funding
- Check and Submit

**Education/ Academic Qualifications**

Field of Study	Qualification	Date Attended	Institution Name	Grade
<p><b>Qualification Details</b></p> <p>Type of Institution:* <input type="text" value="-Select-"/></p> <p>Name of Institution:* <input type="text"/></p> <p>City of institution: <input type="text"/></p> <p>Country of institution:* <input type="text" value="United States of America"/></p> <p>Qualification:* <input type="text"/></p> <p>Title of Programme/Field of Study:* <input type="text"/></p> <p>Final Grade/Result/Class expected or obtained:* <input type="text"/></p> <p>Date of Attendance: Start Date * <input type="text" value="MMM"/> <input type="text" value="YYYY"/> End Date * <input type="text" value="MMM"/> <input type="text" value="YYYY"/></p> <p>Attached transcripts or relevant documents: (Maximum upload file size: 3MB)</p> <p>Document Category (only required if adding an attachment):* <input type="text" value="-Select-"/></p> <p><input type="text" value="Browse..."/> <input type="button" value="Upload"/></p> <p style="text-align: right;"><input type="button" value="Save Qualification"/> <input type="button" value="Cancel"/> <input type="button" value="Save"/></p>				

**Help**

**Education:**  
We need information about your prior studies for every application.

- Type of Institution dropdown - select your most recent place of study - if you have previously started a university programme, it is important that you include this information here.
- Upload official transcripts for any university study (interim transcripts are OK if study is incomplete).
- If you are studying or have completed study at a high school, list your programmes of study and predicted final grades.
- If you wish to enter another qualification, click 'Save qualification' and the table will clear
- When you've finished, click 'Save' to store your data.

Please include any previous study in the UK as this is needed when applying to the UKVI for a visa.

**Made a mistake?**  
Entries can be edited or deleted - click on the entry in the table and the table will populate. Make changes and click 'Save qualification' or 'Delete' if you wish to remove it. Once an application has been submitted, changes will not be permitted.

If you submit further applications, you will not be asked to re-enter this information.

**Uploading Documents**  
There is a 3MB limit to the size of documents you can upload. You may find that saving the document in a different format e.g. JPEG reduces the size.

**English language:**  
If you have taken a recognised English language test, please upload a relevant test document. Information on our requirements

## Professional/other relevant qualifications

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

- Choose a Programme
- Personal Information
- Education**
- Employment History
- Supporting Statement
- References
- Funding
- Check and Submit

**Education/ Academic Qualifications**

**Professional/other relevant qualifications**

Do you have relevant professional qualifications you would like to add?  Yes  No

**English language**

**Help**

**Education:**  
We need information about your prior studies for every application.

- Type of Institution dropdown - select your most recent place of study - if you have previously started a university programme, it is important that you include this information here.
- Upload official transcripts for any university study (interim transcripts are OK if study is incomplete).
- If you are studying or have completed study at a high school, list your programmes of study and predicted final grades.
- If you wish to enter another qualification, click 'Save qualification' and the table will clear
- When you've finished, click 'Save' to store your data.

Please include any previous study in the UK as this is needed when applying to the UKVI for a visa.

**Made a mistake?**  
Entries can be edited or deleted - click on the entry in the table and the table will populate. Make changes and click 'Save qualification' or 'Delete' if you wish to remove it. Once an application has been submitted, changes will not be permitted.

If you submit further applications, you will not be asked to re-enter this information.

**Uploading Documents**  
There is a 3MB limit to the size of documents you can upload. You may find that saving the document in a different format e.g. JPEG reduces the size.

**English language:**  
If you have taken a recognised English language test, please upload a relevant test document. Information on our requirements

## English language

Please complete the fields as required.

The screenshot shows the King's College London application form for English language proficiency. The form is divided into several sections: 'Choose a Programme', 'Personal Information', 'Education', 'Employment History', 'Supporting Statement', 'References', 'Funding', and 'Check and Submit'. The 'Education' section is currently active and contains three sub-sections: 'Education/ Academic Qualifications', 'Professional/other relevant qualifications', and 'English language'. The 'English language' section has two questions: 'Have you been taught and examined in English?' and 'Have you taken an English proficiency test?'. Both questions have radio buttons for 'Yes' and 'No'. A 'Save' button is located at the bottom right of the form. On the right side of the form, there is a 'Help' section with detailed instructions on how to complete the form, including information about uploading documents and the 3MB limit.

**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 [our website](#). 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.

You are here: [Home page](#) > [Education](#) > [English language](#) Hello Joanna Blogs [Edit Account](#) [Logout](#)

- Choose a Programme ✔
- Personal Information ✔
- Education** ?
- Employment History !
- Supporting Statement !
- References !
- Funding !
- Check and Submit !

**Education/ Academic Qualifications** ✔

**Professional/other relevant qualifications** ✔

**English language** !

Have you been taught and examined in English?  Yes  No

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

**Help**

**Education:**  
We need information about your prior studies for every application.

- Type of Institution dropdown - select your most recent place of study - If you have previously started a university programme, it is important that you include this information here.
- Upload official transcripts for any university study (interim transcripts are OK if study is incomplete).
- If you are studying or have completed study at a high school, list your programmes of study and predicted final grades.
- Adding 'Qualification' and 'Final Grade/Result/Class expected or obtained' - we have given you some options to choose from in these fields. If yours is not listed, you can in type your own qualification or result.
- If you wish to enter another qualification, click 'Save qualification' and the table will clear.
- When you've finished, click 'Save' to store your data.

Please include any previous study in the UK as this is needed when applying to the UKVI for a visa.

**Made a mistake?**  
Entries can be edited or deleted - click on the entry in the table and the table will populate. Make changes and click 'Save qualification' or 'Delete' if you wish to remove it. Once an application has been submitted, changes will not be permitted.

## 4) Employment History

### Employment Details

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

You are here: [Home page](#) > [Employment History](#) > [Employment Details](#) Hello Joanna Blogs [Edit Account](#) [Logout](#)

- Choose a Programme ✔
- Personal Information ✔
- Education ✔
- Employment History** ?
- Supporting Statement !
- References !
- Funding !
- Check and Submit !

**Employment Details** !

Do you have relevant work experience you would like to add?  Yes  No

**Help**

Some programmes require information about employment history, and for some programmes experience can count towards the assessment of your application. Please check our online prospectus for information about your programme.

**Adding information:**  
1) Enter the information as required.  
2) If you wish to add additional information, or a CV, please use the document upload function.  
3) Click 'Save' to store your information, or 'Save employment' to store one set of data and add another. You can add up to five sets of employment data. If you wish to add more, please upload a CV.

**Uploading Documents**  
There is a 3MB limit to the size of documents you can upload. You may find that saving the document in a different format e.g. JPEG reduces the size.

**Made a mistake?**  
Entries can be edited or deleted (click on the entry in the table and then click 'Edit' or 'Delete') but once an application is submitted, changes will not be permitted.

If you submit further applications, you will not be asked to re-enter this information.

### 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.

Choose a Programme ✓	<p><b>Personal Statement</b></p> <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;"></div> <p>Please use the document upload option below to attach required documentation: (Maximum upload file size: 3MB)</p> <div style="border: 1px solid #ccc; padding: 5px;"> <input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Upload"/> </div> <p style="text-align: right;"><input type="button" value="Save"/></p>	<p><b>Help</b></p> <p><b>Personal statement:</b> Answer the following four questions (no more than 200 words for each answer).</p> <ol style="list-style-type: none"> <li>1. KCL is very much focused on the importance of an international student experience. Please talk about internationalisation from your own perspective and how having an international experience at KCL would contribute towards you becoming a 'global citizen'.</li> <li>2. Studying in another country and adapting to a new education system can be very challenging. Please talk about the strategies you will use to integrate yourself into life at KCL and life in London.</li> <li>3. (Research or internship students, skip to question 4) Please list some examples of KCL modules that appeal to you and talk about: a) How these modules correspond with your current degree b) How these modules would contribute towards your long-term career aspirations</li> <li>4. What aspects of KCL life do you hope to get involved in outside of your academic commitments? Research Proposal (section visible only to Study Abroad postgraduate research applicants). Please provide a brief synopsis of the research you plan to carry out during your King's College London study period, this can be a brief outline of a chapter you are working on. We want to know how being at KCL will help you with this part of your thesis. Your research proposal which should be no more than 1000 words.</li> </ol> <p><b>Uploading Documents</b> There is a 3MB limit to the size of documents you can upload. You may find that saving the document in a different format e.g. JPEG reduces the size.</p>
Personal Information ✓		
Education ✓		
Employment History ✓		
<b>Supporting Statement</b> 0		
References 0		
Funding 0		
Check and Submit 0		

## 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'.

- Choose a Programme ✓
- Personal Information ✓
- Education ✓
- Employment History ✓
- Supporting Statement ✓
- References 1
- Funding 0
- Check and Submit 0

**Referee details** 0

**Referee Name:**

**Institution/Company:**

**Position:**

**Relation to you:**

**Telephone:**

**Address Line 1:**

**Address Line 2:**

**Address Line 3:**

**Country:**

**Email:**

**Verify Email:**

**Choose Reference Source:**

[Save](#)

**Second referee details** 0

**Help**

**First Reference:** You must provide an academic reference with your application, preferably from a current tutor. 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. Please ensure the email address you provide is your referee's official academic email address – we will not accept references from personal email addresses (e.g. hotmail, yahoo). For Postgraduate research applicants, your referees should be your current PhD supervisor.

**Second Reference (Study Abroad Advisor Reference):** You need to provide details of your Study Abroad advisor/coordinator as we need to ensure that they have approved your Study Abroad period of study. Please ensure that you provide an email address as this will be the simplest and fastest way for us to contact your advisor/coordinator.

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## 6) Funding

Please complete the fields as required.

- Choose a Programme ✓
- Personal Information ✓
- Education ✓
- Employment History ✓
- Supporting Statement ✓
- References ✓
- Funding 1
- Check and Submit 0

**Funding** 0

Please tell us how you are planning to fund your tuition fees and living expenses for the duration of your study by indicating which of the following sources will potentially be providing the majority of your funds.

**1. Who will be responsible for receiving and paying your KCL tuition fee invoice?**

**2. Who will be responsible for receiving and paying your KCL accommodation fee invoice?**

[Save](#)

**Help**

**Funding:**

- If you are applying independently and not as part of an Exchange agreement, then you are a fee paying student.
- If you are a 'Study Abroad independent student', your agent or your home university will be invoiced for tuition fees.
- For more information on fees please see our website [www.kcl.ac.uk/study/abroad/atkings/fees/index.aspx](http://www.kcl.ac.uk/study/abroad/atkings/fees/index.aspx).
- If you are coming from a university with which we have a bilateral exchange agreement, then you are a 'Study Abroad Exchange student' and will have been nominated by your home institution and you will be exempt from tuition fees.

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### 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.

The screenshot shows the 'Check and Submit' page of the King's College London application portal. The page is divided into several sections:

- Navigation:** A top bar with the King's College London logo and navigation links (About us, Contact us, FAQ). Below it, a breadcrumb trail reads 'You are here: Home page > Check and Submit > Check and Submit'. A user greeting says 'Hello Joanna Blogs' with links for 'Edit Account' and 'Logout'.
- Left Sidebar:** A vertical menu with options: 'Choose a Programme', 'Personal Information', 'Education', 'Employment History', 'Supporting Statement', 'References', 'Funding', and 'Check and Submit' (which is highlighted in blue).
- Main Content Area:**
  - Check and Submit:** A heading for the current page.
  - Attachment Summary:** A table with columns: Page, Document, Category, and Uploaded Date. The table is currently empty.
  - Declaration:** A section containing a long text block. It starts with: "By agreeing to the terms of this declaration and submitting your application, you agree that King's College London can process your information and keep a copy of your data to collect statistics and detect and prevent fraud. The Data Protection Act allows you to ask for a copy of all the information we have about your application." It continues with a declaration statement and a 'Submit' button at the bottom right.
- Right Sidebar (Help):** A section titled 'Help' with sub-sections: 'Check and submit' (instructions on what to do before submitting), and 'Can't submit?' (instructions on what to do if the application is incomplete).