

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.

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' form on the King's College London website. The 'Programme Name' field is filled with 'Study Abroad', and a dropdown menu is open, displaying several options. The 'Programme Type' is set to 'All'. Other fields like 'Keyword', 'Faculty Name', 'Award Type', and 'Study Mode' are currently empty or set to '-Select-'. A 'Search' button is located at the bottom right of the form. The page also features a 'Help' section on the right with detailed instructions for searching and selecting a start date.

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 asks the user to select a start date from the following options:

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	

Below the table, the 'English Language Requirement' section states: '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: 6.8
- Speaking: 6.5
- Reading: 6.8
- Writing: 6.5

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 header includes the King's College London logo and navigation links for 'About us', 'Contact us', and 'FAQ'. The user is identified as 'Joanna Blogs' and is logged in. The form is divided into several sections: 'Personal Information' (selected), 'Education', 'Employment History', 'Supporting Statement', 'References', 'Funding', and 'Check and Submit'. The 'Personal Details' section contains the following fields: 'Title' (Miss), 'Gender' (-Select-), 'Forename(s)' (Joanna), 'Preferred First Name', 'Surname/Last Name' (Blogs), 'Previous Last name (if applicable)', 'Date of Birth' (1 Jan 1991), 'Country of Birth' (-Select-), 'Nationality' (-Select-), 'Do you have dual nationality?' (No), and 'In which country are you living right now (may differ from your country of permanent residence)' (-Select-). A 'Save' button is located at the bottom right of the form. To the right of the form is a 'Help' section with information on general information, personal details, nationality, contact information, equal opportunities, criminal convictions, and fee status.

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.

You are here: [Home page](#) > [Personal Information](#) > [Contact Information](#) Hello Joanna Blogs [Edit Account](#) [Logout](#)

Choose a Programme

Personal Information

Education

Employment History

Supporting Statement

References

Funding

Check and Submit

Personal Details

Contact Information

Permanent Home Address

Address Line 1:*

Town/City:*

County/ State/ Region/ZipCode:*

Country:*

Phone Number*

Alternative Phone Number

Email:

Is your correspondence address the same as your home address? Yes No

[Save](#)

Visa

Equal Opportunities

Criminal Convictions

Fee Status

Help

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.

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.

You are here: [Home page](#) > [Personal Information](#) > [Visa](#) Hello Joanna Blogs [Edit Account](#) [Logout](#)

Choose a Programme

Personal Information

Education

Employment History

Supporting Statement

References

Funding

Check and Submit

Personal Details

Contact Information

Visa

I will require a visa to enter and study at King's Yes No

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.

Please ensure you fill out your passport details below to allow us to process your visa.

[Save](#)

Equal Opportunities

Criminal Convictions

Fee Status

Help

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.

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 has the following sections:

- Personal Details:** Completed (green checkmark).
- Contact Information:** Completed (green checkmark).
- Visa:**
 - Question: "I will require a visa to enter and study at King's" with radio buttons for Yes and 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."
 - Instruction: "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?" with radio buttons for Yes and No.
 - Question: "Do you hold a valid passport?" with radio buttons for Yes and No.
 - Form fields for: Passport Number, Issue Date (DD, MMM, YYYY), Place of Issue (as shown on your passport), and Expiry Date (DD, MMM, YYYY).
 - A "Save" button is located at the bottom right of this section.
- Equal Opportunities:** Not completed (red exclamation mark).
- Criminal Convictions:** Not completed (red exclamation mark).
- Fee Status:** Not completed (red exclamation mark).

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 has the following sections:

- Personal Details:** Completed (green checkmark).
- Contact Information:** Completed (green checkmark).
- Visa:** Completed (green checkmark).
- Equal Opportunities:**
 - Question: "Ethnic Origin - Please select the option which most closely describes you." with a dropdown menu.
 - Question: "Disabilities - Do you have a disability you wish to declare?" with a dropdown menu.
 - A "Save" button is located at the bottom right of this section.
- Criminal Convictions:** Not completed (red exclamation mark).
- Fee Status:** Not completed (red exclamation mark).

A "Help" sidebar on the right provides additional information for each section.

Choose a Programme ✓	Personal Details ✓	Help 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.
Personal Information ⓘ	Contact Information ✓	
Education ⓘ	Visa ✓	
Employment History ⓘ	Equal Opportunities ✓	
Supporting Statement ⓘ	Criminal Convictions ⓘ	
References ⓘ		
Funding ⓘ		
Check and Submit ⓘ		

Please select the statement that applies to you:

I have a relevant criminal conviction
 I DO NOT have a criminal conviction

[Save](#)

Choose a Programme ✓	Personal Details ✓	Help 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.
Personal Information ⓘ	Contact Information ✓	
Education ⓘ	Visa ✓	
Employment History ⓘ	Equal Opportunities ✓	
Supporting Statement ⓘ	Criminal Convictions ✓	
References ⓘ	Fee Status ⓘ	
Funding ⓘ		
Check and Submit ⓘ		

Have you been resident in United States of America for the 3 years prior to the start of your programme? Yes No

[Check/fee status](#) [Save](#)

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 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
- 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'.

The screenshot shows the 'Education/ Academic Qualifications' form in the King's College London application portal. The form is divided into several sections:

- Navigation:** 'Choose a Programme' (checked), 'Personal Information' (checked), 'Education' (selected), 'Employment History' (0), 'Supporting Statement' (0), 'References' (0), 'Funding' (0), 'Check and Submit' (0).
- Table:** A table with columns: Field of Study, Qualification, Date Attended, Institution Name, Grade.
- Qualification Details:**
 - Type of Institution: * (Dropdown: -Select-)
 - Name of Institution: *
 - City of institution: *
 - Country of institution: * (Dropdown: United States of America)
 - Qualification: *
 - Title of Programme/Field of Study: *
 - Final Grade/Result/Class expected or obtained: *
- Date of Attendance:**
 - Start Date: * (Dropdown: MMM, YYYY)
 - End Date: * (Dropdown: MMM, YYYY)
- Attached transcripts or relevant documents:**
 - (Maximum upload file size: 3MB)
 - Document Category (only required if adding an attachment): * (Dropdown: -Select-)
 - File upload area with 'Browse...' and 'Upload' buttons.
 - 'Save Qualification', 'Cancel', and 'Save' buttons at the bottom.
- Help sidebar:**
 - 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.

The screenshot shows the application form interface for King's College London. At the top left is the King's College London logo. To the right are links for 'About us', 'Contact us', and 'FAQ'. Below the header, a breadcrumb trail reads 'You are here: Home page > Education > Professional/other relevant qualifications'. On the right side of the header, it says 'Hello Joanna Blogs' with links for 'Edit Account' and 'Logout'.

The main content area is divided into three columns:

- Left Column (Navigation):** A vertical list of menu items with status icons: 'Choose a Programme' (green check), 'Personal Information' (green check), 'Education' (blue highlight with a question mark icon), 'Employment History' (red circle with exclamation mark), 'Supporting Statement' (red circle with exclamation mark), 'References' (red circle with exclamation mark), 'Funding' (red circle with exclamation mark), and 'Check and Submit' (red circle with exclamation mark).
- Middle Column (Form):** Contains three sections:
 - Education/ Academic Qualifications:** Has a green checkmark icon.
 - Professional/other relevant qualifications:** Has a red circle with exclamation mark icon. It contains the question 'Do you have relevant professional qualifications you would like to add?' with radio buttons for 'Yes' and 'No', and a 'Save' button.
 - English language:** Has a red circle with exclamation mark icon.
- Right Column (Help):** Titled 'Help', it provides instructions for the 'Education' section, including details on how to use the institution dropdown, upload transcripts, and enter school programmes. It also includes a note about previous study in the UK and a section on 'Uploading Documents' with a 3MB limit. At the bottom, it mentions 'English language' requirements.

English language

Please complete the fields as required.

The screenshot shows the 'English language' section of an application form for King's College London. The form is titled 'English language' and is part of a larger application process. The user is logged in as 'Hello Joanna Blogs' and has options to 'Edit Account' or 'Logout'. The form is divided into several sections: 'Choose a Programme' (checked), 'Personal Information' (checked), 'Education' (selected), 'Employment History' (error), 'Supporting Statement' (error), 'References' (error), 'Funding' (error), and 'Check and Submit' (error). The 'Education' section is expanded to show 'Education/ Academic Qualifications' (checked), 'Professional/other relevant qualifications' (checked), and 'English language' (error). The 'English language' section contains 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. A 'Help' section on the right provides instructions for the 'Education' section, including details on how to use the institution dropdown, upload transcripts, and save qualifications. It also includes a note about including previous study in the UK and a warning about mistakes and application submission.

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:

- Enter the information as required.
- If you wish to add additional information, or a CV, please use the document upload function.
- 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.

You are here: [Home page](#) > [Supporting Statement](#) > [Personal Statement](#) Hello Joanna Blogs [Edit Account](#) [Logout](#)

Choose a Programme ✓

Personal Information ✓

Education ✓

Employment History ✓

Supporting Statement 0

References 1

Funding 1

Check and Submit 1

Personal Statement

Please write personal statement (maximum 4000 characters) or upload it as a document using the upload function (if your statement is too long)

(0/4000 characters)

Please use the document upload option below to attach required documentation:
(Maximum upload file size: 3MB)

Help

Personal statement:
Answer the following four questions (no more than 200 words for each answer)

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'
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.
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
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.

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.

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'.

You are here: [Home page](#) > [References](#) > [Referee details](#) Hello Joanna Blogs [Edit Account](#) [Logout](#)

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

Referee details

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

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 referee 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.

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

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

Funding

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.
- 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 links for 'About us', 'Contact us', and 'FAQ'. Below it, a breadcrumb trail shows 'You are here: Home page > Check and Submit > Check and Submit'. On the right, it says 'Hello Joanna Blogs' with links for 'Edit Account' and 'Logout'.
- Progress Menu:** A vertical list of application steps: 'Choose a Programme', 'Personal Information', 'Education', 'Employment History', 'Supporting Statement', 'References', 'Funding', and 'Check and Submit' (which is highlighted in blue).
- Check and Submit Section:**
 - Attachment Summary:** A table with columns: Page, Document, Category, and Uploaded Date.
 - Declaration:** A section with a long text block containing the following text:

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.

Declaration:

"I confirm that the statements made by me on this form are correct. I understand that if any of the enclosed statements prove to be incorrect or incomplete, King's College London ("the university") reserves the right to stop consideration of an active application, to withdraw any offer made or cancel any subsequent registration with the university. I have read the terms and conditions; I undertake to be bound by the terms set out in them and I give my consent to the processing of my data by King's College London."

King's College London reserves the right, at any time, to request that you, your referees, or your employer, provide further information relating to any part of your application form, e.g. proof of identification, of status, of academic qualifications and/or employment history.

Any offer of a place that you may receive is made on the understanding that, in accepting it, you agree to abide by the rules and regulations of King's College London.

Some circumstances (such as staff changes, resource limitations and other factors over which the university has no control, such as industrial action or a change in the law) or the level of demand for a particular programme or module may result in the university having to withdraw or change aspects of the programmes, modules and/or student services detailed in this prospectus. This could include, but not necessarily be limited to, programme/module content, staffing, the location where the programme/module is taught or the manner of teaching delivery, and the facilities provided to deliver or support the programme. The university reserves the right to amend or withdraw without notice and at its entire discretion any of the programmes, modules, services, facilities or other matters contained or referred to in this prospectus; where this is necessary, the university will take reasonable steps to reduce any disruption to enrolled students.
 - Agreement:** A checkbox labeled "I understand and agree with the above".
 - Submit:** A blue button at the bottom right of the declaration section.
- Help Sidebar:** A sidebar on the right titled 'Help' with the following content:
 - Check and submit:** Before you submit, read the declaration below and if you agree to the terms, check the box and click submit (or 'Proceed to Payment' if your programme requires an application fee).
 - Can't submit?:** If any sections of your application are incomplete you will not be able to submit. Look for red exclamation marks in the left hand panel.
 - If you need to upload any further documents, please revisit the relevant sections and upload them.
 - If your application is incomplete it will cause delays to processing as we will need to contact you for further information.