

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.

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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*.

The screenshot shows the 'Choose a Programme' web interface. At the top, there is a navigation bar with links for 'Homepage', 'New Application', 'About Us', 'Help', 'FAQ', and a user profile icon. The main content area is titled 'Choose a Programme' and features a search form. The form includes a 'Programme Name' field with a 'Search' button. Below this is an 'Advanced Search' section with a 'Programme Type' dropdown set to 'All'. There are radio buttons for 'Keyword' and 'Criteria'. Under 'Criteria', there are three dropdown menus: 'Faculty Name' (set to 'King's Foundations'), 'Award Type' (set to '-Select-'), and 'Study Mode' (set to '-Select-'). A 'Search' button is located at the bottom right of this section. Below the search form is a table of results:

Programme	Options
King's Extended International Foundation Programme (Biology and Chemistry)	Apply
King's Extended International Foundation Programme (Business Management and Social Science)	Apply
King's Extended International Foundation Programme (Computer Science and Mathematics)	Apply
King's Extended International Foundation Programme (Economics and Mathematics)	Apply
King's Extended International Foundation Programme (Engineering and Mathematics)	Apply

On the right side of the interface, there is a 'Help' section with a 'Search for a Programme' heading. It provides instructions on how to use the search function and includes links to 'online prospectus' and 'King's Approved Agent, King's Partner or Study Abroad Coordinator'.

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.

Getting Started

You are about to start an application to:

King's International Foundation Programme (Liberal Arts and Social Science)

Are you applying via a King's Approved Agent or King's Partner?

Please select a start date / week commencing date from the options below: *

Start Date / Week Commencing Date
25 September 2023
Deadline for OVERSEAS
31 May 2023
Deadline for HOME/HOME ISLANDS
31 May 2023

Selected

This pathway is currently open for application but may close at any time from 1 March 2023. King's College London recommends applying as soon as possible if you want to secure a place on the International Foundation Programme for 2023.

IF YOUR APPLICATION IS SUCCESSFUL YOU WILL BE REQUIRED TO PAY A DEPOSIT TO SECURE YOUR PLACE

The level of deposit you will be asked to pay is determined by the university's assessment of your fee status. The amounts are stated below and do not include GST/VAT:

- Home students will be asked to pay £5500.00
- EU students will be asked to pay £5500.00
- ELQ rate students will be asked to pay £5500.00
- Channel Islands students will be asked to pay £5500.00
- Overseas students will be asked to pay £5500.00

Depending on where you will be studying, the total deposit payable on your offer letter may include GST/VAT. To find out which countries are affected and what percentage of tax will be charge, please refer to our web page on Goods and Services Tax.

Save & Next

Help

Search for a Programme
To search for your programme, it is best to use a keyword search (which is any word from the title of your chosen programme), Faculty, Award Type, and Study Mode can be searched independently or in combination with each other. Check the [online prospectus](#) for further information.

Applicants to Research Degrees: Apply to the programme that falls within your research group as you cannot apply directly to a group. Refer to the [online prospectus](#) to search for your area of interest.

King's Approved Agent, King's Partner or Study Abroad Coordinator: If one of the above is supporting your application, indicate this by answering "yes" to this question. Your agent will provide you with a code that you should add to the textbox. By adding this code, you are agreeing that the agent will have access to your application and can make decisions on your behalf until the application is released to your control.

King's Online Programmes
If you are applying to a King's Online programme, an agent code will be automatically allocated to your application to allow the programme team to contact and support you with your application process.

Select a Start Date
Once you have selected a programme, you will be presented with a start date/s. Please note that changing your start date may not

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):

Getting Started

You are about to start an application to:

King's International Foundation Programme (Liberal Arts and Social Science)

Are you applying via a King's Approved Agent or King's Partner?

Please enter the Agent Code: *

Mail correspondence should be sent to: Agent 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.

The screenshot shows the 'Personal Details' form in the Kings College London application portal. The form includes fields for Title (Ms), Forename(s), Preferred First Name, Last Name, Previous Last Name, Gender (Female), Date of Birth, Country of Birth (Italy), Nationality (Italian), and Do you have Dual Nationality? (No). A 'Save & Next' button is at the bottom right. The sidebar on the right contains a navigation menu with 'Personal Information' selected, and a 'Help' section with instructions on how to complete the form.

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.

The screenshot shows the 'Qualification Details' section of the Kings' College London application form. The form includes the following fields and instructions:

- Institution Type:** A dropdown menu with '-Select-' as the current selection.
- Institution Name:** A text input field with the instruction: "If your qualification is a joint degree, add the names of both institutions here".
- City of Institution:** A text input field.
- Country of Institution:** A dropdown menu with '-Select-' as the current selection. Instruction: "If your qualification is a joint degree, enter the country of the awarding institution".
- Qualification:** A text input field. Instruction: "If your qualification is not listed in the dropdown list, type in your qualification as it appears on your transcript/certificate".
- Programme Title/Field of Study:** A text input field.
- Predicted or Obtained Result:** A text input field. Instruction: "If your results are not a dropdown option, type your result as it appears on your transcript e.g. in % or GPA".
- Date of Attendance:** Two sets of dropdown menus for 'Start Date' and 'End Date', each with 'MMM' and 'YYYY' options.
- File Upload:** A section with a 'Document Category' dropdown menu (set to '-Select-') and an 'Upload a File' button.

On the right side of the form, there is a 'Help' section titled 'Education' with the following text: "Please complete this section carefully, following the guidance below where relevant to you." It includes a bulleted list of instructions: "Provide details of your current study first and any previous study relevant to your chosen programme's entry requirements.", "Upload scans of official transcripts and degree certificates for study within a university (interim transcripts are sufficient if you are currently studying)", and "Dropdown options for 'Qualification' and 'Predicted or Obtained Result' - We have given you some options to choose from in these fields. If your qualification is not listed here, type in your qualification name or result, as per your grading scheme *instead of selecting an option*". Below this, it says "If you need a Student Visa to study in the UK" and includes another bullet point: "Include *all* current and previous study undertaken in the UK where you received a Tier 4 Visa or Student Visa. This includes any courses that you did not complete." At the bottom of the help section, it says "Professional and Other Relevant Qualifications".

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.

Education/Academic Qualifications: please refer to the notes in the help panel on the right ✓

Professional and Other Relevant Qualifications ✓

English Language Requirement ✓

Have you been fully taught and examined in English in a majority English-speaking country? (as defined by the UK government)* No

Have you taken an English proficiency test within the last two years? Yes

English Proficiency Test Name*

Test Report Reference Number*

Date taken*

File Upload

Document Category
(required if uploading a file)

Please use the "Upload a File" button to attach your official English language certificate, which should be clearly named.

We encourage you to upload your official English language test report if you have already received it; this is so that we can use the relevant details from this report to verify your results.

(Maximum upload file size: 3MB - please compress/reduce the size before uploading if your file is larger than 3MB. If you split your document in to multiple files, please name these clearly and label each page.)

Navigation: Choose a Programme ✓, Personal Information, **Education** ✓, Employment History ✓, Supporting Statement, Funding, Check and Submit

Help

Education
Please complete this section carefully, following the guidance below where relevant to you:

- Provide details of your current study first and any previous study relevant to your chosen programme's entry requirements.
- Upload scans of official transcripts and degree certificates for study within a university (interim transcripts are sufficient if you are currently studying)
- Dropdown options for 'Qualification' and 'Predicted or Obtained Result' - We have given you some options to choose from in these fields. If your qualification is not listed here, type in your qualification name or result, as per your grading scheme instead of selecting an option

If you need a Student Visa to study in the UK

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. Please note: 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.

Page	Document Name	Category	Uploaded Date
Education/Academic Qualifications: please refer to the notes in the help panel on the right		Final transcript with certified English translation	29/03/2019

Declaration

By submitting your application, you are agreeing to accept the terms of the Declaration below. It is important that you read this Declaration carefully so that you are happy you understand its content.

Your attention is drawn to the relevant [Student Terms and Conditions](#), which contains important information, including information about your cancellation rights and our complaints procedures.

DECLARATION

I confirm to the best of my knowledge that all information provided in my application to King's College London is correct. I will provide documentation if required and understand that King's College London may request further information relating to any part of my application from my institution, referee or employer including for example, proof of identification, status, academic qualifications and/or employment history.

I understand that my application may be cancelled, an offer withdrawn or registration terminated, if my application is found to contain false or misleading information or material omissions.

I have read and understood the [Student Terms and Conditions](#) applicable to me and agree to be bound by them.

I agree to the King's Apply Terms and Conditions and [Privacy Policy](#) and I give my consent to the processing of my data by King's College London.

I understand and agree with the above and have read the Terms & Conditions in full

Submit

Help

Check and Submit

Before you submit your application, please ensure you have provided all the relevant information and documents required for your application to be considered complete. If your application is incomplete, this will cause delays when we start processing the application as we will need to contact you for further information.

Please read the declaration below and if you agree to the terms and conditions, tick the box and click the 'Submit' button. If your programme has an application fee, this will be a 'Proceed to Payment' button.

Difficulty Submitting?

You will not be able to submit if any sections of your application are incomplete. Look for red exclamation marks in the right hand panel. If you need to upload any further documents, please revisit the relevant sections and upload them now.