Study Abroad Application Guidance Notes

All applicants to the Study Abroad or Erasmus+ Traineeship programmes at Yλy∃ΩǎCollege London should apply online following the guidance notes below:

Registering

To apply for a Study Abroad or Erasmus+ Traineeship programme at Yλy∃Ωǎ 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 Yλy∃Ωǎ College London communicates with Study Abroad applicants is through the messaging function on the ΨYλy∃Ωǎ ! LJLJfèΩ 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 ǎŜyŘ ΰKŜ ΰŜI·Y I· YŜǎăI·∃Ŝ ØλI· ΰKŜ Ψ±λŜø I·yŘ ǎŜyŘ YŜǎăI·∃ŜaΩ 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

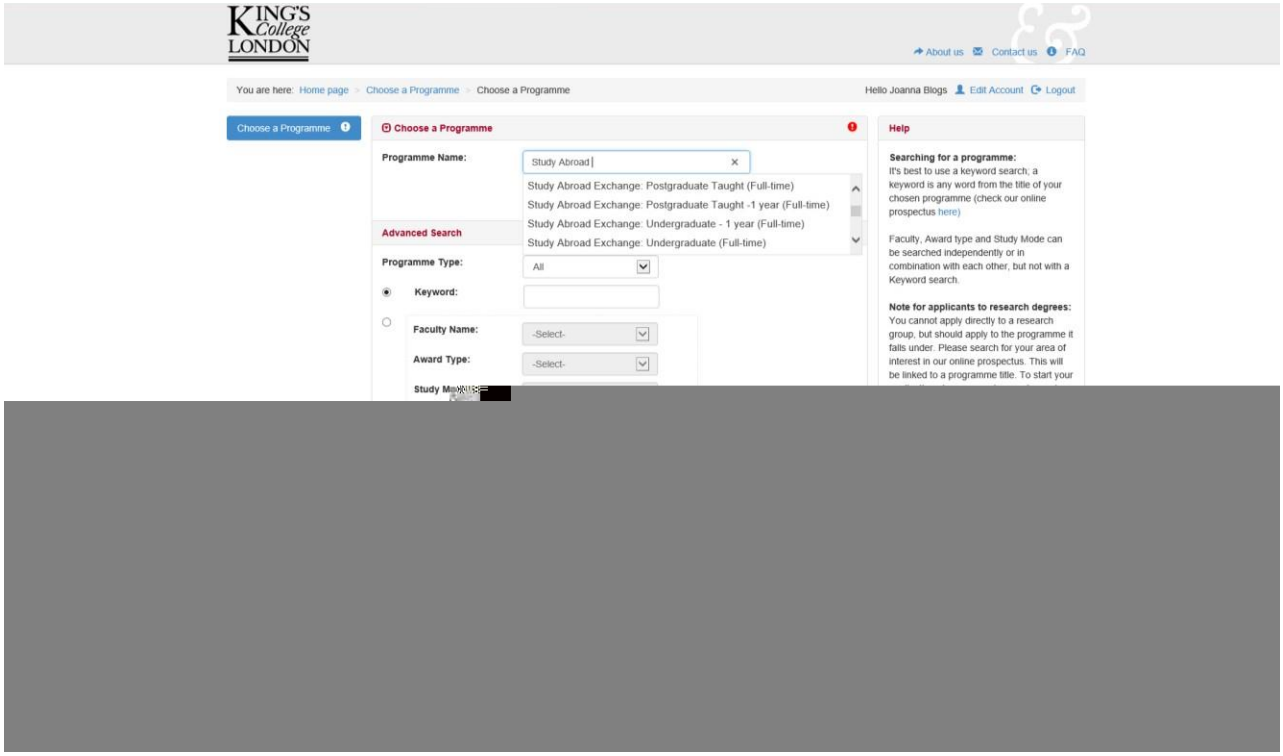
After the initial registration page you will be directed to the Homepage where you will need to select Ψ/ℕŜI·ΰŜ bŜø ! LJLJfλŎI·ΰλ2yΩ I·yŘ ŦFollow the steps below:

1) **Choose a Programme**

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

Enter Ψ{ůdzŘè ! ōℕ2I·Řℚ in to the Ψ t ℕ2∃ℕI·YYŜ bI·YŜℚ field and select your specific programme from the dropdown list that appears.

Full year applicants should select the programme title that includes ΨM yŜI·ℕℚ¢ All programmes listed without ΨM èŜI·ℕℚ ℕŜfI·ůŜ ů2 ăemester only applicants.



Study Abroad Undergraduate

For students currently enrolled on an undergraduate degree programme outside of the UK, wishing to apply I·ă I·YλyŘŜLJŜyŘŜyű ăűdzŘŜyű ₮2ℕ I· {ůdzŘè ! ōℕ2I·Ř LJŜℕλ2Ř I·ű YλyƎℚă. This is a fee-paying programme.

Study Abroad Undergraduate (Health & Society)

As above, but with a compulsory element: Ψ I ŜI·fűK I·yŘ {2ŐλŜűèℚ 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 YλyƎℚă. 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 prograYYŜ 2dzűăλŘŜ űKŜ ¦Y ø λűK 2yŜ 2₮ Y / [ℚă LJI·ℕűyŜℕ λyăűλúdzűλ2yã¢ {ůdzŘŜyűă I·LJLJfèλyƎ 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.

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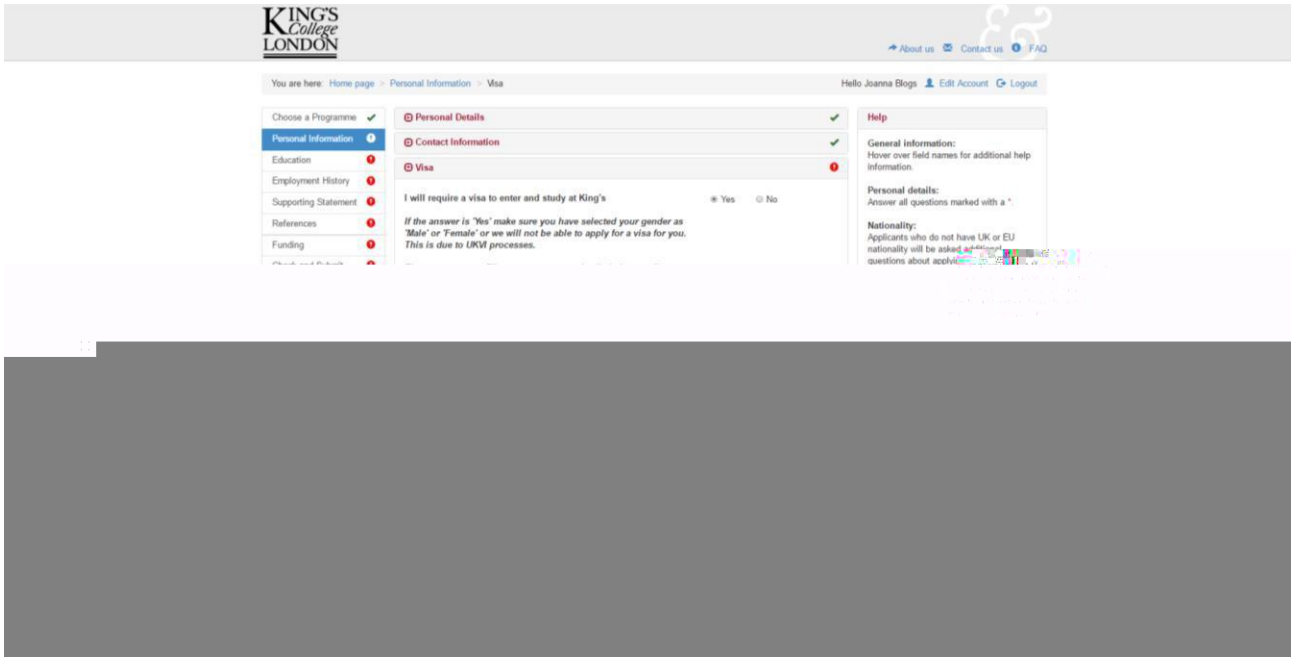
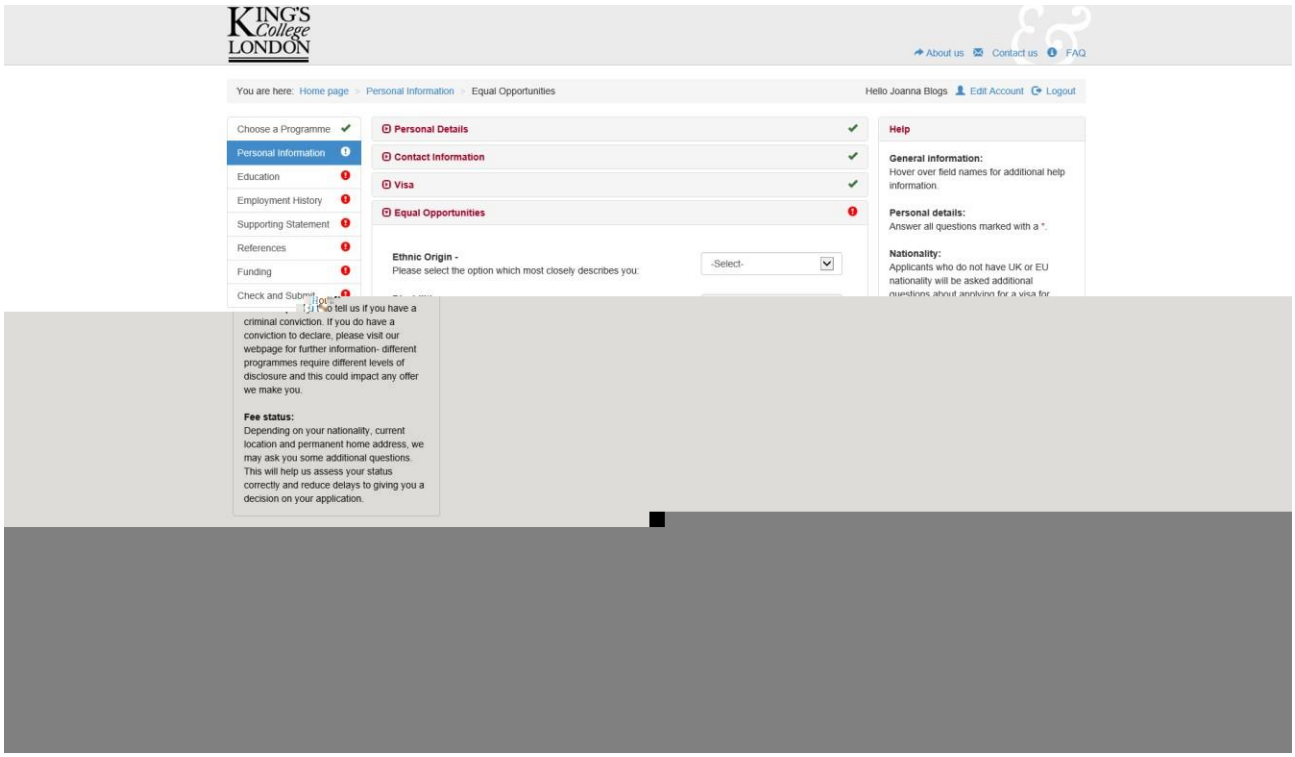
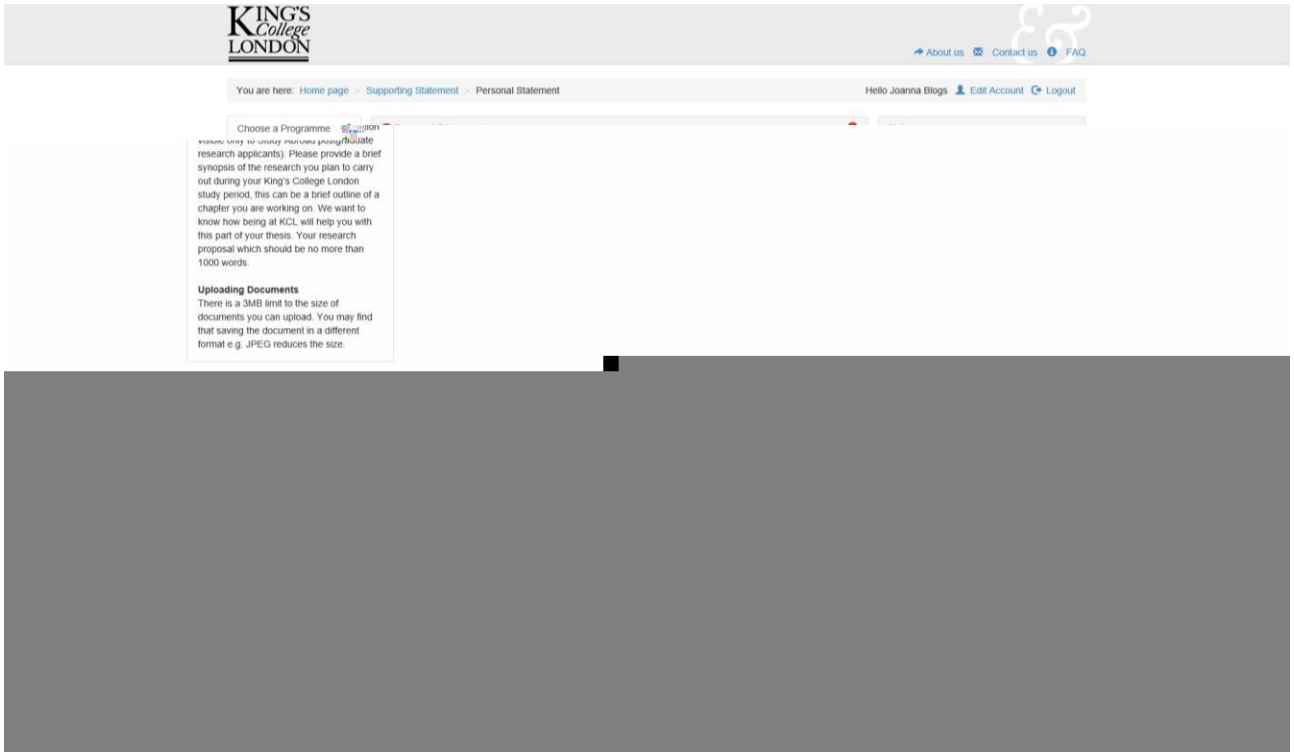


Equal Opportunities, Criminal Convictions and Fee Status

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



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



5) References

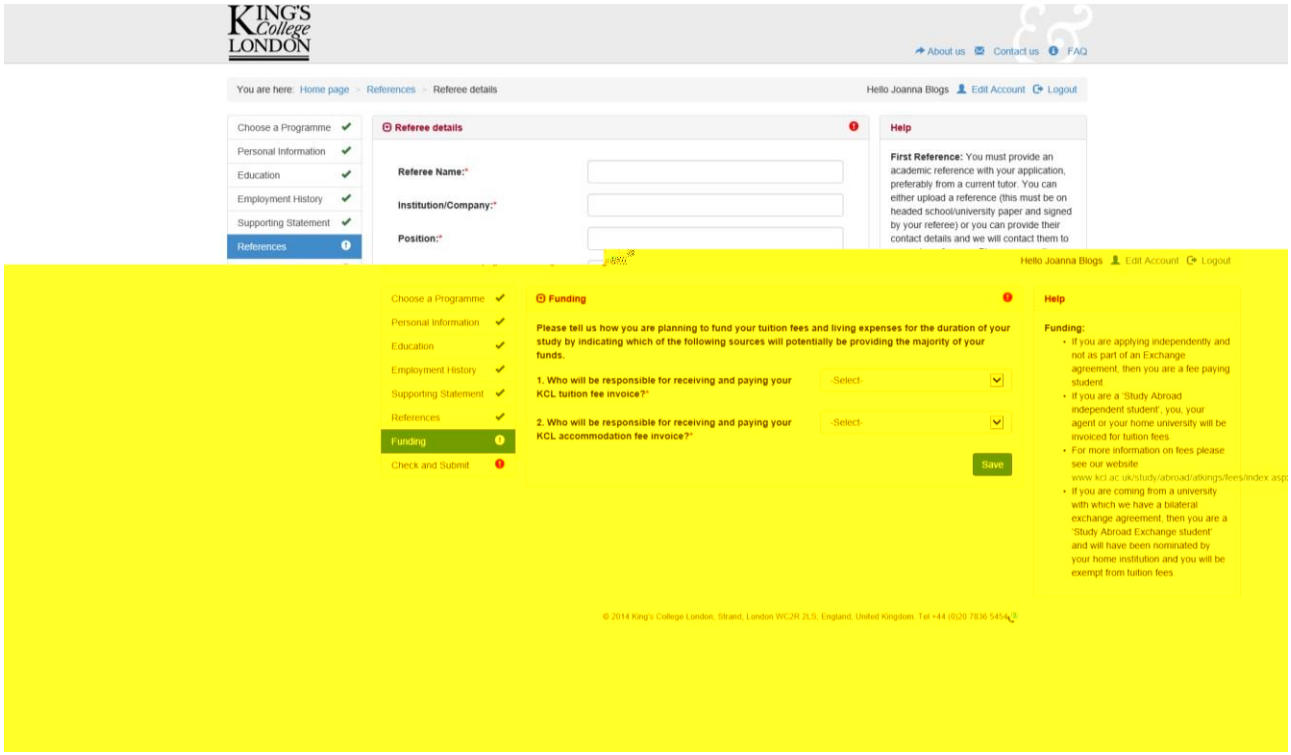
Referee details

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 LJ[illegible] please ensure that you provide us with their university email address, rather than a personal email address.
Please do not provide a work reference in place of an academic tutor.

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

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

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



6) Funding

Please complete the fields as required.

Funding terminology explained:

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Intermediary !ƎŜyŎèϒ ¢Kƛă Y ŜI·yã űKI·ű YƛyƎΩă ǿƛff ăŜyŘ űdzƛűƛ2yϰI·ŎŎ2Y Y 2ŘI·űƛ2y ƛyØ2ƛŎŜóăú ű2 your agency/provider (e.g. Arcadia, IFSA-Butler, ISA etc.) and they will pay this on your behalf.

Self: This meayã űKI·ű YƛyƎΩă ǿƛff ăŜyŘ űdzƛűƛ2yϰI·ŎŎ2Y Y 2ŘI·űƛ2y ƛyØ2ƛŎŜóăú ű2 è2dz ŧ2r payment.

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7) Check and Submit

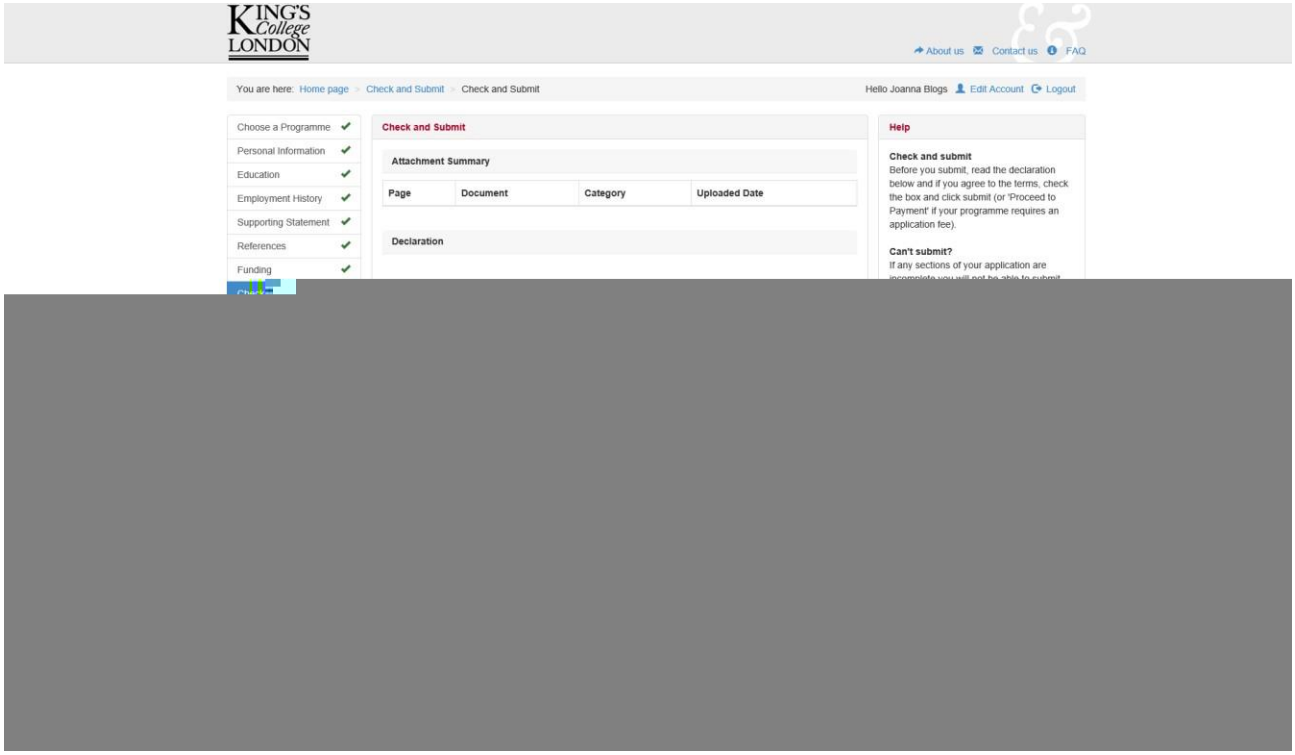
Attachment Summary

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 ς 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 KinƎΩă ΨDeclaratλ2yΩ I·yŘ úKŜy˜Ψ{dzōY˙λűΩ è2dzℕ 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.