

Notes for guidance when completing your application form

PRIOR TO COMPLETING THIS FORM:

- refer to the College's Postgraduate Prospectus and the department or programme brochure (if available).
- confirm the application procedure with the relevant contact for your intended programme of study to ensure you provide all necessary information in support of your application. You will find contact details for each programme in the prospectus.
- read the notes below, together with those within the body of the form.

NOTE 1

Proposed programme of study

If you are applying to more than one department, complete a separate application form per department. Further forms can be obtained from the appropriate School Office or may be downloaded at www.kcl.ac.uk/pgpapp. A student may not register concurrently at King's and at another college/university without the special permission of the College's Academic Council.

NOTE 2

Language

At King's you will be taught/instructed in English therefore we need to know your current level of fluency in English. If English is not your first language and you have taken an English language examination, please give details and enclose a certificated photocopy of the test result. If you do not have the required level, any offer of a place at the College may be subject to your taking an English test (IELTS or TOEFL) before admission and/or attending one of the College's English language courses. Refer to the prospectus for English language requirements and details of the English language courses or contact the department to which you are applying.

NOTE 3

Referees

You must obtain two references; If you are currently studying/have recently studied, both your referees must be familiar with your academic work, preferably from the institution at which you have recently studied/currently study. If you are currently working you may substitute a relevant work reference. If your circumstances are different, please contact the School Office for the programme to which you are applying. NB. Applicants to the School of Law please see the School of Law prospectus for specific information on reference requirements.

- *Provide each of your referees with one of the Postgraduate reference sheets attached to this form (having first completed Section A) and one of the envelopes.*
- The references must be written on official headed paper and returned to you in the envelopes.
- The references are confidential, therefore the envelopes must be sealed and signed across the seal by the appropriate referee before they are returned to you. Send them to us with your completed application form.
- If you have downloaded this application form from the internet, please supply your referees with an envelope on which you have included the following: i) Your full name ii) Your address iii) Your proposed programme of study.

NOTE 4

Data Protection Act

When you sign the declaration on the application form, you agree that King's College London can process your information and keep a copy of your form to collect statistics and detect and prevent fraud. The Data Protection Act allows you to ask us for a copy of all the information we have about your application.

DOCUMENTS TO BE PROVIDED WITH THE APPLICATION FORM

The following must be submitted with your application form:

- *Transcripts of each degree.* (ie an authorised statement from your university of the courses you took leading to the qualification achieved together with the grades obtained). Please provide photocopies certified by an official of the awarding institution. EU/overseas applicants must provide IN ADDITION, a certified translation of any transcripts written in a language other than English.
- *Two references.*
- *English language certificate.* Where appropriate, a certified photocopy of your English language test result.

If you wish any documentation to be returned to you it should be clearly marked and you should enclose a stamped self-addressed envelope (if your correspondence address is outside the UK, an international reply coupon). Although the College normally returns documents, it cannot guarantee to do so, nor can it accept responsibility for any loss or damage to them. You should therefore send certified photocopies rather than original documents.

ACKNOWLEDGEMENT

If you would like receipt of your application to be acknowledged, please send a stamped self-addressed postcard (or if your correspondence address is outside the UK, an international reply coupon).

RETURNING YOUR APPLICATION FORM

Your form must be sent to the School Office responsible for the programme you are applying to at the appropriate address below (if in doubt about which is the appropriate School, refer to the College's *Postgraduate Prospectus*):

School of Humanities The Graduate Programme, Room 8B, Main Building, King's College London, Strand, London WC2R 2LS

School of Law Postgraduate Admissions Office, Law Building, King's College London, Strand, London WC2R 2LS

School of Physical Sciences & Engineering Room 31B, Main Building, King's College London, Strand, London WC2R 2LS

School of Social Science & Public Policy Room 129, King's College London, Strand, London WC2R 2LS

Guy's, King's & St Thomas' School of Biomedical Sciences Postgraduate Office, Henriette Raphael Building, King's College London, London Bridge, London SE1 1UL

Guy's, King's & St Thomas' Dentistry Institute Registry (Postgraduate), 2nd Floor, Henriette Raphael Building, King's College London, London Bridge, London, SE1 1UL

School of Health & Life Sciences School Office, Room 4.68, Franklin-Wilkins Building, King's College London, 150 Stamford Street, London SE1 9NN

Guy's, King's & St Thomas' School of Medicine Registry, 2nd Floor, Henriette Raphael Building, King's College London, London Bridge, London, SE1 1UL

Florence Nightingale School of Nursing & Midwifery The Postgraduate Administrator, King's College London, James Clerk Maxwell Building, 57 Waterloo Road, London SE1 8WA

Institute of Psychiatry Institute Registrar, De Crespigny Park, Denmark Hill, London SE5 8AF

Postgraduate reference

Section A

To be completed by the applicant prior to forwarding to their referee.

Surname

Previous name (if applicable)

First name/s

Title

Programme applied for at King's

Department

Section B

The applicant named above is applying to King's College London. We would be grateful to receive your opinion of the candidate's qualities and suitability for admission to the programme proposed.

Please supply your reference on your organisation's official headed paper using the headings given below. Your reference should be returned to the candidate, NOT TO KING'S COLLEGE LONDON. Please include your reference in the envelope provided, then seal, and sign across the seal with your signature to ensure confidentiality.

1 Full name of applicant

2 Other relevant information

Please state

- The length of time and the capacity in which the applicant has been known to you

3 Academic abilities

- Present performance
- Future potential
- If available, please provide the student's ranking in class
- Do you consider the applicant's degree classification a true reflection of his/her abilities? – please comment on or forecast any examination results
- Please comment on any research experience the candidate has, if applying to undertake research at King's or a taught programme with a significant research component
- If you are the applicant's present or former employer, please include an outline of responsibilities and an appraisal of competence and initiative

4 Suitability for chosen programme in terms of:

- Personal factors – application, independence of mind, creative ability
- Motivation

5 Powers of expression

- Please comment on the candidate's ability to express himself/herself orally and in writing

6 Interests

- Please refer to the candidate's contribution to the life of the community of your organisation

7 Other information relevant to the candidate's application not covered by the above

8 Your signature

9 Your title, name and position

Thank you very much for the reference

Postgraduate reference

Section A

To be completed by the applicant prior to forwarding to their referee.

Surname

Previous name (if applicable)

First name/s

Title

Programme applied for at King's

Department

Section B

The applicant named above is applying to King's College London. We would be grateful to receive your opinion of the candidate's qualities and suitability for admission to the programme proposed.

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7 Other information relevant to the candidate's application not covered by the above

8 Your signature

9 Your title, name and position

Thank you very much for the reference

Postgraduate application form



University of London

You can now apply for postgraduate study at King's using our new online application form. We hope that this new service will provide you with a quick and easy way to apply for our programmes. To access the online form, please visit our online prospectus at www.kcl.ac.uk/pgp. You are of course welcome to use a printed form if you would prefer to, or if you do not have easy access to the internet.

Prior to completing this form please:

- refer to the College's Postgraduate Prospectus and the department or programme brochure (if available)
- Check the application procedure for your chosen programme as specified in the prospectus, and with the relevant contact for the programme if necessary to ensure you provide all the information required to support your application. You will find contact details for each programme in the prospectus
- read the *Notes for guidance* supplied with this form, together with those within the body of the form.

Returning your application form:

- your form should be sent to the School Office responsible for the programme you are applying to. Contact addresses are given in the attached *Notes for guidance*.

Please complete this form in typescript or black ink

1 Personal details

Title _____ First name/s _____
Surname/family name _____
Contact address _____

Country _____
Day time tel no _____
Evening tel no _____
Email _____
Mobile _____

Fax _____
Previous surname (if applicable) _____
Date of birth: day _____ / month _____ / year _____
Sex: male female
Permanent address (if different from contact) _____

Country _____
Tel no _____
Fax no _____

2 Proposed programme of study

SEE NOTE 1 BEFORE COMPLETING

Date of admission: month _____ / year _____
 Full-time Part-time (*please tick*)

The programme you are applying to (*please tick Taught or Research and complete details for the relevant taught OR research programme*).

Taught Please give full programme title as shown in the prospectus (eg MSc Aviation Medicine)

OR

Research Please state Department/Research Centre/Group as shown in the prospectus:

- If you have identified the supervisor you would like to study under, please give their name _____

- Have you had contact with any member of staff in the School or Department you are applying to? Yes No

Please give their name if known _____

Availability for interview

You may be asked to attend an interview. To help us with interview arrangements, please indicate:

- **UK residents only:** any dates on which you would not be available for interview _____

- **Non-UK residents:** will you be in the UK prior to commencing postgraduate study (*please tick*)? Yes No

- If yes, please give dates _____

- If no, can you travel to the UK specifically for an interview (*please tick*)? Yes No

3 Education

Please give details of your **university/college education** (ie first degree/diploma and higher degree/diploma

- If you have not yet obtained the qualification, please give a summary of marks achieved so far and result expected
- If your qualification is other than a university/college degree or diploma, please state the following on a separate sheet: entry qualifications, length of course, syllabus, details of final examinations

If you require more space to list your qualifications, please provide the details below on a separate sheet

Qualification (eg BA, BSc, MA, MSc, MPhil)	Title of programme/field of study	Name of institution	Country of institution
Summary of marks achieved so far (if you have not yet obtained this qualification)		Result expected/obtained* (*delete as appropriate)	Date (start and end)

Qualification (eg BA, BSc, MA, MSc, MPhil)	Title of programme/field of study	Name of institution	Country of institution
Summary of marks achieved so far (if you have not yet obtained this qualification)		Result expected/obtained* (*delete as appropriate)	Date (start and end)

Professional/other relevant qualifications

Title of qualification	Name of awarding body	Date from/to	Grade/level	Type of membership (if appropriate)

4 Language

SEE NOTE 2 BEFORE COMPLETING

Is your first language English? Yes No

Did you study at School/University where you were taught in English? Yes No If yes, for how many years? _____

If English is not your first language have you taken an English language examination Yes No If yes, please give details:

Date	Name of testing system	Overall score

Would you like to receive information about King's English Language programmes? Yes No

King's College London Equal Opportunities for students

THIS PART OF THE FORM WILL NOT BE SUBMITTED FOR ACADEMIC ASSESSMENT. THIS INFORMATION WILL BE REMOVED AND STORED ON A SECURE DATABASE

Policy

King's College London believes that there should be no discrimination (direct or indirect) in relation to student recruitment, admission and progress on grounds of race, colour, nationality, ethnic or national origins, gender, marital status, age, sexual orientation or disability. The College aims to promote equality of opportunity for all and welcomes applications from diverse candidates. The College will take appropriate steps to ensure that all students are recruited on the basis of academic merit.

Monitoring

Equality monitoring is important in helping the College to ensure our Equality and Diversity Strategy is effective, which is why we need to collect information regarding ethnic origin and disability. Any data collected will be stored securely and used anonymously for equality monitoring purposes only. This monitoring slip is detached prior to academic assessment and is not seen by staff making decisions on admissions. The contents of the slip will be treated in strict confidence by the Schools' Admissions Offices.

ETHNIC ORIGIN

Please tick the option which most closely describes you.

I am:

a: **White**

- British
 Irish
 Other White background (please complete)
-

b: **Mixed**

- White & Black Caribbean
 White & Black African
 White & Asian
 Other mixed background (please complete)
-

c: **Asian or Asian British**

- Indian
 Pakistan
 Bangladeshi
 Other Asian background

d: **Black or Black British**

- Caribbean
 African
 Other Black background

e: **Chinese or other ethnic group**

- Chinese
 Other ethnic background

How did you find out about King's

Your programme _____

Please inform us how you initially found out about postgraduate study at King's:.

- King's postgraduate prospectus
 A directory of postgraduate programmes
(please state the title):
-

- The Internet: If yes, was this by carrying out a search for suitable programmes? / or by going direct to King's site?

Which Internet service provider/search engine (if applicable) did you use to find the King's site

- An advertisement *(please state which newspaper/journal):*
-

- Your university
 The British Council
 Recommendation by a friend / colleague / teacher
(please delete)
 Other *(please specify)*

Please give details of any other postgraduate programmes you are applying to *(optional)*:

Name of institution _____

Country _____

Programme title _____

DISABILITIES

King's welcomes applications from students with disabilities and encourages individuals to inform us of any specific needs that they may have at the application stage and during your time at King's. If you have a disability, the College can support you in a number of ways. An information visit with your chosen School or Department is a good opportunity to discuss any specific needs you may have. *Disability at King's: A Guide for Students* is available for more information.

Please tick the box that applies to you:

- You do not have a disability
- You have dyslexia
- You are blind or partially sighted
- You are deaf or have hearing impairment
- You are a wheelchair user or have mobility difficulties
- You need personal care support
- You have mental health difficulties
- You have an unseen disability eg diabetes/epilepsy/asthma
- You have multiple disabilities
- You have a disability not listed above

DISABLED STUDENTS' ALLOWANCES

Upon receiving an offer, if you have a disability and you are a home domiciled student, you may be eligible for a Disabled Students' Allowance.

Do you receive a Disabled Students' Allowance?

Yes No

If you would like further information about Disabled Students' Allowances, please contact the Disability Support Officer at King's on 020-7848 3890 (tel/text) or email emma.price@kcl.ac.uk

11 Criminal convictions

If you have been convicted of a criminal offence, excluding either a motoring offence for which a fine and/or maximum of three penalty points were imposed or spent sentences, you are required to declare this by indicating yes on your form.

Do you have any criminal convictions? Please tick the appropriate box: Yes No

You should be aware that for certain programmes, particularly related to teaching and health programmes, any criminal convictions, including spent sentences and cautions, must be declared.

For the purposes of equal opportunities and marketing please complete the tear-off slips.

12 Declaration

SEE NOTE 4 BEFORE COMPLETING

I confirm that the statements made by me on this form are correct. Should any of the above statements prove to be incorrect the College reserves the right to withdraw any offer made or cancel any subsequent registration with the College. I have read the guidance notes; I undertake to be bound by the terms set out in it and I give my consent to the processing of my data by King's College London.

Signature

Date

For King's use only

This section to be completed by the Department before sending the form to the appropriate School Office

Admit to:

DrHC	MPhil	Full-time	Diploma	Non-degree
EdD	MPhil/Phd	Part-time	Certificate	study leave
LLM	PhD	qualifying year		
MA				
MClinDent				
MMus				
MRes				
MSc				

Field of study/programme title _____

Other comments/instructions _____

Start date _____

Campus _____

Principal supervisor _____

Second supervisor (if applicable) _____

Interviewed No Yes, by (specify member of staff): _____

(1) Signed _____

Date _____

Position _____

Details of qualification period of study or examination
(if applicable) _____

(2) Signed _____

Bench fee (if applicable) _____

Date _____

If non-degree, length of programme and tuition fee _____

Position _____

School use only

Fac _____

Qual _____

Cat P _____

RS _____

Dept _____

Method _____

Programme _____

Period _____

Year 1 _____

Enrol date _____

Reg status R N P _____

Reg date _____

School _____

Sup _____

1. _____

2. _____

Fin _____

FPA _____

Addn _____

USR No _____