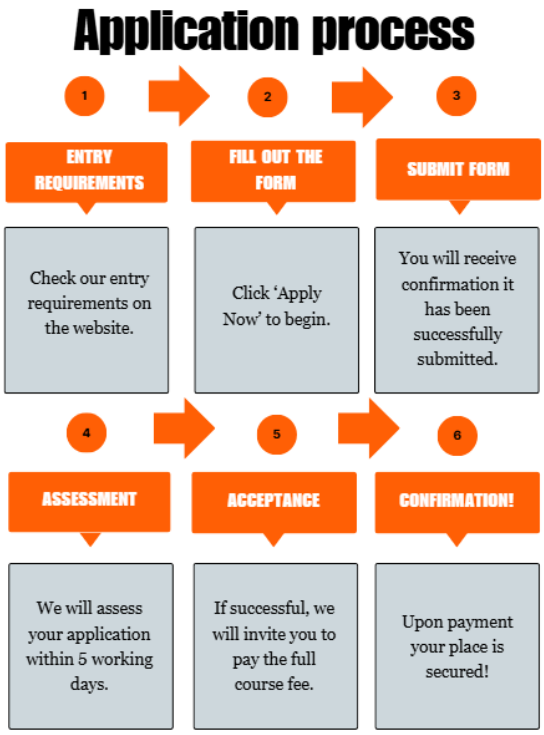
UG EXCHANGE Summer Application Guidance



These guidance notes are for students that have been nominated for an exchange fee waiver place by their institution. If you are not sure that you are eligible, please contact your study abroad office directly and they will advise you.

Requirements

- ✓ You must be aged 18 or over
- ✓ You must be, have been, or will be, enrolled in an undergraduate degree programme
- ✓ Your English language level must be at level C1 in the CEFR or equivalent level
- ✓ Personal statement – explaining your motivation for applying to the programme/module
- ✓ Evidence that you fulfil the academic requirements of the programme

Application form (Apply now)

1. **Agent information** – please select NO as this does not apply to you.
2. **Applicant's Personal Details** – please complete this section and ensure that your name and date of birth is entered as it appears on your passport or photo ID used for travel.
3. **Residence** – Indicate if you would like to book King's accommodation with your programme.
4. **Programme Selection** – select the programme you wish to study

Note that the 2-week programme runs in two consecutive sessions, and you will have the option to select one or two sessions. Classes for all programmes run from Monday to Friday. Information on all available sessions can be found here.

Modules available for exchange applicants:

Session 1: 6 – 17 July 2026

- Institutions, Trade & Economic Growth
- International Political Economy
- London's Cityscape and London Life
- Britain; Institutions, Power & People
- Media, Gender & Culture

Session 2: 20 – 31 July 2026

- Evaluating & Designing Public Policies
- Marketing in the Digital Era
- Shakespeare in London
- Drug Discovery
- Critical Approaches to Sustainability and Development
- War & Diplomacy

5. **English Language Proficiency** – Select your qualification from the list and upload your evidence. If you have been taught in English, your degree transcript/certificate must show that the language of instruction was English. In this case, you are not required to submit separate evidence of language proficiency.
6. **Personal Statement** - Upload a statement outlining your motivation for applying to your selected programme/module(s). Please enter 'Exchange Application' at the top of the document. Your statement should be no longer than 300 words.
7. **Education** – Select the following option:

- **Studying or graduated from university** – Select this option if you are currently studying at university or have completed a university programme. Please complete this section and upload a transcript of your current studies or a degree certificate, as evidence that you fulfil the academic requirements

8. **Check your application** -

✓ Evidence of English Language proficiency
✓ Personal Statement
✓ Evidence that you are currently studying at or have graduated from university

9. **Disability Information** – Please complete this section. Note that the information you provide in response to this question will not impact the academic judgement of your application, or the decision about whether to offer you a place on the programme.

10. Check and submit your application

Next steps

1. We will assess your application and let you know the outcome within 5 working days.
2. If successful, we will send you a confirmation letter confirming your place on the programme. If you have chosen the Residential option, we will ask you to pay the residential fee and agree to our Terms and Conditions.
3. Upon receipt of payment, your place on the course will be confirmed.

Application Deadline: 15 May 2026

****Once you receive your ticket reference number (beginning WO000), please include it in the subject line of all communications you send to summer@kcl.ac.uk. Once your Summer School ID has been assigned (beginning 267), please include your ticket number AND your Summer ID number in the subject line of all communications.**