



UCL Summer School Application Guidance Notes

All applications to the UCL Summer School should be made online using the following notes for guidance.

REGISTERING

In order to apply, you will first need to [register an account](#). Once you have registered, you can complete the online application form. If you are unable to access the online application form, please contact the [UCL Summer School Office](#) for advice.

COMPLETING THE ONLINE FORM

Fields marked in red are compulsory.

If you cannot complete the application form immediately, you can save it, log out and return to it later. You can log in to the application form again using the email and password that you registered. Remember to save the form before you log out. Please ensure that your application is as complete as possible before submitting and that it includes all supporting documentation.

Education

You must upload an **official transcript** from your university showing your academic record to date. **Please ensure that your transcript is in English.**

If you are unsure about the GPA equivalences, please see the [list of equivalences](#) on the UCL Summer School website. Please note that this list is not exhaustive. If you cannot see the equivalency for your education system or if you have any questions, please contact the [UCL Summer School Office](#) for further information.

If you are unable to obtain a transcript, please upload an academic reference including comments on your academic standing and predicted grades.

English Results

You do not need to submit evidence of your English language level if:

- a) You are from a majority English speaking country (see below for accepted countries); or
- b) By the time you enrol on the UCLSS, you will have completed 12 months of education in a country in which English is the language of instruction (please see below for accepted countries).

Countries Accepted as Majority English Speaking Countries

Antigua and Barbuda, Australia, The Bahamas, Barbados, Belize, Canada, Dominica, Grenada, Guyana, Ireland, Jamaica, New Zealand, St Kitts and Nevis, St Lucia, St Vincent and the Grenadines, Trinidad and Tobago, United Kingdom or United States of America

Countries in Which English is Accepted as the Language of Instruction*

Antigua and Barbuda, Australia, Barbados, Belize, Botswana, Cameroon (only if the qualification is taught in English), Canada, Caribbean / West Indies (English-speaking Caribbean Commonwealth territories),, Dominica, Fiji, Gambia, Ghana, Grenada, Guyana, Ireland, Jamaica, Kazakhstan (only if studying at Nazarbayev University), Kenya, Macau (only if the qualification is taught in English), Malawi, Malta (only if the qualification is taught in English), Mauritius, New Zealand, Nigeria, Singapore, South Africa, St Kitts and Nevis, St Lucia, St Vincent and the Grenadines, Swaziland, Tanzania, The Bahamas, Trinidad and Tobago, Uganda, United Kingdom, United States of America, Zambia, or Zimbabwe

*Please note that the 12 months of study must have happened less than two years prior to UCL Summer School enrolment

Module Preferences

Please select two modules in each session you are applying for: a 'preferred' module and an 'alternative' module. You will only study one module in each session but all modules are subject to minimum participation requirements and /or availability. If you are applying for one session, please select your preferred and alternative module in your chosen session and "Not applying for Session" for the other session.

You should use the information on the [UCL Summer School website](#) to help you select your module choices and indicate these on your applications. It is important to note that any updates and changes to modules will be made online so please consult our website before you make any final decisions.

All UCL Summer School modules are equivalent to 15 credits in the UK educational system. This is equivalent to 4 credits in the US system and 7.5 ECTS in the European system. Your home institution will decide how much credit, if any, they will award for your module(s), we therefore recommend that you check with your home institution before you apply.

SUBMITTING YOUR APPLICATION

When you have completed all sections, please click on any of the blue 'Save Changes' buttons to proceed, a pop up screen will appear and you will be asked to upload your supporting documents here.

Uploading documents

Please upload a scanned copy of your:

- **University Transcript** (all students)
- **English Language Qualification** (if applicable)

If you are unable to obtain a transcript, please upload an academic reference including comments on your academic standing and predicted grades.

You can only upload PDF, JPEG, GIF or PNG files and the maximum file size is 20MB. To upload a new file, "Browse" to the appropriate file on your computer, select the correct category and click Upload File.

PAYING YOUR APPLICATION FEE - NOT APPLICABLE IF SUBMITTING BY MARCH 1st

All applications submitted by or on March 1st 2020 are exempt from the £60 application fee, this section is therefore not applicable if you submit your application by or on March 1st 2020.

If you submit your application after March 1st, you will be directed to the UCL Online Store to pay your application fee after you have finished uploading your documents. You will need to enter your four digit Payment ID number to complete your payment. Your Payment ID number will be listed with the link to the UCL Online Store page.

Congratulations you have successfully completed the online form.

Please [pay the course application fee on the UCL Online Store](#) using the following Payment ID Number: 36625

We will contact you by email with news of your application as soon as possible.

You will be redirected to the UCL Online Store page when you click on the blue link:

If you are not able to complete the payment immediately, please log out and then return later or use the direct link to the UCL Online Store included in the application confirmation email. Your Payment ID number will also be included in this email.

Please note that your application will not be processed until your application fee payment has been received.

NEXT STEPS

You will receive a response from the UCL Summer School Office within approximately 5 working days, depending on the time of year and provided your application is complete. Please do ensure that your application form is as complete as possible to speed up the process.

CONTACT US

If you need help or advice, please contact the UCL Summer School Office:

UCL Summer School

University College London

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