



## 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 are not able to complete the application form immediately, you can save the form, log out and then return later. You can log in to the application again using the email and password that you have 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

The first question in this section will ask you to select the county of your current or most recent institution. Your answer to this question will generate a list of institutions for the second question (Please select your current or most recent institution).

**Education**

Please select the country of your current or most recent institution:

Belgium

Please select your current or most recent institution:  
If your institution is not listed, please select 'Not in the list' at the bottom.

Nothing selected *Field is required*

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- KU Leuven
- Universisty Colleges Leuven Limburg - UCLL Hogeschool
- Université Catholique de Louvain
- Universiteit Antwerpen
- Universiteit Gent
- Not in the list

This list is not exhaustive, it is possible your institution is not showing, if that's the case please select 'Not in the list' at the bottom. And you'll then be prompted to enter your institution in a free text box.

## Education

Please select the country of your current or most recent institution:

Belgium

Please select your current or most recent institution:

If your institution is not listed, please select 'Not in the list' at the bottom.

Not in the list

Please enter the name of your current or most recent institution:

Vrije Universiteit Brussel

### GPA

Please enter your overall grade or GPA in the grading system of your institution. If you are unsure if your GPA meets the programme entry criteria, please check the academic requirements listed on our [website](#) where you can find a link to international equivalencies.

If you have any questions about whether you meet the requirement, please [contact us](#) with the following information and we will be happy to advise:

- The module(s) you are interested in
- Your year of study
- Your overall grade
- The name of your institution
- Your country of study

### Transcript or Academic Reference

You must upload a transcript from your university showing your academic record to date.

If you do not yet have a transcript as you are in first year of undergraduate study, please upload an academic reference from a member of teaching staff on your current or most recent degree programme.

**Please ensure that your transcript or academic reference is in English.**

### English Results

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

- a) You are a national of a 'UK Home Office majority English-speaking' country:  
Antigua and Barbuda, Australia, the Bahamas, Barbados, Belize, the British overseas territories, Canada, Dominica, Grenada, Guyana, Ireland, Jamaica, Malta, New Zealand, St Kitts and Nevis, St Lucia, St Vincent and the Grenadines, Trinidad and Tobago, United Kingdom or United States of America
- b) By the time you enrol on the UCL Summer School, you will have completed 12 months\* of education in a country in UCL considers to be 'majority English-speaking':  
Antigua and Barbuda, Australia, the Bahamas, 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, Kenya, Malawi, Malta (only if the qualification is taught entirely in English), Mauritius, the Netherlands

(only if the qualification is taught entirely in English), New Zealand, Nigeria, Singapore, South Africa, St Kitts and Nevis, St Lucia, St Vincent and the Grenadines, Swaziland (Eswatini), Tanzania, 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

English language courses and study preparation courses such as pre-Masters are not acceptable. All qualifications must have been studied in the country of the awarding institution.

### **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.

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 the red 'Save' button 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)
  - If you do not yet have a transcript as you are in first year of undergraduate study, please upload an **Academic Reference** from a member of teaching staff on your current or most recent degree programme
- **English Language Qualification** (if applicable)

You can only upload PDF, JPEG, GIF or PNG files and the maximum file size is 20MB.

Please click the red 'Submit' button once you have uploaded all your files to submit your application.

### **PAYING YOUR APPLICATION FEE - NOT APPLICABLE IF SUBMITTING Before 1 MARCH**

**All applications submitted before March 1<sup>st</sup> 2024 are exempt from the £60 application fee, this section is therefore not applicable if you submit your application before March 1<sup>st</sup> 2024.**

If you submit your application on or after March 1<sup>st</sup>, 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 five-digit Payment ID number to complete your payment. Your Payment ID number will be listed with the link to the UCL Online Store page.

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

Telephone: +44 (0)20 7679 5522

Email: [summer@ucl.ac.uk](mailto:summer@ucl.ac.uk)