Pre-sessional Courses Online Application: Guidance Notes
Please read the guidance carefully before completing the online application form.

Mode of Attendance
The application form states that the pre-sessional is part-time. This is purely for technical university systems reasons. Each pre-sessional course is full-time, and you will be considered a full-time student. This will not affect your CAS.

End Date
The summer pre-sessional course spans across two academic years, so the end date shown on the form will be incorrect. This will not cause a problem with your application or any immigration documentation.

Documents Required
As part of your application you must submit the following documents:
• A copy of your English language certificate*;
  • Please note: if you need a Tier 4 General Visa to study on our Pre-sessional, this MUST be IELTS Academic for UKVI. This is required by the UK Government. Make sure that you book and take the correct examination.
  • All other students may use IELTS Academic or other selected qualifications. If you have a different qualification, the Course Administrators can let you know if we can accept it.
• A copy of your previous academic qualifications (used to apply for your main course)*;
• A copy of your passport and any current or previous UK visas*;
• Copies of any certificates related to previous study in the UK;
• A photograph of yourself (JPEG format)*;
• Any sponsorship documents (if applicable)
Please make sure that you have these documents to hand, and that you upload them before you submit your application.
*These documents are mandatory and you will not be able to submit your application without uploading them.

Saving your Application
You have the option to save your unfinished application and return to it at a later date. You have 28 days from the date you save your application to complete and submit it. If you do not submit your application within this period, it will be deleted.

Submitting your Application
Please make sure that the application is fully completed before finally submitting your application. If your form is not complete, there will be a delay in processing your application.

Non-refundable Deposit
Once you have submitted your application, we will email you to confirm that you are eligible for the pre-sessional course. At this time we will also request a NON REFUNDABLE deposit of £1,000. When you have paid this, we will start to process your application. Please see the payment details section on our website for advice on how to pay. Please note: the deposit is treated as the first instalment of your course fees.

Communication
Once we have confirmed your eligibility for the pre-sessional course and you have sent proof of payment of your registration fee, we will process your application. If we need any more information about you or your application, we will contact you via email. This may include asking for details about your immigration status, your study history or any accommodation you require. We will email you at the address you provide on the application form, so make sure you check this regularly. We will also send confirmation or your place on the pre-sessional course via email once we have processed your application.

Further help
If you have any questions about completing the application form, please contact presessionals@kingston.ac.uk
We look forward to receiving your application