Setting up a Dropbox Account:

These step by step instructions will help you to set up a Dropbox account and upload your portfolio. You must set up your Dropbox account prior to completing and sending your application form, as you will need to add your Dropbox link into your online application form.

Step 1:
Go to [http://www.dropbox.com](http://www.dropbox.com)

Step 2:
Sign Up and follow the on screen instructions. Choose ‘Dropbox Basic’. (If you already have a dropdown account, please set up a new account for your application).

Step 3:
You must make sure that your account has public access and is not password protected so that we are able to view your portfolio.

Step 4:
Once you have signed up you will be given the option to install Dropbox on your computer and/or phone. Install.

Adding files via Dropbox on your Computer:

Once you have installed Dropbox on your computer it will appear in your computer folders. You will be able to drag and drop files into this.

To create your portfolio:
Click on your dropbox folder and then create a New folder within it.

Name it: Foundation Application followed by your name. Then simply drag and drop your images into the folder from elsewhere on your computer. You may like to name these ‘Observational Drawing 1’, ‘Sketchbook 2’ etc. to help organise the images.

When you have uploaded your images right click on the folder & click Share Dropbox Link.

The link will be copied to your clipboard and all you have to do is Paste this into your application form via the right click of the mouse. Please make sure you include this link and test your link to make sure it works correctly and we can see all your images.

Adding files via Dropbox.com:

If you do not wish to install Dropbox on your computer you will need to use Dropbox.com.

To create your portfolio:
Sign in and click on New folder icon.

Name it: Foundation Application followed by your name. Then simply drag and drop images from your computer or right click and Upload files. You may like to name these ‘Observational Drawing 1’, ‘Sketchbook 2’ etc to help organise the images.

When you have uploaded your images click the Share Link icon at the top of the page. Please Copy and Paste the link that appears on screen into your application form. Please test your link to make sure it works correctly and we can see all your images.

Please note:
You can still add to your portfolio after you have sent us your dropbox link, as the original link will not change. This means you can get your application in early and update your portfolio before the deadline at 6pm GMT on the 1st February. This means the work we see will be as current as possible.
Diploma in Art & Design

Please complete the application online available from www.kingston.ac.uk/foundation-app and complete all sections including a Dropbox link to your online portfolio. Entry requirements in regards to qualifications can also be found on the website. Please ensure you upload your GCSE English and Maths results when completing the online application form.

All applications must be submitted by 6pm GMT on 1st February. It cannot be scanned or hand written. We are not able to accept any postal entries.

Applications can be submitted prior to the deadline date and without all photos being uploaded to Dropbox but the link to the folder must be provided on the application form. Please visit www.kingston.ac.uk/foundation-app for further instructions of how to set up Dropbox and share a private folder with us.

You will receive your KU ID number once you have applied. All correspondence about your application is via email so please ensure the email address you supply is one you check regularly. Applicants will be contacted after 1st February and after their portfolio has been reviewed with a decision as to whether we want to invite you to interview. You will always hear from us via email with a decision.

How do I apply?

Personal Statement

In the application, you are required to include a 300 word personal statement that describes your influences, ambitions and plans for the future.

Reference

References must be included in your application. The reference should ideally be an academic reference from your most recent teacher or tutor. Alternatively if you are not able to provide this, a reference from your most recent employer would meet the requirements.

Online Portfolio

The following 40 photos must be uploaded to your Dropbox folder by 6pm GMT on 1st February. We do not review any portfolios before our deadline date. If there is an insufficient amount of photos, the application will not be considered. Make sure you specify dimensions of the original work and that your photos are appropriately lit and in focus. In your Dropbox folder you must upload the following 40 photos:

10 photos of observational drawing using a range of materials such as pencil, charcoal, ink, paint, oil pastel, thread, paper, wire
15 photos of full pages of sketchbook work such as research, tests, idea development
5 photos of final pieces
10 photos of ‘things I like’

This final section is open to interpretation, we leave the decision of what to include up to you. A team of Foundation staff will then review this online portfolio and determine whether to invite you to an interview at Kingston. We will email you if you are invited to interview or if you have been unsuccessful at that stage.

“The whole year is a process, be patient.”

Olivia

“What I’ve especially loved about the course is its sense of team spirit, not just between the students but the tutors as well, who happily pour all their time and energy into making the course as beneficial for us as possible.”

Rachel
“If you have an idea that feels too big, do it anyway because it’s Foundation and you should try new things. It is much better to fail having tried something spectacular.”

Charlotte

Interviews

Interviews take place in an informal group setting to enable you to get an insight into other applicants’ work, as well as explain your work to others. You’ll be interviewed by two members of staff and a current student on the course. Interviews are held between February and April and all Home/EU applicants must attend a face to face interview. You will be contacted about the outcome of your interview within 10 working days.

Applicants offered a place on the course will be asked to confirm their acceptance within two weeks of the offer being made.

“Trust the tutors and don’t be afraid to stray away from what you are used to.”

Fred

International Students

Please complete the application online available from www.kingston.ac.uk/foundation-app and complete all sections. Your work can be submitted via PDF if for some reason you cannot create a Dropbox account. The application should meet the same criteria as stated on this document. If submitting as a PDF, please organise your work as you would in a Dropbox. Work submitted in other formats will not be accepted. You must include your UKVI IELTS score in your application and you should upload a copy of your UKVI IELTS certificate as one of your supporting documents.

The International application deadline is later than Home/EU applicants, set at 6pm GMT on 15th May. You must include your IELTS Score in your application.

Tuition Fees

Upon acceptance of an offer, a Materials Fee of £275 is required to secure a place and pay for materials whilst you are on the course. Home / EU students under 19 on the 31st August of the year of entry will not be charged a tuition fee. However students aged 19 or over will have to pay a tuition fee for the year. International / Channel Islands Students will be charged the appropriate International Fee. These fees increase in line with inflation each year, please see our website for details. This course is a Further Education Course and therefore not eligible for student loans.

Declaration: All the details and figures provided in this document are correct at the time of writing but Kingston University does reserve the right to alter any of the information above in response to local or national changes.

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Foundation Diploma in Art & Design

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