Instructions for
Pembroke/King’s College Summer (PKP)
Application and Supplemental Materials

(1) Complete the UCEAP application in MyEAP when it is available.
(2) The PKP application period is November 4, 2013—February 28, 2014.

First Step: Complete and electronically submit the UCEAP Online Application when it is available in MyEAP. You MUST click “Submit” on the UCEAP application BEFORE continuing further.

Second Step: Go to the PKP website and complete and submit the PKP Application (when it becomes available online) plus supplemental materials. Before completing the application, carefully read all the text on Accommodation, Fees, Terms, Conditions, and Courses (a full load is 15 UC quarter units).

Third Step: Take any required items into your campus EAP office. The items will be listed in the UCEAP Application Requirements Checklist and/or a separate campus EAP office checklist. That office reviews the items and codes your application status into MyEAP.

Most fields in the PKP online application are self-explanatory, but note the following points:

- EAP students DO submit the Application Fee. It is a non-refundable fee of £50 (GB Pounds).
- EAP students DO NOT submit the Tuition Fee.
- Follow the instructions concerning a digital photograph and a sample of evaluated written work.
- Click “Save” on each page of the online application. When finished, click the “Submit” button.
- Arrange for your official UC transcript to be mailed directly to PKP.
- Arrange for one academic letter of recommendation to be sent directly to PKP per the instructions included in the PKP online application.
- The online application has a materials-tracking feature, so you can see which items PKP has received.

PKP reserves the right to make the final admission decision.

- The decision will be e-mailed to you within two–three weeks of PKP’s receipt of a complete application, including application fee and supplemental materials.
- The acceptance email will have further instructions concerning (a) courses, (b) supervised special study option*, (c) Creative Writing intensive course**, (d) International Security and Intelligence intensive course**, and (e) accommodation.

*Students who have an academic interest and experience in a particular topic related to their major are encouraged to apply for a supervised special study in place of a regular course. Past students have used this option to work on a Senior thesis, or to pursue research as a stepping stone to graduate school. You can suggest any topic, but are expected to be serious and focused – this individualized supervision by faculty who are experts in their field is a highlight of this program. Note that a fee of £450 (GB Pounds) will be added to your account if you participate in this individualized supervision.

**Students may apply for one of these very intensive courses in place of a regular course. It is a competitive application and PKP will communicate further with applicants before choosing a maximum of approximately
five UCEAP participants. If chosen, note that a fee of £450 (GB Pounds) will be added to your account for the intensive course.

**Housing Payment:** UCEAP students DO pay the Accommodation Fee, ranging in five price levels from £1,428–£2,214 (GB Pounds), directly to PKP. You MUST pay the Accommodation Fee in order to secure your place on the program, choose and register for courses, and to obtain your choice of housing. Courses and housing are filled on a first-come first served basis, so it is crucial to pay the full Accommodation Fee as soon after acceptance as possible. The Accommodation Fee includes a meal plan and other Cambridge privileges. This fee is non-refundable.

**Withdrawal:** The UCEAP fee for withdrawal after April 1 is $500. This withdrawal fee is separate from the PKP non-refundable fees for Application and Accommodation.

**Student Visitor Visa:** Instructions will be sent to you later in the UCEAP Pre-Departure Checklist. US citizens obtain the Student Visitor Visa upon arrival in the UK. Some Non-US citizens must obtain the Student Visitor Visa before departure from the US.

(NO ONE can apply for the “Tier 4 Student Visa” because no one will receive a required CAS number from PKP.)

**PKP Scholarships:** See [www.pem.cam.ac.uk/ip/pkp/scholar](http://www.pem.cam.ac.uk/ip/pkp/scholar).

If you have questions, contact Liz Giles at UCEAP, egiles@eap.ucop.edu or (805) 893-3246.

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*Berkeley and Merced students need to know the date their fall semester begins. UCB and UCM students may need to make alternative exam arrangements for each class, with approval from the PKP Director, and at each professor’s discretion.*

Please bookmark or print out this instruction sheet to keep as a reference for the entire application and admission process.