

Change of Study Location Application Form
(Postgraduate Researchers)

This form should be completed if you want to **temporarily** change your primary location for a period of time. i.e. to visit another education institution for a period more than one month (evidence of invitation required) or other study leave that supports your research but is not considered fieldwork. This form cannot be used to study remotely on a Student Route visa. There must be an academic reason specific to your degree to permit a change in location.

During this time the University will maintain sponsorship and you will continue to follow the University's [Attendance, Absence and Engagement Policy](#).

All changes of study location must be approved by your main supervisor; therefore, travel should not be arranged until you have received written confirmation your change of study of location has been approved.

While away from the University of Sussex campus you are still required to fully engage with your research.

*If you wish to **permanently** change your primary location. i.e. to return to your home country, or leave to the UK to live in another country and switching to a distance learning mode of attendance. Then you should complete the [change of mode of registration form](#).*

If you are on a Student visa this will involve the University withdrawing sponsorship of your visa, because remote study is not permitted on a Student visa. For further advice please contact the [International Advisors](#) or see further information on the [Student Hub](#).

PGR details:

Name	
Registration or person number	
Research degree	
Main Supervisor's Name	

Details of new study location:

Start date of change of study location	
Expected return date	
New contact address	

Reason/s for change of study location (please provide as much detail as possible):	
I intend to return to the UK within my current leave to remain (temporary change only).	Yes / No

PGR declaration:

I confirm that I have read section 16 of the [Policy on Research Degrees](#), which describes the accepted ways to undertake research away from the University of Sussex.

I understand that I need to complete a new change of study location application form if the details of my study location change from my base at Sussex.

I understand that this change of study location does not add any time onto my maximum registration date or change my fees.

I understand that I am required to comply with the University's attendance policy.

I understand that the University will withdraw sponsorship if I change my mode of study to distance learning and continue my studies overseas.

I confirm this change of study location will not affect my academic progress and I will be able to complete my studies by my maximum registration date.

I understand that I am required to keep my contact details up to date on Sussex Direct.

I understand that I should not arrange travel until I have received written confirmation of my change of study of location application .

Please check one box: (USA Federal Loans students are not permitted to travel to the USA)	<input type="checkbox"/> I am in receipt of, or have been in receipt of, a United States Federal Direct Loan during my PhD/MPhil <input type="checkbox"/> I am not in receipt of, and have not been in receipt of a United States Federal Direct Loan during my PhD/MPhil
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Signed.....

Dated.....

Main Supervisor declaration:

I understand that the PGR will remain registered at the University during this period and is still required to comply with the University's attendance policy.

I confirm this change in study location will not affect the PGR's academic progress and they will be able to complete their studies by their maximum registration date.

Signed.....Dated.....

Once the form is complete please forward to the UKVI Compliance Team (PGR-Visas).