Programme/School Transfer Request

Information for Tier 4 visa students
If you have a Tier 4 visa you must contact the Research Student Administration Office (researchstudentoffice@sussex.ac.uk) before completing this form. They will be able to advise on whether you need to make a new visa application before the course change.

SECTION A – To be completed by student

<table>
<thead>
<tr>
<th>Name</th>
<th>Reg. no.</th>
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<tr>
<th>Degree</th>
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<tbody>
<tr>
<td>☐ PhD</td>
<td>☐ MPhil</td>
<td>☐ EdD</td>
<td>☐ DSW</td>
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</tbody>
</table>

Current programme:

Current school:

Proposed programme:

Proposed school:

Please note, if you are in receipt of a Federal Direct Loan, this request may have an impact on your funds. Please seek advice from the Financial Aid Office before proceeding (usfinancialaid@sussex.ac.uk)

Please check one box:
(please note if a box is not checked, this request cannot be approved)

| ☐ | I am in receipt of, or have been in receipt of, a Federal Direct Loan during my PhD/MPhil |
| ☐ | I am not in receipt of, and have not been in receipt of a Federal Direct Loan during my PhD/MPhil |

If the student is/was an AHRC award holder and the transfer involves a change of department, please write a paragraph outlining the reason for the transfer. This is required for the AHRC in order for the submission/completion rates to be calculated according to the correct department.
SECTION B – To be completed by current and proposed Directors of Doctoral Studies

I approve this student’s transfer from the current programme/school to the proposed programme/school as above.

Current Director of Doctoral Studies:

Signed: ___________________________ Date: _______________________

Proposed Director of Doctoral Studies:

Signed: ___________________________ Date: _______________________

SECTION C – To be completed by Research Student Administration Office

Date course change effective from: ___________________________

Once completed please return to the Research Student Administration Office