**Application for Transfer of Registration from PhD to MPhil**

**Before completing this application form please read the notes below carefully:**

Information for Tier 4 visa students  
If you have a Tier 4 visa you **must** contact Research Student Visa ([researchstudentvisas@sussex.ac.uk](mailto:researchstudentvisas@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.

If you are in receipt of a United States 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](mailto:usfinancialaid@sussex.ac.uk))

**SECTION A – To be completed by the student**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name | : | | Reg. No. | | | : |
| School | : | | Mode of Attendance | | | : |
| Degree Programme | : | | | | | |
| Correspondence Address | : | | | | | |
| Funding Status: | | | | |
| Self-funded |  | Student Loan (SFE) | |  | UKRI/Research Council Funded | | |

|  |  |
| --- | --- |
| 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 **United States Federal Direct Loan** during my PhD/MPhil  I **am not** in receipt of, and have not been in receipt of a  **United States Federal Direct Loan** during my PhD/MPhil |

I wish to transfer my registration from PhD to MPhil:

|  |  |  |  |
| --- | --- | --- | --- |
| Signed | : | Date | : |

*(Student)*

**SECTION B – To be completed by the main supervisor**

I recommend that the above student transfer his/her degree of registration as above:

|  |  |  |  |
| --- | --- | --- | --- |
| Signed | : | Date | : |

*(Main Supervisor)*

**SECTION C – To be completed by the Director of Doctoral Studies**

I approve the transfer as recommended above:

|  |  |  |  |
| --- | --- | --- | --- |
| Signed | : | Date | : |

*(Director of Doctoral Studies or MAH Associate Dean for Doctoral Studies)*

*Once completed, please return to the Student Records Team*