**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) 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)

**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*