

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

Name	:	Reg. no.	:
Degree	<input type="checkbox"/> PhD <input type="checkbox"/> MPhil <input type="checkbox"/> EdD <input type="checkbox"/> DSW		

Current programme	:
Current school	:
Proposed programme	:
Proposed school	:

Please note, if you are in receipt of a US 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)	<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

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.

RESEARCH STUDENT ADMINISTRATION OFFICE

Academic Registry | University of Sussex | Sussex House | Brighton BN1 9RH | United Kingdom

T +44 (0)1273 876550 | researchstudentoffice@sussex.ac.uk
www.sussex.ac.uk/rsao

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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 or MAH Associate Dean for Doctoral Studies:

Signed	:		Date	:	
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Proposed Director of Doctoral Studies or MAH Associate Dean for Doctoral Studies:

Signed	:		Date	:	
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SECTION C – To be completed by Research Student Administration Office

Date course change effective from	
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Once completed please return to the Research Student Administration Office