

**Application for Change of Registration from Part-Time to Full-Time or Full-Time to Part-Time**

**Before completing this application form please read the following notes:**

- 1) Changes to registration status take effect from the beginning of the next month. You must apply to change your registration status in advance.
- 2) International students in the UK on a Tier 4/Student Route Visa are not permitted to study part time. Contact International Advisors at [Student Hub – Support for international students](#) for further information.
- 3) Please be aware that changing your registration status will change your rate of tuition fees. Contact [studentaccounts@sussex.ac.uk](mailto:studentaccounts@sussex.ac.uk) before proceeding.
- 4) If you are in receipt of a student loan from Student Finance England, please contact SFE before proceeding as a change of registration status will affect your loan entitlement and payment plan.
- 5) If you are in receipt of a United States Federal Direct Loan, then 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	:		

I have read and understood the notes above and I wish to transfer my degree registration status:

From ( <i>current status</i> )	:	To ( <i>new status</i> )	:
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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)	<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 <b>am not</b> in receipt of, and have not been in receipt of a United States Federal Direct Loan during my PhD/MPhil
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Change effective from	:
Signed	:
	Date

*(Student)*

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

I have read the notes overleaf and recommend that the student transfer their registration status as indicated overleaf:

Signed	:		Date	:	
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*(Main Supervisor)*

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

I approve the transfer of status as recommended above:

Signed	:		Date	:	
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*(Director of Doctoral Studies or MAH Doctoral convenor)*

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