



For office use:

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STUDENT SERVICES CENTRE

Request to change to/from full-time or part-time study
graduate students only

Request to change to/from full-time or part-time study

Notes

- You must obtain your supervisor's signature before returning this form to the Student Services Centre.
- Permission to change should be obtained within the first 3 weeks of the Michaelmas Term except in the case of unforeseen circumstances.
- If you have a **student visa**, you are required to remain a full-time student at an approved institution. You are not eligible for a student visa based on part-time study at LSE. Please note that, as required by law, the LSE will provide details of your student status to the Home Office if requested.
- Due to visa restrictions, overseas students with student visas wishing to change to part-time study should seek visa advice before returning this form to the Student Services Centre for processing. This can be provided by the Students' Union Advice Centre. Research students will need to provide evidence that they fulfil one of the conditions set out in the Graduate Handbook.
- You will not normally be allowed to remain in a Hall of Residence if you change from full-time to part-time.
- If your application is successful, you will receive an email notification within 3 working days.

Personal Details

Surname First name(s)
 Student number (e.g. 200312345) Currently full-
 or part-time?
 Programme of study e.g. MSc in Economics

Please state your reasons for wanting to change below: (please continue on a new sheet if required)

If you are changing to part-time, please let us know which course(s) you will no longer be studying this year:

COURSE CODE	COURSE TITLE	UNIT VALUE

Student's signature Date

For completion by the supervisor:

Name of supervisor (print)

Please sign below to indicate your permission for the change requested above to proceed

Supervisor's signature Date