

## CHANGE TO PART-TIME STUDY

Taught graduate students only

For office use:

eVision: ☐

*Please refer to [lse.ac.uk/PTchange](http://lse.ac.uk/PTchange) for guidance before completing this form*

### Section 1: Student Details

Surname

First name(s)

Student ID Number

Programme of Study (eg BSc Economics)

LSE Email Address

Telephone Number

Signature

Date

### Section 2: Course Details

Please advise which course(s) you will no longer be studying this year

Course Code

Course Title

Unit Value

### Section 3: Reason for change (please continue overleaf if required)

**Section 4: Formal Approval** for completion by the Supervisor (NB this section must be completed before the form is returned to the Student Services Centre)

Name

Signature

Date

### Section 5: Reason for change *(continued)*

### Section 6: Notes

Please refer to [lse.ac.uk/PTchange](https://lse.ac.uk/PTchange) for guidance before completing this form.

- Permission to change to part-time study should normally be obtained in the first three weeks of Michaelmas Term.
- 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. Immigration advice can be sought from the International Student Immigration Service ([lse.ac.uk/ISIS](https://lse.ac.uk/ISIS)).
- Your request will normally be processed within 3-5 working days, and you will be notified of the outcome via your LSE email address.

***Please return this form to the Registry, Student Services Centre, LSE, Houghton Street, London, WC2A 2AE, or via email to [registry@lse.ac.uk](mailto:registry@lse.ac.uk).***