

PROGRAMME TRANSFER

For office use:

eVision: ☐

SLC: ☐

Please refer to lse.ac.uk/programmeTransfer and the notes below for guidance before completing this form

Section 1: Student Details

Surname

First name(s)

Student ID Number

LSE Email Address

Signature

Date

Section 2: Programme Details

Current degree programme

Current year of study

New degree programme

New year of study

Section 3: Reason for Request Please continue on a separate sheet if required

Section 4: Notes

- Students should obtain the approval of the Departmental Tutors (undergraduate) / Programme Directors (taught graduate) in both their current and prospective department before returning this form.
- All undergraduate applications will be passed to the Undergraduate Studies Sub Committee (USSC) by Registry before they can be processed.
- You should remain on the current programme and comply with all its requirements, including attending lectures/classes, until you receive formal notification by Registry that your transfer has been approved and processed.
- If you currently hold a Tier 4 visa, transferring to a new programme may have an impact on the length or conditions of your visa. If you transfer to a programme that has an earlier or later end date, the School is required to inform the UK Border Agency and this may affect your immigration rights and those of your dependants. Please contact the International Student Immigration Service (lse.ac.uk/isis) for advice and guidance.

Please return this form to the Student Services Centre, LSE, Houghton Street, London, WC2A 2AE, or via email to registry@lse.ac.uk.

Section 5: Course Details (Undergraduate only) – for completion by the Departmental Tutor of the new programme as applicable

1) Courses taken and passed in the previous year and/or courses to be assessed in the current year under the current programme

Paper No	Course Code	Unit Value	Suspension of Regulations
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

2. Courses to be taken in the next year after the transfer to the new programme:

Paper No	Course Code	Unit Value	Suspension of Regulations
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

3. Details of qualifying conditions (if applicable):

4. Courses that will not count towards the new degree and therefore should be removed:

Paper No	Course Code	Unit Value	Suspension of Regulations
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Section 6: Formal Approval (This section must be completed before the form is returned to the SSC)

1. Departmental Tutor / Programme Director of the new department:

Approved	Name	Signature	Date
Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

2. Departmental Tutor/ Programme Director of the current department:

Approved	Name	Signature	Date
Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Office use only: Chair of the Undergraduate Studies Subcommittee (Undergraduates only):

Approved	Name	Signature	Date
Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>