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**REQUEST TO TRANSFER from A FOUNDATION TAUGHT COURSE TO AN HONOURS DEGREE**

Please complete all sections of this form and return it to the Director of the Foundation Programme **by the published deadline**. Failure to do so may mean you are unable to start your Honours programme in the next academic year.

**International students are required to seek immigration advice from the Visa and Immigration Team and have this form signed.**

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| **Section 1 – Your Details \*Denotes a Compulsory Field**  First Name\*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Surname\*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Student ID Number\*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth\*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Section 2 – Course Details**  Current course title\*:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Current School/Department\*:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Qual Aim e.g. MEng, BEng, BSc etc\*:\_\_\_\_\_\_\_\_\_\_\_\_\_\_  New Course Code\*:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  New School/Department\*:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Start Date of new course\*:\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Year of new course e.g. 1st etc\*:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Section 3 – Academic Approval1**  I approve the above transfer and confirm that the request complies with the policies outlines in the Quality Manual2. Any conditions3 that the student should satisfy ***prior or subsequent*** to transferring course are detailed in Section 5 (below) and have been formally communicated to the student4.  Print Name\*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Head of School or Nominee)  Signed\*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Head of School or Nominee)  Date\*:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Section 4 – Visa and Immigration Team Approval5** **(to be completed by international students only).**  Are you currently funded by an officially recognised sponsor? Yes □ No □  If yes, please give the name of your sponsor and the file number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  If you are sponsored, this change may have implications for your funding. If you have sought permission from your sponsor, and this has been given, you must attach written evidence; otherwise the International Office will be obliged to inform your sponsor.  If your new course requires ATAS clearance, please indicate whether you have obtained approval from the FCO:  Yes □ No □  **For Visa and Immigration Team Use:** On behalf of the Visa and Immigration Team, I confirm that the student has been fully informed of the implications this course transfer will have on his/her immigration status in the UK. The student has been told that the University may be obliged to report this transfer to the UK Home Office.  Signed\*:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date\*:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Print Name\*:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Section 5 – Conditions of Transfer (if applicable) *Please continue of an additional sheet if necessary.***  This transfer is subject to the following conditions being met to the satisfaction of the relevant Head of School (or nominee):  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Section 6 – Student Declaration – Financial Advice/Funding or Sponsor Advice6**  You are strongly advised to seek advice from the Financial Support Team3 in the Student Services Centre, as this transfer could have an effect on your student loan and/or future funding.  If you have funding for your course (other than via Student Finance England) it is your responsibility to ensure that your sponsor is informed of the course change. Complete Section 4 above (if applicable).  Student Name\*:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Student Signature\*:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Academic Approval of this request does not mean that overseas students have the right to remain in the UK.  International Office advice should be followed

2 <http://www.nottingham.ac.uk/academicservices/qualitymanual/registrationattendanceandstudy/changesoftaughtcourse.aspx>

3 E.g. taking particular modules, how marks for existing modules will be considered, required to have progressed on existing course, etc.

4 A copy of this communication has been sent to the Head of Student Services.

5 The ability to change course may be subject to the student’s immigration status. International Office advice that an overseas student has the right to remain in the UK does not mean that Academic Approval has been given.  Your request will be processed and you will be informed of the outcome in writing by Student Services Centre.

6 <http://www.nottingham.ac.uk/studentservices/financialsupport/talktous.aspx>