

Student Registry

Academic Division

**Change of Department**

**Application form**

**Section 1: To be completed by the student**

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| Surname: | Forename(s): |
| Email address: | CRSid: |
| USN: |
| Your current Department: |
| Department you wish to transfer to: |
| Your current course: |
| Name of new course:  |
| Term from which you wish to transfer (term and year, eg: Lent Term 2020): |
| Reason(s) for application (continue on separate sheet if necessary): |
| I confirm that the information given in this application is complete and true |
| Signature: | Date: |

**Section 2: To be completed by the new Supervisor**

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| Approved and I agree to supervise ( )Declined ( ) |
| Comments: |
| Name: | Signature: | Date: |

**Section 3: To be completed by the new Department**

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| Name of Department: |
| Name of new course: |
| Plan code for new course: |
| Approved ( )Declined ( ) |
| Change of department with effect from (Term/Year): |
| Expected date of thesis/dissertation submission (for MPhil, MRes, MEd\*): |
| Comments: |
| Name: | Signature: | Date: |

\*Unless there is a change of mode the deadline for PhD should not change.

**Section 4: To be completed by the new Degree Committee**

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| Change of department with effect from:(Term/Year) |
| Name of new course: |
| Plan code for new course: |
| Expected date of thesis/dissertation submission (for MPhil, MRes, MEd\*): |
| Approved ( )Declined ( ) |
| Comments: |
| Name: | Signature: | Date: |

**Section 5: To be completed by the sponsor/funding body (not needed if student is self-funding)**

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| Please sign to confirm that the full funding awarded for the student’s current course will be transferred to the new course. If the amount will be different, please provide details. |
| Comments: |
| Name: | Signature: | Date: |

Please be aware that in order for your current Department, College and Student Registry to consider the change, you must now make an online application, ensuring you upload this form. <https://www.cambridgestudents.cam.ac.uk/your-course/graduate-study/your-student-status/changing-your-departmentfaculty> **Your application will not be processed if you do not upload this form to your online application.**