

Student Registry

Academic Division

**Change of Department**

**Application form**

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

|  |  |
| --- | --- |
| 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**

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

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

|  |  |  |
| --- | --- | --- |
| 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**

|  |  |  |
| --- | --- | --- |
| 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)**

|  |  |  |
| --- | --- | --- |
| 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.**