



**SECTION 3: PERSONAL STATEMENT**

**Advice to Student: TO BE COMPLETED BY ALL STUDENTS**

Please explain your reasons for switching courses and explain how your previous course and new course together support your genuine career aspirations. (Please continue on separate sheet if needed)

**SECTION 4: DECLARATION BY STUDENT**

I accept that it is my responsibility to make up work that I have missed, and that loss of teaching due to a change of course does not constitute a concessional plea.

Signature of student ..... Date .....

**SECTION 5: APPROVAL BY NEW COURSE DIRECTOR / SCHOOL DIRECTOR OF GRADUATE STUDIES**

I/we agree to the transfer of course with effect from: ..... And/or the change to module registration as set out above.

Signature of the Director of Study

Signature ..... Date .....

Print Name ..... School .....

**SECTION 6: INSTRUCTION TO SCHOOL WHEN APPROVED BY COURSE DIRECTOR / SCHOOL DIRECTOR OF GRADUATE STUDIES**

If student has a visa, the signed form needs to be sent directly to the Student Immigration Compliance Team via [visacompliance@kent.ac.uk](mailto:visacompliance@kent.ac.uk).

If student does not have a visa, please email to:

[csao@kent.ac.uk](mailto:csao@kent.ac.uk) (Canterbury Students) or [msao@kent.ac.uk](mailto:msao@kent.ac.uk) (Medway Students).

For schools in the faculty of Sciences, please e-mail the form to their respective school office

**Postgraduate**

Please e-mail the form to their respective school office

**SECTION 7: STUDENT IMMIGRATION COMPLIANCE TEAM APPROVAL**

Instructions to the SICT: Please complete the form and return to:

**Canterbury:** [csao@kent.ac.uk](mailto:csao@kent.ac.uk)      **Medway:** [msao@kent.ac.uk](mailto:msao@kent.ac.uk)

\*For schools in the faculty of Sciences, please e-mail the form to their respective school office

\*For Postgraduate, please e-mail the form to their respective school office

**Only to be sent to the Student Immigration Compliance Team if the student is a Tier 4 visa holder**

We confirm that the student may change their course as outlined on this form without gaining permission from UKVI or applying for a new visa. The course change may be processed

We confirm the student is permitted to change course. The student will be required to extend their visa to complete the new course and will therefore need to apply for a new CAS. The student should seek further information regarding the timing of the application for a new CAS. SICT will contact the student.

We confirm that the student cannot change their course until they have been given permission from UKVI to do so. The student's course cannot be changed until they are assessed for a CAS in line with the University's CAS issuing policy and have been granted a visa by UKVI for their new course.

We confirm the student is not permitted to change courses.

Signature ..... Date .....

INTERNAL USE ONLY

Tier 4 – refer to the Student Immigration Compliance Team (at [visacompliance@kent.ac.uk](mailto:visacompliance@kent.ac.uk)) for approval

Cressida updated

Modules added to record

Seminar groups allocated

CoC / SLC informed

Email list updated

Year Abroad Team informed

# Change of Course – Guidance Notes

The administration of changing degree programmes is relatively straightforward. However, you must be sure that the change is in your best academic interests. For this reason, you **MUST** discuss the change with your Academic Adviser. You must also be accepted onto the degree programme you wish to change to, and for this reason the school of the new programme must authorise your transfer. You should also note that changing degree programme, particularly if it involves repeat study, can affect your funding and you should discuss that possibility with the Student Loans Company (if appropriate) or whoever funds you. That way you can be sure you will receive the necessary funding for your new choice of programme.

Academic schools may set and enforce deadlines by which change of course requests must be received. Please contact the academic school you are considering joining for further information.

## **Tier 4 Visa Holders**

Please note that in accordance with the Immigration Rules, course changes are only permitted in exceptional circumstances if you are a Tier 4 visa holder. In order to change courses, your new course and previous course must be related or the two courses combined must support your genuine career aspirations. You must also be able to complete your new course within your current period of leave. In all other cases, you will be required to leave the UK to apply for a new visa overseas in order to change course.

**If you are completing this form as you wish to change your course to undertake a year abroad or a year in industry and you therefore will require an extension to your visa, the Student Immigration Compliance team will be in contact with you to discuss the options regarding the timing of an application for a new CAS.**

You will be subject to UKVI's financial requirements and assessed by the University for a new CAS in accordance with the University's policy for issuing CASs. For immigration advice please contact the Kent Union Advice Centre (Canterbury) or GK Unions Advice Centre (Medway).

## **How do I actually change programme?**

Firstly, speak to your Academic Adviser and obtain their advice. Then speak to the School you wish to change to. If they agree, then you need to complete this form. You will need to complete Sections 1 to 4. For Section 2 you will need to refer to the subject requirements listing module codes for your new programme, subject requirements are sometimes also referred to as handbooks. These should be available on the School website(s). For Section 5, once you have signed the form, take it to Director of Studies for the new course for their signature. (If you are changing to a joint honours programme, e.g. Mathematics and Accounting & Finance, you should speak to the Director of Studies for each 'half' of the programme – so in this case you would contact the Director of Studies of Accounting & Finance in Kent Business School. If they approve the change they should sign and date section 5 also.)

If for any reason you are unable to see your Director of Studies, please email them for an appointment or call in during their office hours.

Once sections 1-5 are complete the Director should follow notes in section 6 to enable the form to be sent to the correct team for approval/processing.