Amendment to Registration Form (Taught Programmes)

Approval by University Studies Committee

Section 1: Applicant Comment

To be completed by the applicant (Section 1 only).
This form should be typed and submitted electronically. It is advisable that you consult with your Programme Director/Supervisor before making an application to amend your registration.

Student Name:		**Heriot-Watt Person ID:**	
Programme of study:		**Initial Start Date:**	
		Mode of Study:	
Location:		**Year of Study:**	
Are you on a student visa:			

Extension to Period of Study		Duration of extension in **months:**	

Please provide full details of your reason for the above request: (no more than 1500 words):
Supporting evidence required: Please attach your evidence and note below.
Give details of previous amendments approved:

Student Declaration: I agree with this application to amend my registration and if it is approved, will abide by its conditions.			
****Signature of Student:**		**Date:**	

****If you are unable to submit an electronic image of your signature, please type your name above. The University will consider the receipt of this form electronically, direct from you, as being equivalent to a signature.**

PLEASE SAVE WITH FILENAME: AMREG_Your Family Name, First Name Initial *e.g AMREG_Smith, J*

Please submit the completed form via Ask HWU and Log an Enquiry in the student portal.

Section 2: School Comment

To be completed by Supervisor or Programme Director of Studies.
This form should be typed and submitted electronically

Name of Staff Member:	
Position:	

Please provide a statement in support of the amendment to registration request:
Please give details of progression route agreed with/recommended to student:

****Signature:**		**Date:**	

****If you are unable to submit an electronic image of your signature, please type your name above. The University will consider the receipt of this form electronically, direct from you, as being equivalent to a signature.**

Section 3: School Authorisation

To be completed by the Director of Academic Quality

		Comments/Conditions
Approved		
Not Approved		
Approved – subject to conditions		

****Signature:**		**Date:**	

****If you are unable to submit an electronic image of your signature, please type your name above. The University will consider the receipt of this form electronically, direct from you, as being equivalent to a signature.**

Please submit the completed form via Ask HWU and 'Log an Enquiry' in the student portal.