

Amendment to Registration Form

Approval by School

Student Name:		Heriot-Watt Person ID:	
School:		Date of First Registration:	
Programme:		Year of Study:	
Specify length of study already completed (in months)		Mode of Study: (i.e. full-time, part-time, writing-up etc)	
Are you on a student visa:			

It is recommended that the above named be permitted to:	Tick Box	Time Period: (dates from – to)	Additional Information
Amend Attendance Level			i.e from full-time to part-time etc
Amend Study Method			i.e. from on-campus to off-campus etc
Extend Period of Study			For postgraduate students. <u>Not</u> exceeding one additional year from date of first registration.

Please provide full details of your reason for the above request: <i>(continue on a separate sheet if necessary)</i>

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:	

Signature of Supervisor or Course Director:		Date:	
Signature of Director of Research /Quality/:		Date:	

For advice regarding the implications for visa national students, please contact the International Student Advisors on Ext 3028

Please return completed form to appropriate School Office for processing.

For School use:

Date updated on Banner:		Informed Academic Registry: (if appropriate)	
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