

INTERNAL RE-ADMISSION FOR UNDERGRADUATE STUDENTS

Section 1: Notes

- This form is for current 1st year undergraduate students who wish to start a new degree from the beginning of year 1 in the following academic year. Please note that you cannot carry any course credits over from your current degree to the new degree.
- The request must be completed and submitted as soon as possible in your current academic year.
- Acceptance onto the new programme is subject to your previous qualifications and to there being space on the programme that you want to move to.
- All sections of the form apart from Section 7 must be completed before you return the form to the SSC.
- You will be liable for tuition fees for your current programme up until the Friday after the last date of attendance that you give on this form. You will also be liable to pay the full year's tuition fee for your new programme in the following academic year.
- If you currently hold a student visa, you must contact the SSC Student Advice and Engagement Team to find out how the internal re-admissions process may affect your visa and immigration status. See <https://info.lse.ac.uk/current-students/student-services/Student-Advice-and-Engagement>
- To show approval for admission to the new degree Section 4 must be completed in full and signed by the Departmental Tutor for your new degree.
- Once you have approval from the Departmental Tutor for your new degree, please give the form to the Undergraduate Admissions Office, who must also approve the application. They must also check and confirm your fee status classification for the new programme and the new academic year.
- The approval for withdrawal from your old degree, and the last date of attendance, must then be signed by your current Departmental Tutor or Academic Mentor.
- The form should then be returned to the Student Services Centre via the SSC Enquiry form - we will then process your request as soon as possible and let you know about next steps.

Section 2: Student Details

Surname

First name(s)

Current Programme of Study (eg BSc Economics)

New Programme of Study

Student ID Number

Student Signature

Section 3: Visa Information (for completion by holders of a student visa only)

It is vital that you obtain advice regarding your immigration status from the SSC Student Advice and Engagement Team (<https://info.lse.ac.uk/current-students/student-services/Student-Advice-and-Engagement>) before returning this form to the Student Services Centre. Please note that:

- If you have a student visa, you will not be able to remain in the UK once you have withdrawn.
- If you have a student visa, you will need to apply for a new visa in good time before starting your new programme.
- As required by UK law, LSE will provide details of any changes to your student status to UK Visas and Immigration. The School is also required to submit details of your plans to leave the UK such as flight details and date of departure. Please provide this information below, if known.

Section 4: Departmental Approval for Admission to New Programme

Formal approval by Departmental Tutor of New Programme. Please provide a short statement explaining why you are supporting the student's application, in terms of their previous qualifications, aptitude, academic interests and future career plans.

Name

Signature

Date

Section 5: Formal approval by Staff Member of Undergraduate Admissions

I have checked the student's qualifications with regard to admission conditions for this degree, and can confirm that:

The student meets the conditions

The student does not meet the conditions

Please describe below how the student does or does not meet the conditions

Please confirm below the student's Fee Status Classification for the new programme:

In the case of student visa students only: I have checked the student's visa history and can confirm that the student has enough time remaining to complete this degree.

Name

Signature

Date

Section 6: Departmental Approval for Withdrawal from Current Programme

Last date of attendance

Formal approval and confirmation of last date of attendance for completion by the Departmental Tutor or Academic Mentor.

Name

Signature

Date

Section 7: Formal approval (Student Services Centre use only – withdrawal and re-admission will not be finalised until completed by the School)

Approved by

UKVI

Signature

SLC

Date