

REQUEST TO TAKE A COURSE OUTSIDE LSE 2026-27

STUDENT SERVICES CENTRE

Please refer to the notes on page 2 for guidance before completing this form

Section 1: Student Details

Surname	Forename(s)
Student ID Number	LSE Email Address
Programme of Study (eg BSc in Economics)	Year of Study
Signature	Date

Section 2: Course Details

Please provide a detailed statement in support of your request in Section 4 (see page 2).

Details of course you wish to take*:

Course Code	Course Title	Unit Value	Audit or Credit

**Please note that the course must be the appropriate level for your programme (i.e. graduate students cannot take an undergraduate level course).*

Name of college offering the course

Course Administration Contact Details:

Contact Name	Email Address

Details of course you wish to drop (for credit courses only):

Course Code	Course Title	Unit Value

Section 3: Formal Approval

(this section must be completed before the form is returned to the SSC)

1. Supervisor's (graduate) or Academic Mentor's (undergraduate)

Name	Signature

2. Programme Director's (graduate) or Departmental Tutor's (undergraduate)

Name	Signature

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Section 4: Reason for Request

Section 5: Notes

- This form should be used by LSE students wishing to take a course at another University of London college.
- The completed form should be returned to the Student Services Centre no later than 09 October 2026 for Autumn Term courses and 22 January 2027 for half unit Winter Term courses.
- Official approval will only be granted on receipt of all signed paperwork, including that of the University of London college.
- Students should continue to attend the current course until the new course appears on LSE for You, but should also attempt to follow the lectures of the new course in the meantime.

Submit both the LSE and the outside college's registration form to the Student Services Centre through the [SSC enquiry form](#).

When applying for an intercollegiate course, you must choose whether to take each course on an audit or credit basis:

Credit- You will be formally enrolled on the course and must complete all required assessments (such as examinations or coursework). The course will appear on your academic record and, where applicable, may count towards your degree.

Audit- You may attend the course for personal interest only. You are not normally required to complete assessments, and no academic credit will be awarded. The course will not contribute towards your degree and will not normally appear on your academic record.

You should consider your choices carefully before submitting your application. Once your application has been processed, it is not normally possible to change the mode of study for a course (from audit to credit, or vice versa).