

## REQUEST TO TAKE A COURSE OUTSIDE LSE 2024-25

For office use:  
CMIS:   
Confirmation:

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

### Section 1: Student Details

Surname	First name(s)
<input type="text"/>	<input type="text"/>
Student ID Number	LSE Email Address
<input type="text"/>	<input type="text"/>
Programme of Study (eg BSc in Economics)	Year of Study
<input type="text"/>	<input type="text"/>
Signature	Date
<input type="text"/>	<input type="text"/>

### Section 2: Course Details (Please provide a detailed statement in support of your request in Section 4 overleaf)

Details of course you wish to take\*:

Course Code	Course Title	Unit Value
<input type="text"/>	<input type="text"/>	<input type="text"/>

Name of college offering the course

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

Details of course you wish to drop:

Course Code	Course Title	Unit Value
<input type="text"/>	<input type="text"/>	<input type="text"/>

### 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	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>

2. Programme Director's (graduate) or

Departmental Tutor's (undergraduate) name	Signature	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>

#### 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 11 October 2024. Taught graduate students wishing to take an outside course as a Lent Term half unit should return the form no later than 31 January 2025.
- 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 online enquiry form.***