

REQUEST TO TAKE A COURSE OUTSIDE LSE 2025-26

STUDENT SERVICES CENTRE

Please refer to the notes on page 2 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"/>	

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

Name of college offering the course

Course Administration Contact Details:

Contact Name	Email Address
<input type="text"/>	<input type="text"/>

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

Taking course for: Credit Audit

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"/>

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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 **10 October 2025**. Taught graduate students wishing to take an outside course as a Lent Term half unit should return the form no later than **31 January 2026**.
- 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](#).