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| A picture containing text  Description automatically generated | **Notification of Withdrawal or Transfer of Institution for PGR students**  For guidance on completing this form, please see:  <https://www.sheffield.ac.uk/rpi/pgr/manage/withdrawal> |

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| **SECTION 1: TO BE COMPLETED BY THE STUDENT** | | | | | | | | |
| Family Name |  | | | First Name | | |  | |
| Registration Number |  | | | Department | | |  | |
| Are you studying in the UK on a visa?  Yes  No | | | | Are you funded by a Doctoral Loan?  Yes  No | | | | |
| Withdrawal: please tick reason(s) | | Medical | Personal | | | Academic | | Financial |
| Transfers: which institution are you transferring to? | | | | | | Date you wish your withdrawal/transfer to take effect (please note that fees are payable up to this date).  It may take 1-2 weeks for this form to be processed. Retrospective withdrawals cannot be backdated more than 30 days)  DD/MM/YYYY | | |
| Additional details: - u*se this space to provide more information on reason(s) for withdrawal/transfer* | | | | | | | | |
| **Declaration:** I understand that once my withdrawal/transfer has been processed, the University may request that I pay any outstanding fees or repay stipends for which I am no longer eligible. My stated withdrawal/transfer date has been proposed in consideration of these factors. | | | | | | | | |
| Student signature: | | | | | Date: | | | |
| **Confirmation that your transfer/withdrawal has been approved and processed will be sent to your university email account** | | | | | | | | |

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| **SECTION 2: TO BE COMPLETED BY THE ACADEMIC DEPARTMENT** | | |
| Additional details: please use this space or attach additional sheets if you wish to add any further information: | | |
| **I confirm that the above information is accurate and that this application has been considered and approved by the Department** | | |
| Supervisor Name: | Signature: | Date: |
| PGR Lead/HoD Name: | Signature: | Date: |

**Completed forms should be sent to Research, Partnerships and Innovation for processing: Arts & Humanities -** [**pgrarts@sheffield.ac.uk**](mailto:pgrarts@sheffield.ac.uk)**; Engineering -** [**pgreng@sheffield.ac.uk**](mailto:pgreng@sheffield.ac.uk)**; Health -** [**pgrhealth@sheffield.ac.uk**](mailto:pgrhealth@sheffield.ac.uk)**; Science -** [**pgrsci@sheffield.ac.uk**](mailto:pgrsci@sheffield.ac.uk)**; Social Sciences -** [**pgrsocsci@sheffield.ac.uk**](mailto:pgrsocsci@sheffield.ac.uk)

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| **SECTION 3: TO BE COMPLETED BY RESEARCH, PARTNERSHIPS AND INNOVATION** | | | | | |
| Confirmed date of withdrawal/transfer.  Retrospective withdrawals cannot be backdated more than 30 days | DD/MM/YYYY | | Does this withdrawal/transfer require reporting to: | | |
| UKVI | Yes  No | |
| SLC | Yes  No | |
| Notes: (please record any notes or comments here): | | | | | |
| **Approved on behalf of the Faculty by:** | | | | | |
| Name: | | Signature: | | | Date: |