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| A picture containing text  Description automatically generated | **Notification of Withdrawal or Transfer 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 |  | School |  |
| Are you studying in the UK on a visa?  [ ]  Yes [ ]  No | Are you funded by a Doctoral Loan? [ ]  Yes [ ]  No | Are you funded by UKRI?[ ]  Yes [ ]  No |
| Reason(s) for Withdrawal: please tick one or more | Medical [ ]   | Personal [ ]  | Academic [ ]  | Financial [ ]  | Transfer [ ]  |
| If you are withdrawing to transfer to another university, please state which institution you are transferring to | Date you wish your withdrawal or transfer to take effect (DD/MM/YYYY)Please note that fees are payable up to this date.It may take 1-2 weeks for this form to be processed. Retrospective withdrawals or transfers cannot be backdated more than 30 days. |
| Additional details: - u*se this space to provide more information on reason(s) for withdrawal/transfer* |
| **Declaration:** I understand that once my withdrawal or 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 withdrawal or transfer has been approved and processed will be sent to your university email account** |

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| **SECTION 2: TO BE COMPLETED BY THE SCHOOL** |
| 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 School** |
| Supervisor Name: | Signature: | Date: |
| PGR Lead/HoS Name: | Signature: | Date: |

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

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| **SECTION 3: TO BE COMPLETED BY RESEARCH, PARTNERSHIPS AND INNOVATION** |
| Confirmed date of withdrawal or transfer  | 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: |