**Programme Transfer Request for H420 Year in Industry**

***Sections 1 and 2 to be completed by student.***

**SECTION 1 – STUDENT DETAILS**

|  |  |
| --- | --- |
| **Surname** |  |
| **First (do not use nickname)** |  |
| **Title** |  |
| **CID** |  |
| **Username** |  |
| **Current Programme Code** |  |
| **Fee H/EU/O** |  |
| **Personal Tutor** |  |

Your Personal Tutor will be your year in industry internal supervisor. If you have not discussed your transfer with your tutor then you are required to do so before proceeding with the transfer.

**Personal Statement for transfer request which should cover two topics. What will the placement involve and why do you consider that this would be beneficial to you:**

Click here to enter text.

**SECTION 2 – HOST COMPANY INFORMATION**

|  |  |
| --- | --- |
| **Host Company Name** |  |
| **Host Company Address** |  |
| **Host Company Website** |  |
| **Contact Person Name** |  |
| **Contact Person Work Phone** |  |
| **Contact Person Mobile** |  |
| **Contact Person Email** |  |

*Please email this form (word file only please) to the Undergraduate Office* *ae.office@imperial.ac.uk* *and copy in your personal tutor once you have fully completed Sections 1 and 2. The Undergraduate Office will liaise with Director of Undergraduate Studies for Section 3.*

**SECTION 3 - TO BE COMPLETED BY DIRECTOR OF UNDERGRADUATE STUDIES**

**Programme Change Approved:** Yes/No

**Date:** ……………………....……...  **Signature:** ………………………………………………………….