**Tier 4 students changing to a shorter course**

* All students attending SHU on a Tier 4 Student Visa are required to inform the Home Office if they transfer to a course which is shorter in duration, i.e. a course with an earlier end date than the course they originally enrolled on.
* To do so, please complete the template email below with your own details as indicated in red.
* If you need any assistance, please contact your Student Support Officer
* When completed, send your email to MigrantReporting@homeoffice.gsi.gov.uk
* Please also send a copy to your Student Support Officer for their records.
* Please ensure you keep a copy of the email for your own records
* If you have any queries regarding the above, please contact your Student Support Officer

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Dear Sir/Madam

**Re: change of course**

|  |  |
| --- | --- |
| First name(s) | <ENTER HERE> |
| Family name | <ENTER HERE> |
| Passport number | <ENTER HERE> |
| Type of visa | Tier 4 |
| Current visa expiry date | <ENTER HERE> |
| UK address including postcode | <ENTER HERE> |
| UK telephone number | <ENTER HERE> |
| Email address | <ENTER HERE> |

I am writing to inform you that I am changing my course at Sheffield Hallam University. The duration of this new course is shorter than the course I currently have permission to study for.

My new course details are:

|  |  |
| --- | --- |
| <ENTER NAME OF COURSE > |  |
| <ENTER NEW COURSE END DATE> |  |

Please contact me if you require any further information.

Regards,

<ENTER YOUR NAME>