# **Registry, Academic Services – Application for External Students to Repeat Internally**

## **Undergraduate Students**

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| For additional information, hover over the **highlighted** words or phrases |

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| **Section A** is to be completed by the student. **Section B** is to be completed by your School/Department. |

### **Section A - Student**

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| 1. **Name:** Click or tap here to enter text. 2. **Student ID:** Click or tap here to enter text. 3. **University email address:** Click or tap here to enter text. 4. **Programme of study:** Click or tap here to enter text. 5. **Which year of your programme are you currently in?** Choose an item. |

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| **List of modules to be internally repeated**   1. **Please enter the names of any modules that you will be internally repeating in the table below:** |

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| **Module Title** |
| Click or tap here to enter text. |
| Click or tap here to enter text. |
| Click or tap here to enter text. |
| Click or tap here to enter text. |
| Click or tap here to enter text. |
| Click or tap here to enter text. |

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| 1. **Reason for application:**   Click or tap here to enter text.   1. **Do you have a sponsor?**   Yes  No   1. Sponsors may require information regarding the need to repeat any part of your course. **Please provide the name of an academic member of staff who is able to give the academic information that sponsors/local authority may require.**   Click or tap here to enter text.   1. **Are you an overseas student?**   Yes  No  If **yes**, complete the section titled ‘To be completed by overseas students’  If **no**, continue to the section titled ‘To be completed by home students’ |

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| **To be completed by overseas students:** |
| **Please note:** If you are a visa national student, you need to ensure that you have a valid visa to cover your period of study. All UK institutions are now legally required to report any such changes in a visa student’s registration status to UK Visas and Immigration. You are strongly advised to seek further advise from the International Students Team (IST) prior to submitting your request. You should log an enquiry at [www.studenthelp.bham.ac.uk](http://www.studenthelp.bham.ac.uk). When your enquiry has been received, the IST will send you an email outlining the next steps. Should you decided not to take immigration advice from this specialist service, please be advised you do so entirely at your own risk.   1. **I understand the above information**   Yes   1. **For US students – Are you in receipt of a federal loan (Stafford or Plus)?**   Yes  No  Please continue to the section titled **‘To be completed by all students’** |

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| **To be completed by home students:** |
| 1. **Do you receive a:** (select all that apply)   Student maintenance loan  Tuition fee loan  Birmingham grant/scholarship  If you are internally repeating, you will need to contact your Local Authority/Student Finance England to confirm that they will continue to provide you with financial support.  Please continue to the section titled **‘To be completed by all students’** |

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| **To be completed by all students:** |
| 1. **Declaration: I confirm that I understand the implications of applying to repeat internally as an external student.**   **Student signature:** Click or tap here to enter text.  **Date:** Click or tap to enter a date. |

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| **End of Section A. Student section completed.**  You will now need to send the form to your School/Department. |

**Section B – To be completed by your School/Department**

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| **This application must have the full academic support of the School/Department.**   1. **Declaration: On behalf of the School/Department, I hereby approve the application.**   Yes   1. **Modules to be completed in the next academic year will be:**   1st sit  2nd sit (resit)   1. **Please detail the start date for these modules, and whether these are due to be taken in the autumn or spring term. Please note students requiring student-route sponsorship may need sufficient time to apply for a new visa:**   Click or tap here to enter text.   1. **Signature (print name):** Click or tap here to enter text. 2. **Full name of authorised signatory:** Click or tap here to enter text. 3. **Job title:** Click or tap here to enter text. 4. **Date of signature:** Click or tap to enter a date.   **End of Section B** |

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| **End of document** |