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| --- |
| **Please complete the following** |
| **PART A:** |
| Surname: |  |
| First name: |  |
| URN number: |  |
| Visa status:*Tick relevant box* | * Student Visa/Tier 4
* Not applicable
 |
| Dept./Centre: |  |
| **PART B:** |
| Start date of absence (field work): |  |
| Expected end date of absence (field work): |  |
| Address of residence during PhD field work: |  |
| Contact number during absence from theUniversity of Surrey: |  |
| Contact email address: |  |
| Date of reporting to the centre/dept.: |  |
| \*Date(s) of supervisor meeting during the time of absence period (should be set up before PGR leaves the UK): |  |
| Supervisor’s name: |  |
| **PART C:** |
| Confirm return date:(provide evidence of return i.e. Flight details): |  |
| Report back to the centre/dept. to confirm return to studies(within 24 hours of landing in the UK): |  |
|  |
| **Name of Student:** | **Name of Supervisor:** |
| **Signature:** | **Signature:** |
| **Date:** | **Date:** |

On completion of the form please provide a copy **to both** Immigration Compliance and the Research Degrees Office.

Research Degrees Office: Email to researchdegrees@surrey.ac.uk.

Immigration Compliance: Upload via [Surrey Support](https://support.surrey.ac.uk/).

**Note:**

\*During this research period PGRs should continue to have their one to one with their supervisor. This should be arranged at least once a month and can be done via Skype if necessary- dates of their meeting must be recorded on Surrey Self Service.