

**APPLICATION FOR LEAVE TO TAKE UP AN INTERN POSITION**

Please complete all parts of this form, get your supervisor’s statement of support and return it to the Graduate Studies office ([graduate.studies@cs.ox.ac.uk](mailto:graduate.studies@cs.ox.ac.uk)) for DGS approval. Requests must be submitted well in advance of the internship.

**1. Student Details**

Name..... College.....

Research Group..... Supervisor.....

How are you funded.....

Date started DPhil.....Thesis submission date .....

Are you in the UK on a Student Visa? Yes / No

**Students on visas** are advised of certain work restrictions/limitations attached to their visa – in the case that the proposed internship exceeds these, you will need to contact [Student Immigration](#) for advice.

Although there may be exceptions, students are usually required to suspend status to take up the internship, although this can be done retrospectively after the internship. Failure to suspend means that an extension is unlikely to be approved if you are unable to submit on time. \*\*Students on visas are advised to consult with the Grad Studies office for advice as [actively suspending status may impact your visa](#).

Please contact [graduate.studies@cs.ox.ac.uk](mailto:graduate.studies@cs.ox.ac.uk) should you have concern over IP or liability in any contracts that you have been provided with.

Signed..... Date.....

**2. Details of Internship**

Employer / Supervisor.....

Address.....

Dates of Internship.....

Nature of work .....

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Will the outcome be incorporated into the student’s thesis: Yes / No / Don’t know yet

**3. Supporting case by supervisor. Please indicate how relevant this internship is to the DPhil. Please continue on separate sheet if necessary or email [graduate.studies@cs.ox.ac.uk](mailto:graduate.studies@cs.ox.ac.uk)**

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DGS Approval.....Date.....