

## **DEPARTMENTAL RECORD SHEET**

Please fill in the details below and submit this form, together with your passport-sized photograph, to the Postgraduate Administrator at departmental registration in Week 1.

**PLEASE KEEP THE OFFICE INFORMED OF ANY CHANGES AND ENSURE THAT E-VISION IS UPDATED**

**Name:** \_\_\_\_\_

**York term-time address  
& telephone no. (if known):** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Mobile number:** \_\_\_\_\_

*(it is particularly important that we have an up to date mobile number on file. Please remember to let us know if you change your number!)*

**Home address  
& telephone no.:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Next of kin (& address /  
telephone no. if different  
from above):** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Anything relevant you feel should  
be recorded on your departmental  
record:** \_\_\_\_\_

*(i.e. an ongoing condition; dyslexia etc.)*

\_\_\_\_\_

**Please sign (giving permission to pass  
this information on to tutors/supervisor):** \_\_\_\_\_

*This form will be placed in the strictest confidence in your personal student file, which is stored  
securely at all times in the department.*