



Student Records Management Workflow

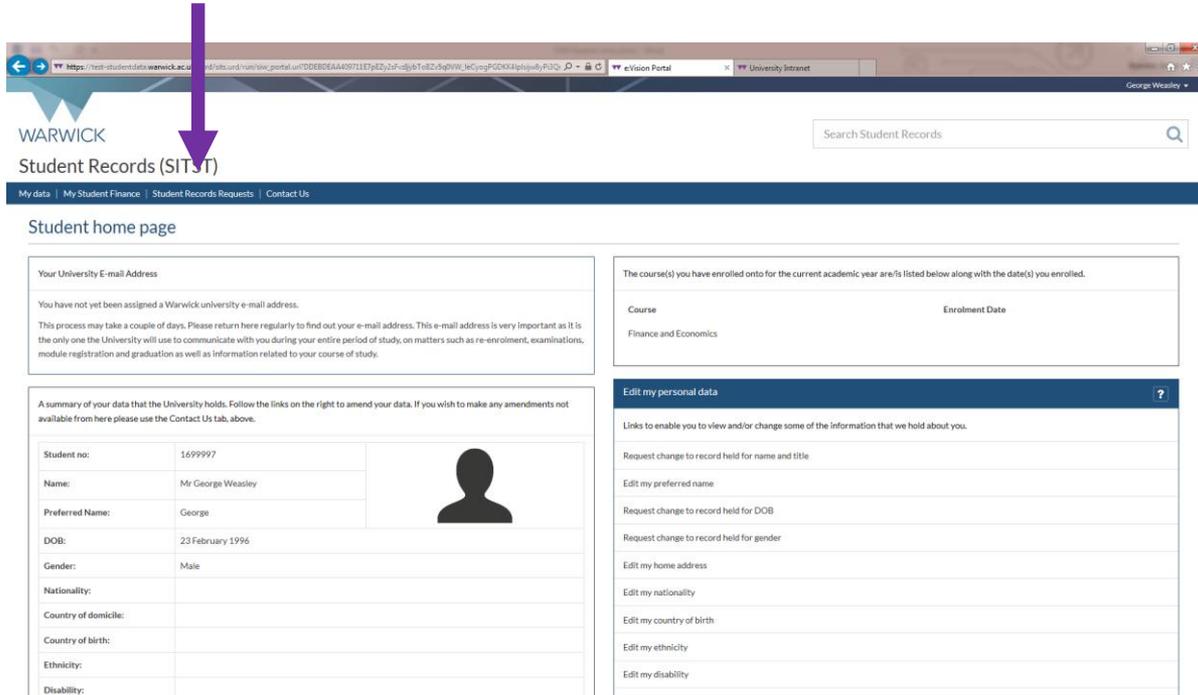




WARWICK

Guide to Temporary Withdrawal (TWD) for Students

Log in to 'eVision online student records service' and from your home page, click on Student Records Requests.



The screenshot shows the Warwick Student Records (SITS) home page. The browser address bar shows the URL: <https://sits-studentdata.warwick.ac.uk/>. The page header includes the Warwick logo and the text 'Student Records (SITS)'. A navigation bar contains links for 'My data', 'My Student Finance', 'Student Records Requests', and 'Contact Us'. A purple arrow points to the 'Student Records Requests' link. Below the navigation bar, the page is titled 'Student home page' and is divided into several sections:

- Your University E-mail Address:** A message stating that the user has not yet been assigned a Warwick university e-mail address and providing instructions on how to find it.
- Course(s) enrolled onto:** A table listing the course(s) and the enrolment date.
- Summary of personal data:** A summary of the user's data with links to amend it. A table shows the following information:

Student no:	1699997
Name:	Mr George Wesley
Preferred Name:	George
DOB:	23 February 1996
Gender:	Male
Nationality:	
Country of domicile:	
Country of birth:	
Ethnicity:	
Disability:	
- Edit my personal data:** A section with a question mark icon and links to edit various pieces of personal information, such as name, DOB, gender, home address, nationality, country of birth, ethnicity, and disability.

From your next page, click Request Temporary Withdrawal

The screenshot shows a web browser window with the URL https://test-studentdata.warwick.ac.uk/and/sits.urd/nam/siv.portal.url/ECP1847809711E780dem7h2e-34mV1OgH0Glas0ffepgDQWw_gPzccy-ETQv. The page header includes the Warwick logo and the text "Student Records (SITST)". A search bar labeled "Search Student Records" is visible. A navigation bar contains links for "My data", "My Student Finance", "Student Records Requests", and "Contact Us". The main content area is titled "Student Records Requests" and contains a section "Student Records Requests - Links" with the following text: "Links allowing you to make Student Records requests, such as Temporary Withdrawals." Below this text is a list of request types: "Request Temporary Withdrawal", "Request Accreditation of Prior Learning - AP(e)L", "Request a Course Transfer", "Request Change of Mode of Attendance", "Request a Change of Study Location", "Request a Voluntary Year Out", "Request an Extension", "Request an Authorised Absence", "Request a PGA/PG Cert Upgrade", and "Request a Permanent Withdrawal". A purple arrow points to the "Request Temporary Withdrawal" link. The footer contains the text "© M/500 Terms Privacy Cookies Accessibility".

You will now see the form to request a TWD.

Please ensure that you have spoken to your Department before submitting this request.

WARWICK
Student Records (SITST)

My data | My Student Finance | Student Records Requests | Contact Us

Temporary Withdrawal Request - Student Data

This form is used to request a Temporary Withdrawal from your course at Warwick.
Please ensure that you have spoken to your Department before submitting this request. If you are having difficulties with your course for any reason, a wide range of student support services are offered by the University. Full details may be found online at <http://so.warwick.ac.uk/supportservices>

Student Number* 1699997

Student Name* GEORGE WEASLEY

Date of Birth* 23/Feb/1996

Student Course* TIBS-LN1J Finance and Economics

Student Department* Warwick Business School

Last Date of Attendance* Date Month Year

Expected Date of Return* Date Month Year

Temporary Withdrawal Reason* Please Select

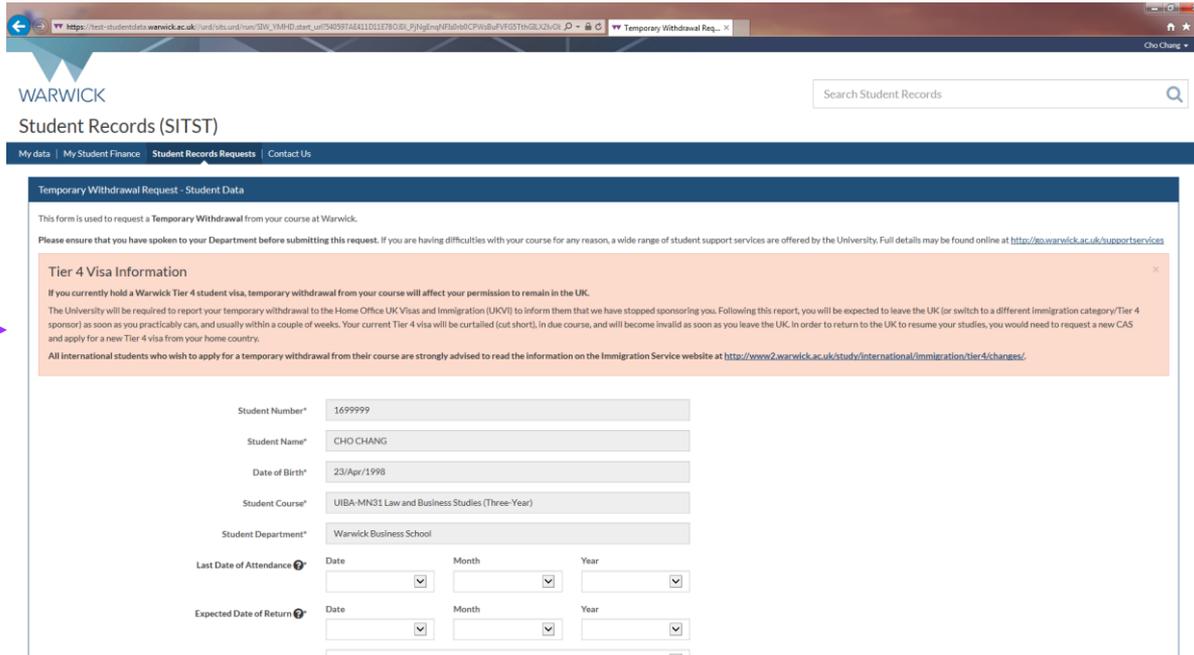
Please provide further details on the reason for the temporary withdrawal request in the text area provided below.

Further Details

Please upload evidence to support the request for a temporary withdrawal (max size 2MB).

Your personal and course details have been auto-completed (grey boxes)

If you are a Tier 4 Visa holder an information banner is shown here.
Please read this and follow the advice given.

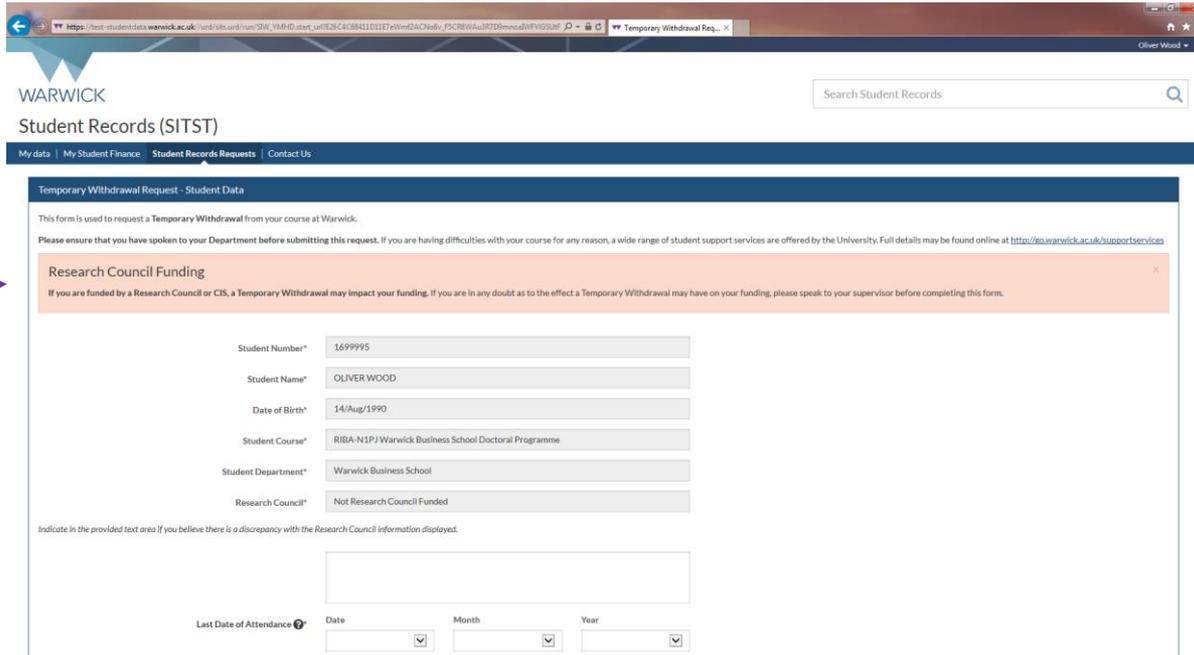


The screenshot shows a web browser window with the URL <https://test-studentids.warwick.ac.uk/>. The page title is "WARWICK Student Records (SITST)". A search bar for "Search Student Records" is visible. The main content area is titled "Temporary Withdrawal Request - Student Data". Below this, there is a warning banner for "Tier 4 Visa Information" with a close button (X). The banner text reads: "If you currently hold a Warwick Tier 4 student visa, temporary withdrawal from your course will affect your permission to remain in the UK. The University will be required to report your temporary withdrawal to the Home Office UK Visas and Immigration (UKVI) to inform them that we have stopped sponsoring you. Following this report, you will be expected to leave the UK (or switch to a different immigration category/Tier 4 sponsor) as soon as you practically can, and usually within a couple of weeks. Your current Tier 4 visa will be curtailed (cut short), in due course, and will become invalid as soon as you leave the UK. In order to return to the UK to resume your studies, you would need to request a new CAS and apply for a new Tier 4 visa from your home country. All international students who wish to apply for a temporary withdrawal from their course are strongly advised to read the information on the Immigration Service website at <http://www2.warwick.ac.uk/study/international/immigration/tier4changes/>."

Below the banner is a form with the following fields:

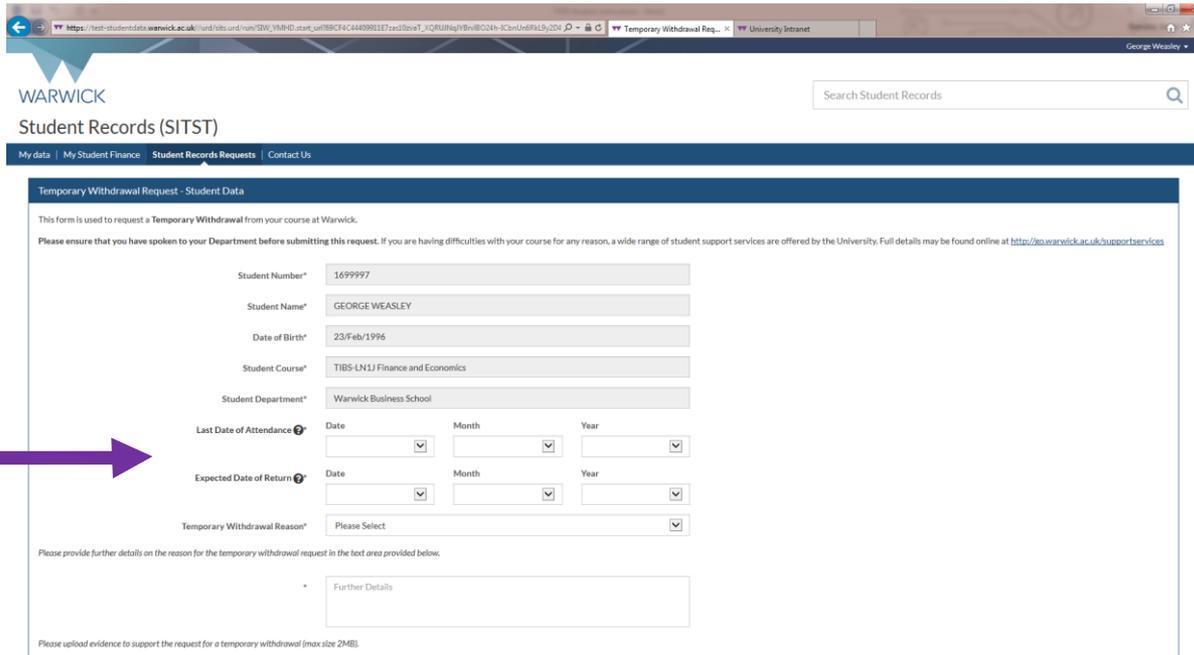
Student Number*	1699999
Student Name*	CHO CHANG
Date of Birth*	23/Apr/1998
Student Course*	UIBA-MN31 Law and Business Studies (Three-Year)
Student Department*	Warwick Business School
Last Date of Attendance	Date: [dropdown] Month: [dropdown] Year: [dropdown]
Expected Date of Return	Date: [dropdown] Month: [dropdown] Year: [dropdown]

If you are a research student an information banner is shown here.
Please check any funding impacts before proceeding.



The screenshot shows a web browser window with the URL <https://sist-studentdata.warwick.ac.uk/>. The page title is "WARWICK Student Records (SITST)". A search bar is visible in the top right corner. The main content area is titled "Temporary Withdrawal Request - Student Data". Below the title, there is a notice: "This form is used to request a Temporary Withdrawal from your course at Warwick. Please ensure that you have spoken to your Department before submitting this request. If you are having difficulties with your course for any reason, a wide range of student support services are offered by the University. Full details may be found online at <http://so.warwick.ac.uk/supportservices>". A prominent orange banner with a close button (X) reads "Research Council Funding" and states: "If you are funded by a Research Council or CIS, a Temporary Withdrawal may impact your funding. If you are in any doubt as to the effect a Temporary Withdrawal may have on your funding, please speak to your supervisor before completing this form." Below the banner, there is a form with the following fields: Student Number* (1699995), Student Name* (OLIVER WOOD), Date of Birth* (14/Aug/1990), Student Course* (RIBA-NIPJ Warwick Business School Doctoral Programme), Student Department* (Warwick Business School), and Research Council* (Not Research Council Funded). At the bottom, there is a section for "Last Date of Attendance" with a text area and three dropdown menus for Date, Month, and Year.

You now need to complete your 'last date of attendance' and 'expected date of return', using the drop down arrows



The screenshot shows a web browser window displaying the Warwick Student Records (SITST) Temporary Withdrawal Request form. The browser address bar shows the URL: https://test-studentdata.warwick.ac.uk/and/sts/and/nam/30W/3/PHD_start_w/19RCF4440961E7zas33vst_T_QRUIHqY18wBQ24h-3CenUn6P6L5yZD4. The page title is "WARWICK Student Records (SITST)". The navigation menu includes "My data", "My Student Finance", "Student Records Requests", and "Contact Us". The form is titled "Temporary Withdrawal Request - Student Data" and contains the following fields:

- Student Number*: 1699997
- Student Name*: GEORGE WEASLEY
- Date of Birth*: 23/Feb/1996
- Student Course*: TIBS-LN1J Finance and Economics
- Student Department*: Warwick Business School
- Last Date of Attendance*: Date (Month, Year) with a question mark icon.
- Expected Date of Return*: Date (Month, Year) with a question mark icon.
- Temporary Withdrawal Reason*: Please Select

Below the form, there is a text area for "Further Details" and a note: "Please upload evidence to support the request for a temporary withdrawal (max size 2MB)".

*Hovering over the question marks will give you hints

Now choose the reason for your TWD, using the drop down arrow.
Also, provide further details in the box provided.

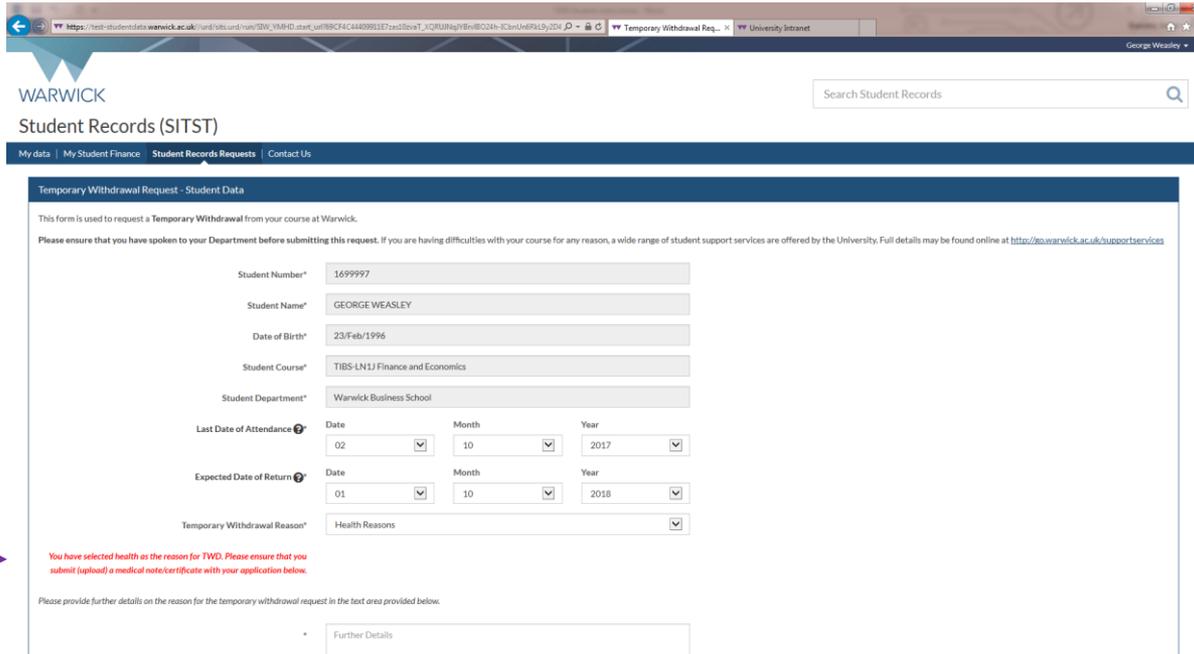
The screenshot shows a web browser window displaying the Warwick University Student Records (SITST) portal. The page title is "WARWICK Student Records (SITST)". The navigation menu includes "My data", "My Student Finance", "Student Records Requests", and "Contact Us". The main content area is titled "Temporary Withdrawal Request - Student Data".

The form contains the following fields:

- Student Number*: 1699997
- Student Name*: GEORGE WEASLEY
- Date of Birth*: 23/Feb/1996
- Student Course*: TIBS-LN1J Finance and Economics
- Student Department*: Warwick Business School
- Last Date of Attendance*: Date (02), Month (10), Year (2017)
- Expected Date of Return*: Date (01), Month (10), Year (2018)
- Temporary Withdrawal Reason*: Please Select

Below the form, there is a text area for "Further Details" and a note: "Please provide further details on the reason for the temporary withdrawal request in the text area provided below." and "Please upload evidence to support the request for a temporary withdrawal (max size 2MB)." A purple arrow points to the "Temporary Withdrawal Reason" dropdown menu.

If you chose 'Health Reasons', a red reminder will appear prompting you to upload a medical note/certificate.
To upload documents scroll to the bottom of the screen.



WARWICK
Student Records (SITST)

My data | My Student Finance | Student Records Requests | Contact Us

Temporary Withdrawal Request - Student Data

This form is used to request a Temporary Withdrawal from your course at Warwick.
Please ensure that you have spoken to your Department before submitting this request. If you are having difficulties with your course for any reason, a wide range of student support services are offered by the University. Full details may be found online at <http://so.warwick.ac.uk/supportservices>

Student Number*	1699997		
Student Name*	GEORGE WEASLEY		
Date of Birth*	23/Feb/1996		
Student Course*	TIBS-LN1J Finance and Economics		
Student Department*	Warwick Business School		
Last Date of Attendance*	Date	Month	Year
	02	10	2017
Expected Date of Return*	Date	Month	Year
	01	10	2018
Temporary Withdrawal Reason*	Health Reasons		

You have selected health as the reason for TWD. Please ensure that you submit (upload) a medical note/certificate with your application below.

Please provide further details on the reason for the temporary withdrawal request in the text area provided below.

Further Details

You will need to have already scanned and saved your document to your computer
Browse the computer and select the document

https://test-studentdata.warwick.ac.uk/... Temporary Withdrawal Req... University Intranet

Last Date of Attendance

Expected Date of Return

Temporary Withdrawal Reason*

You have selected health as the reason for TWD. Please ensure that you submit (upload) a medical note/certificate with your application below.

Please provide further details on the reason for the temporary withdrawal request in the text area provided below.

Further Details

Please upload evidence to support the request for a temporary withdrawal (max size 2MB).
In order to upload evidence you first need to click on the 'Browse My Computer' button to select a file from your device and then click on the 'Upload' button to upload your document.

File uploader

Use the browse button to select files and then press the upload button to submit them.

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The document will appear but will not be uploaded until you click here.

You can also describe the contents of the document, if the file title is not obvious (do this before clicking upload)

You have selected health as the reason for TWD. Please ensure that you submit (upload) a medical note/certificate with your application below.

Please provide further details on the reason for the temporary withdrawal request in the text area provided below.

Further Details

Please upload evidence to support the request for a temporary withdrawal (max size 2MB).

In order to upload evidence you first need to click on the 'Browse My Computer' button to select a file from your device and then click on the 'Upload' button to upload your document.

File uploader

Use the browse button to select files and then press the upload button to submit them.

Browse My Computer Upload

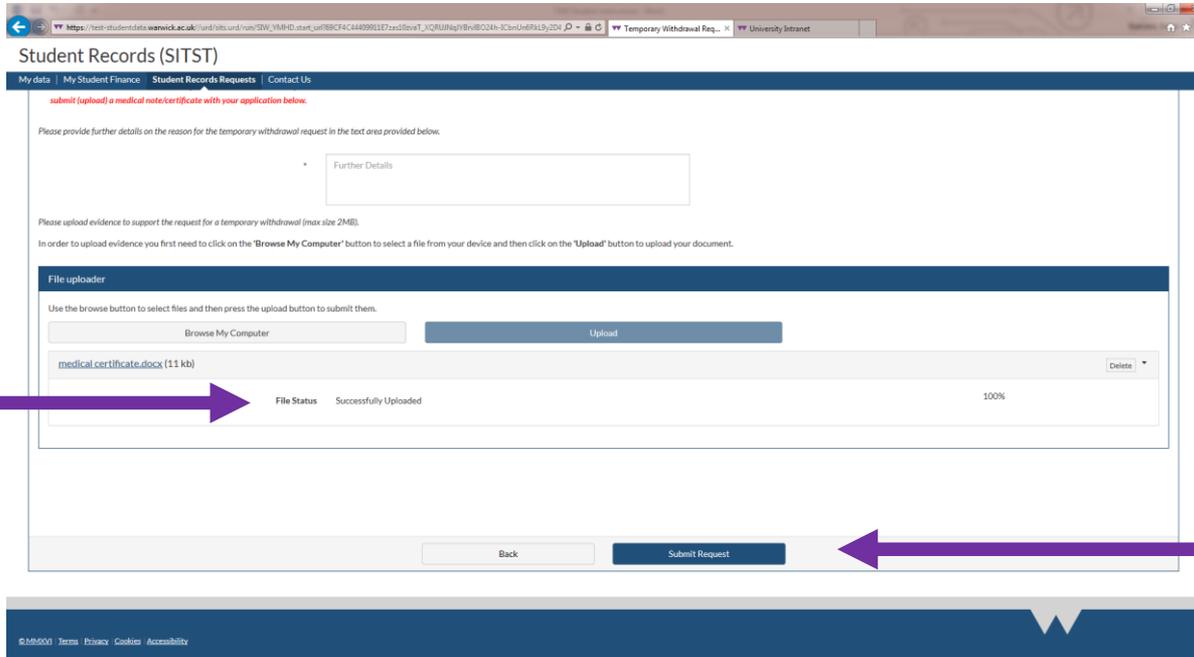
medical certificate.docx (11 kb) Delete

File Status	Awaiting Upload
Description	

Back Submit Request

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You can now see that your file has been successfully uploaded



Press here to submit your completed request

Click Finish

The screenshot shows a web browser window with the URL https://test-studentdata.warwick.ac.uk/and/sitst/and/run/SIM_TIQ. The page header includes the Warwick logo and the text "Student Records (SITST)". A search bar labeled "Search Student Records" is located in the top right. A navigation bar contains links for "My data", "My Student Finance", "Student Records Requests", and "Contact Us". The main content area features a blue header with the word "Complete" and a message: "Your request has been successfully sent and will be processed in due course." Below this message is a prominent blue button labeled "Finish". A purple arrow points from the text "Click Finish" to this button. The footer of the page contains the text "© 2015-2020 Terms Privacy Cookies Accessibility".

You are taken back to your student requests page, where you can now see a progress bar indicating the different stages of the process and tracking the progress of your request.
You will be able to check this at any time whilst your request is being processed.

The screenshot displays the Warwick Student Records (SITST) website interface. At the top, there is a navigation bar with the Warwick logo and a search box for Student Records. Below this, a menu bar includes links for 'My data', 'My Student Finance', 'Student Records Requests', and 'Contact Us'. The main heading is 'Student Records Requests', followed by a sub-heading 'Temporary Withdrawal Request Progress'. A descriptive paragraph states: 'Your request has been sent to Warwick Business School and the information supplied by you is being checked and verified. Once your form has been checked and verified by your Academic Department they will add further information before forwarding it to Student Records for a decision to be made.' Below the text is a progress bar with four stages: 'Form Submitted 2/4/2017' (completed, blue circle with a checkmark), 'Department Process Form' (in progress, green circle with a document icon), 'Student Records Process Form' (pending, grey circle with a square icon), and 'Decision Made' (pending, grey circle with a square icon). A purple arrow points from the text above to the 'Form Submitted' stage. Below the progress bar are two sections: 'Student Records Requests - Messages' (showing 'You have no messages!!') and 'Student Records Requests - Links' (listing 'Request Temporary Withdrawal' and 'Request Accreditation of Prior Learning - AP[?]').