Student Records Management Workflow
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.
From your next page, click Request Temporary Withdrawal
You will now see the form to request a TWD. 

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

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.
If you are a research student an information banner is shown here.

Please check any funding impacts before proceeding.
You now need to complete your ‘last date of attendance’ and ‘expected date of return’, using the drop down arrows

*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.
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.
You will need to have already scanned and saved your document to your computer
Browse the computer and select the document
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 can now see that your file has been successfully uploaded

Press here to submit your completed request
Click Finish
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.