



Student  
Services



International Student Support

# Doctorate Extension Scheme

Guidance for UWS  
International Students

November 2018

## What is the Doctorate Extension Scheme?

The Doctorate Extension Scheme is a sponsored scheme aimed at Tier 4 students nearing completion of the doctorate award (eg. PhD, DBA) within the UK. By applying for this immigration permission PhD/DBA graduates are given an extra 12 months to look for and start work in the UK or gain practical work experience within their area of expertise. As part of the DES visa conditions, you will adhere to an agreed contract with the Doctoral College for maintaining contact with the school. You need to be available for at least 3 contacts with UWS during the 12 month period of your Tier 4 DES visa.

## What kind of work can you do?

Applicants are encouraged to find work in their area of expertise. You can be self employed and develop business plans as an entrepreneur. You must intend to spend most of the 12 months in the UK working or looking for work. It is not possible to extend your DES visa beyond the 12 months. If you wish to work longer in the UK, please research other available immigration options. The UKCISA website gives a helpful overview, <https://www.ukcisa.org.uk/Information--Advice/Working/Working-after-studies#RL>

## What conditions do I need to meet in order to be eligible to apply for the DES?

- be a doctoral candidate – this means you must be studying for a PhD qualification or an acceptable doctorate qualification such as a DBA (research Master's degrees are not acceptable)
- be in the UK (you can only apply for this scheme in the UK)
- have a current (valid) Tier 4 (General) student visa
- have paid your tuition fees in full and have a satisfactory payment record
- whilst studying, have satisfactory engagement and attendance
- have completed your viva but not yet had results confirmed (referred to as 'expected end date' by UKVI)
- be within 60 days of your expected end date of your course leading to the award of a PhD or DBA.
- the award date must be agreed in consultation with the Doctoral College in order to allow all evidence for your DES and CAS applications to be approved. You will be required to submit your DES visa application up to 60 days before the course end date stated on the CAS for your new DES
- meet general Tier 4 requirements

**You must apply for the DES before your PhD/DBA is awarded. You cannot apply after your award date. The University cannot provide you with a new CAS (for your DES) after it has been confirmed your doctorate has been awarded.**

## When can you apply for the Doctorate Extension Scheme?

The University will set a date for your doctorate to be awarded after you've had your viva. This will help ascertain the 'likely' completion date after your viva.

1. Once you know the date of your viva, email [pgr@uws.ac.uk](mailto:pgr@uws.ac.uk) with the subject header '**Expression of Interest DES**'. Check with an International Student Adviser that you meet all the normal Tier 4 (G) student (DES) criteria.
2. Fill out the DES application form **after you have had your viva** and return this to the Doctoral College in order to be considered for the DES. You can request a DES Application form from the Doctoral College ([pgr@uws.ac.uk](mailto:pgr@uws.ac.uk)).
3. After your viva, it will become clear how much further work and time is required before your doctorate will be awarded. If you pass your viva (PhD/DBA) straight away (ie. have no corrections) your '**expected end date**' will be the date of your viva plus 2 months.
4. As an indication, minor corrections can take up to 3 months and major corrections can take up to 6 months to submit and you need to allow time for marking.
5. If you have **minor corrections**, once the corrections have been submitted, or if you have an agreed 'expected course end date' **complete the DES application form**.
6. If you have **major corrections** or **resubmission**, it is likely that you will have a long period of correction time, therefore, you will need to postpone applying for the DES, until your corrections have been submitted.
7. Once you have submitted all your required documentation for your DES application, if you are eligible to apply you will be asked to submit further documentation to the Doctoral College to support a new CAS. Current administration charge of £21.00 is required for a CAS, payable online at: <http://shop.uws.ac.uk/>
8. The International Advice Team and Doctoral College will review DES applications together on the first Tuesday and third Tuesday of the month, where possible.
9. After the CAS is issued, you can make a visa checking appointment with an International Student Adviser at the Hub, (Paisley Campus) or Reception (London Campus). The DES application must be submitted before the student is awarded the PhD/DBA (which is the end date on the CAS)
10. After the Tier 4 (G) DES visa application and supporting documents have been checked please complete the on-line form and follow the required procedures.
11. Once a decision is granted, you must inform Student Administration of the new Tier 4 (G) DES visa expiry date and the Doctoral College.

\* Please request a DES Application form from the Doctoral College by emailing [pgr@uws.ac.uk](mailto:pgr@uws.ac.uk)

**If applying for DES then you must submit the final copy of your thesis within 21 days of your pass date to the Doctoral College.**

## How do I apply for the Doctorate Extension Scheme?

You can apply online using the Tier 4 (General) application form - use the following link: [www.gov.uk/apply-tier-4-visa](http://www.gov.uk/apply-tier-4-visa) and 'select' 'Tier 4 (General) student visa'. Then select 'Extend your visa' and answer 'Yes' when asked if you are applying for the Doctorate Extension scheme. Please refer to our online visa guide within the UK for further guidance: <https://www.uws.ac.uk/international/visas-immigration-atas/information-for-current-students/>

### **It is only possible to apply from within the UK whilst you still have a valid Tier 4 visa. Documents required for Tier 4 (General) Student Visa - DES**

- Evidence of maintenance funds, currently £2,030 if studying outside London and £2530 if studying in London, which must be held in your account for a consecutive 28 day period on the date of your application, and must be dated within 31 days of the date of your application. You can use money held in an account owned by you or your parents/ legal guardian. If you have an official financial sponsor that will continue to sponsor you after your studies have finished, you will need an official letter from them to confirm the extent of their sponsorship.
- The funds requirement for each family member is £1,690 if you are studying in London, or £1,360 if you are not studying in London.
- Passport with valid immigration status
- If you currently (or have in the past 12 months) received official financial sponsorship from a government or international scholarship agency, you must obtain permission from your sponsor to apply for the Doctorate Extension Scheme.
- The CAS must not be issued more than 60 days before the expected end date (which is defined in the Immigration Rules as "the date the PhD/DBA is expected to be formally confirmed, by UWS, as completed to the standard required for the award of a PhD/DBA")
- Valid ATAS Certificate (if you previously needed an ATAS for your Tier 4 visa, then you will only require to apply for a new one if the end date on your new CAS for the DES is 3 months more than the end date on your previous CAS)
- Your BRP
- Your Police Registration Certificate (PRC) (if applicable)

The above documents and funds are correct at the time of going to print, please check your required documents with the Tier 4 Policy Guidance link stated on page 2.

For further information on the DES, please see the following links:

UKCISA (UK Council for International Student Affairs):

[www.ukcisa.org.uk/Information--Advice/Working/Working-after-studies](http://www.ukcisa.org.uk/Information--Advice/Working/Working-after-studies)

UKVI policy guidance on Tier 4 (General) Student visa Doctorate Extension Scheme:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/752873/T4\\_Migrant\\_Guidance\\_NOV\\_2018\\_FINAL\\_VERSION.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/752873/T4_Migrant_Guidance_NOV_2018_FINAL_VERSION.pdf)

## International Student Support Team Contact Details

To find out more about applying for the Doctorate Extension Scheme - please contact the International Student Support Team (ISST)

E-mail: [internationaladvice@uws.ac.uk](mailto:internationaladvice@uws.ac.uk)

In person: At The Hub on Paisley Campus or Reception on the London Campus.

To book an appointment, phone 0141 848 3800.

'Quick Question' sessions are usually available Monday - Friday during term time at Paisley campus from 1-2pm in The Hub, 1-2pm on Tuesdays and Thursdays in London Campus.

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