

Tier 4

Doctoral Extension Scheme (DES)

The Doctorate Extension Scheme is a 12 month visa extension scheme for Tier 4 students who are completing a PhD in the UK. The scheme is designed to allow PhD students that currently have valid immigration permission (visa) under Tier 4 to stay for a longer period to find work with a Tier 2 employer, set up as an entrepreneur, or to gain practical work experience in their field.

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Am I eligible?

If you are waiting for your viva and have been given the date for this, or you have recently had your viva, you should e-mail us to confirm your eligibility. Please provide the following details in your e-mail:

- Your full name and student ID number;
- Your email address;
- Your current visa type and expiry date;
- The date of your viva; and
- (If you have already had your viva) the final date for you to submit the electronic copy of your thesis through eScholar

You must submit a Tier 4 application under this scheme before you make the final submission of your PhD thesis to eScholar and before your current Tier 4 visa expires.

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Documents you will need

You may be required to include some or all of the following in your application:

- Passport and valid Biometric Residence Permit.
- Original bank statements to show you have held at least £2,030 for at least 28 consecutive days. The statements must be less than a month old.
- Police registration certificate which includes your current address (if you have one).
- If you were financially sponsored by your Government or an international scholarship agency within the last 12 months you need a letter of consent from your previous sponsor giving you permission to remain in the UK
- If you have dependants with you in the UK you will need to show more funds in your bank account so please contact us if that is the case.

The earliest you can apply is after you have submitted your thesis corrections to the internal examiner but before the final submission date deadline of the electronic copy of your thesis through eScholar. It is not possible to apply after you have submitted the final electronic copy of your thesis through eScholar or once your Tier 4 visa has expired.

1. Submit your eligibility to the Student Immigration Team

Once you have submitted your eligibility to the team they will send you further information on the scheme and your next steps. It is only once you have submitted all required corrections to your examiners and had them approved that you can then request a CAS for DES.

2. Requesting a DES CAS

You must email visa@manchester.ac.uk to request a CAS for the Doctorate Extension Scheme once you know your final thesis submission window dates via eScholar. You need to email visa@manchester.ac.uk with scans of your current passport, visa, bank statements (showing the required funds for 28 days) and a screenshot of your final submission date on eScholar. If you have been previously sponsored within the last 12 months we will also need to see a consent letter from your sponsor allowing you to apply for DES and remain in the UK for the 12 month duration of the DES visa.

3. Application form check & corrections

Once you have received your CAS you must complete a draft version of the online Tier 4 visa application via the UKVI website. Print the draft PDF of the application and bring this with your supporting documents to the Student Services Centre. An adviser will check the draft of your Tier 4 application and e-mail you with any amendments that you need to make before you pay the application fee online. If you intend to use the super priority service or the priority service please inform the counter staff in the Student Services Centre when you hand in your application and documents to be checked.

4. Pay and print-out your document checklist

You should pay the application fee only when we have checked your draft application and advise you to make payment. You must submit your final Document Checklist to the Student Services Centre after you have paid for your Tier 4 application online. Once you have paid for your visa application online you should book your biometric appointment at a UKVCAS centre, the nearest is at the main library in St Peter's Square in the city centre. You should upload your documents to the UKVI system before you attend your biometric appointment but you must take your original passport to the appointment so the staff can verify it.

Please note that although you will be able to retain your passport while your application is being processed you must not travel outside of the UK during this time otherwise your application will be cancelled automatically.

Once you have applied under this scheme and you have made the final submission of your PhD thesis, you have no restriction on the type of work you can do or the numbers of hours you can work. You are permitted to work for an employer or be self-employed. It is not possible to be employed as a Doctor or Dentist in training or as a professional sportsperson (including coaches) under this category.

~~As a Tier 4~~ As a Tier 4 sponsor, the University has certain requirements we have to adhere to which are imposed by UKVI. We will need to have contact with you to ensure you are adhering to the conditions of the visa. If the University finds you are not meeting the conditions of the visa we will report this to UKVI who will then curtail your visa and you will be expected to leave the UK. Here are some examples of what we would have to report to UKVI: Confirmation that you have completed your course

- If you fail your course or are awarded a qualification lower than PhD level
- You miss a scheduled contact with us and fail to provide an adequate explanation for doing so
- The University has reason to believe you are breaching the conditions of your visa
- You are no longer participating in the scheme
- You have permanently left the UK
- The University withdraws its sponsorship of your visa