

# Tier 4 Doctorate Extension Scheme

## Application Procedure



### What is the scheme?

The Tier 4 Doctorate Extension Scheme (DES) allows students who are nearing completion of a PhD or Professional Doctorate to apply for a 12 month period of extension to their visa. During this period the student can look for and undertake work, set up as an entrepreneur, or gain practical work experience in their field.

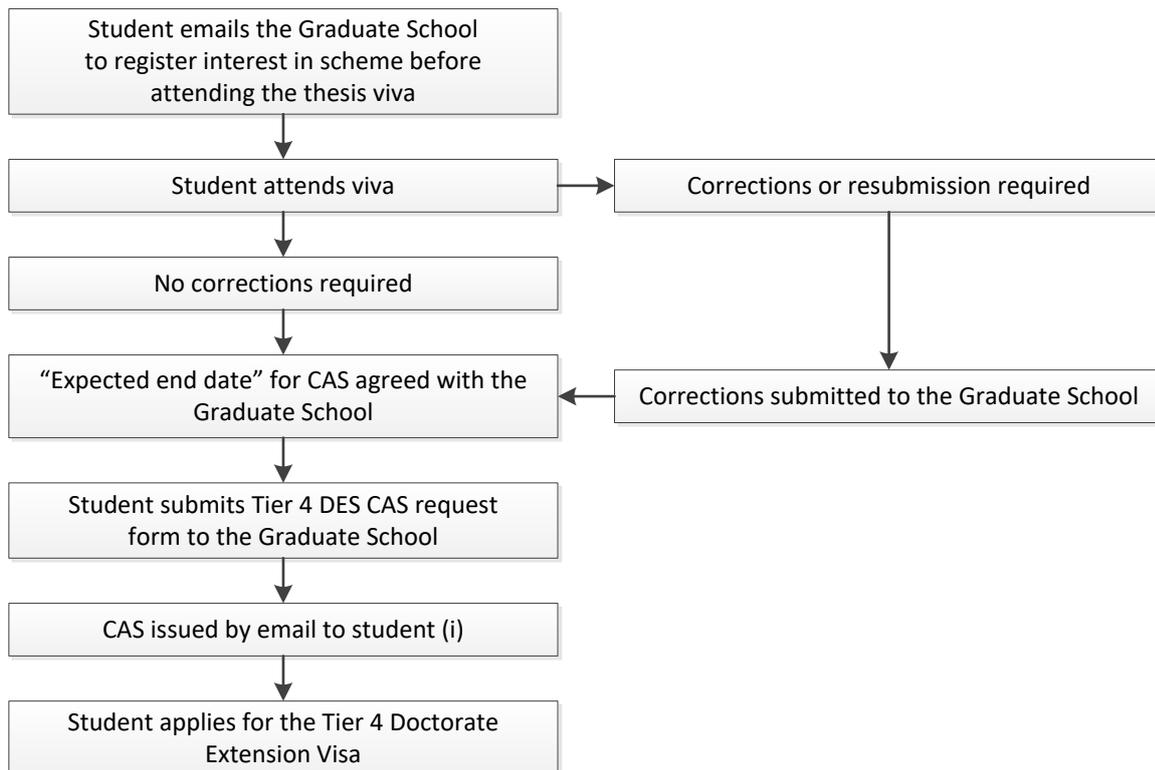
### Your responsibilities whilst sponsored on the scheme

As a requirement of QMU sponsorship, you would need to stay in contact with the University. The Graduate School will email you every 4 months to ask you to complete and return the DES Student Contact Form. You should also keep us informed if:

- You change your address, email address, or phone number;
- You change to a different visa category.

### Overview of QMU sponsorship application process

To apply for the scheme students must have their visa sponsored by the University and will need to request a new CAS in order to apply.



- CAS will only be issued where students meet the Eligibility Criteria for QMU Sponsorship

The Graduate School should be contacted at: [graduateschool@gmu.ac.uk](mailto:graduateschool@gmu.ac.uk)

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Queen Margaret University  
EDINBURGH

### Eligibility Criteria for QMU Sponsorship

To be eligible you must meet the following criteria:

- You must be a PhD or Professional Doctorate student who has **not** completed their studies. Studies are “completed” when your award is confirmed by QMU Senate.
- You must be within 60 days of completing your Doctoral Programme. The Graduate School Team will provide an “expected end date” which takes into account when you had your viva, any possible corrections and the date your award will likely be confirmed by QMU Senate.
- You must be studying on a Tier 4 visa that allows you to apply for an extension;
- Students holding a student visitor visa will not be eligible to apply;
- You must apply in the UK;
- You must have £2,030 in funding and be able to provide the specified evidence, as set out in the UKVI’s [Tier 4 Policy Guidance](#). Additional funding will be required if dependants are also applying. Funds need to have been held in an account for a consecutive 28 day period on the date of application, and the evidence you provide must be dated within 31 days of the date of your application;
- You must have no outstanding debts to the University.

### When to apply for a Tier 4 Doctorate Extension Scheme visa

- To apply for a Tier 4 Doctorate Extension Scheme visa, you must obtain a CAS from the University (by completing the Tier 4 Doctorate Extension Scheme CAS Request Form);
- You must apply before the end date stated on your new CAS, which will be your ‘expected end date’ as advised by the Graduate School;
- The CAS cannot be issued to you more than 60 days before your ‘expected end date’;
- You cannot apply for your visa before you have your CAS.
- You cannot apply for your visa after you complete your Doctoral Programme. At QMU this is following confirmation of award by QMU Senate.

### Documents required to make the visa application

- **Confirmation of Acceptance for Studies (CAS);**
- **Bank statements;**
- **Current passport and visa;**
- **2 x Passport Photographs** (which meet UKVI requirements);
- **ATAS certificate:** If it is a requirement of your doctorate programme, you need to provide a valid ATAS certificate;
- **Police registration certificate:** If your current visa requires you to have a Police Registration Certificate, you will need to send it with your application. You must make sure it is up-to-date.

Further information can be found in the UK Visas and Immigration’s [Tier 4 Policy Guidance](#) document.