PhD students nearing the end of their studies are able to apply to extend their visa to remain in the UK for 12 months to work, look for work, or set up a business. This visa is called a Tier 4 Doctorate Extension visa. PhD students can apply for this visa after they have successfully completed their viva, corrections and submitted the final copy of their thesis and Thesis Declaration Form, but they must make the application before their PhD date of award (usually the first day of the month after examiners reports have been submitted to Student Records) and before their current Tier 4 student visa expires. This application can only be submitted in the UK. Dependents can apply for Entry Clearance to join a migrant in the UK under this scheme, or for a visa extension if they are already here as dependents of a Tier 4 migrant.

Applicants must hold a valid Tier 4 student visa as well as £2530 for 28 days at the time of making the application. You will also need to pay the £150 Immigration Health Surcharge to cover the 12-month period of the Doctorate Extension visa. The 12-month Tier 4 Doctorate Extension visa will begin on the PhD date of award. Applications submitted after the date of award will be refused.

The online Tier 4 application form is available at: https://visas-immigration.service.gov.uk/product/tier-4

**CAS number**

To request a CAS number for the Tier 4 Doctoral Extension visa, please complete a CAS Request Form, have it signed by an adviser in International Student Support team and hand it in to the Student Hub. A CAS will only be issued when the Registry have received your final copy of your thesis, your signed Thesis Declaration Form, and all examiners reports.

When you request a CAS you are signing a document to confirm that you are aware of the conditions of this visa (see “monitoring” below) and that, if granted this visa, you will leave the UK when it expires unless you have switched into a different type of visa. You are also committing to respond promptly to any monitoring emails or other contact from Imperial College London: failure to do so could result in the cancellation of this visa.

If you are not in a position to make a DES application before your visa expires, you may be able to extend your stay in the UK as a Tier 4 (General) Student – please contact ISS for a new CAS.

**Rules on Working**

While on a Tier 4 student visa, work is permitted on a part-time basis only (maximum 20 hours per week). This rule continues until a PhD viva has been completed, all corrections done and the final version of the thesis has been submitted. After this, a Tier 4 student visa holder may work unlimited hours on a fixed-term contract (usually until the Tier 4 student visa expiry date or for a maximum of 4 months). If applying for the Tier 4 Doctorate Extension visa, the restriction of 20 hours per week is also lifted on the PhD student’s date of award, or the date the visa is issued, whichever is earliest.

**When the visa is granted: Monitoring by Imperial College**

The Home Office expects Imperial College to monitor all sponsored PhD graduates who are granted this visa on the basis of a CAS from Imperial. You can therefore expect to receive an email sent to an
email address agreed with the College (not your Imperial College email address). Please ensure that you check this email account regularly and respond to any monitoring emails you receive from Imperial. **If we do not hear from you, we will report this to the Home Office and your visa could be curtailed.**

When your visa is issued, please ensure that a copy is added to your Imperial College student record. If your visa application is handled by the International Student Support team, this will happen as part of our internal processes, but if you apply for the visa independently, you must email a copy to records@imperial.ac.uk. Failure to do so will result in the College withdrawing sponsorship of your visa.

While holding the Tier 4 Doctorate Extension you **must** keep Imperial College up to date with any changes to your personal details: (e.g. change of address, new marital status/name etc). This can also be done by emailing records@imperial.ac.uk

Other monitoring information that we are required to report to the Home Office includes:

- If you decide to permanently leave the UK (note: you are permitted to temporarily leave and re-enter the UK on this visa)
- If you decide to stop participating in this visa scheme (eg. if you change to another visa type: please keep us informed)
- If we have reason to believe that you are breaching the conditions of this visa

### Who cannot have a CAS for the Tier 4 Doctorate Extension?

Imperial College reserves the right to refuse to sponsor a PhD graduate under this scheme. Examples of situations where this would occur are (but are not limited to) when a student:

- has outstanding unpaid tuition fees,
- cannot provide evidence that they have successfully completed their PhD studies
- holds a Short-term Study visa, or any other type of non-Student / Tier 4 visa
- intends to apply from outside the UK (not possible)

**Agreement to sign before CAS is issued**

I am aware of the conditions of the Tier 4 Doctorate Extension visa as outlined in this document. I agree that I will leave the UK when this visa expires, if I have not switched into another visa category.

I promise to respond promptly to any monitoring emails or other contact from Imperial College. I understand that if I do not respond, Imperial College will withdraw sponsorship and my visa will be cancelled.

I will keep Imperial College updated of any changes to my personal circumstances, in particular contact details. I will notify Imperial College if I decide to permanently leave the UK while on this visa, or if I switch into a different visa category.

Signed: ______________________________ Date: _______________________

Print Name: __________________________ College ID: ___________________

Preferred Non-Imperial Email address: ________________________________________