



# International Student Support

## Doctorate Extension Scheme

### Making a Tier 4(DES) application

This scheme is designed to give students who have almost finished their UK PhD an additional 12 months of Tier 4 (General) immigration permission in which to look for and start work in the UK. You are not required to take employment at any particular level. Whilst in the UK on a Tier 4 (DES) visa, NTU will remain your immigration sponsor and you will be required to stay in touch with the University.

In order to be issued with Confirmation of Acceptance of Studies for DES (DES CAS) from NTU, you must meet the following criteria:

1. You must be currently studying for a PhD at NTU. You cannot apply if you have already completed your studies (masters research students are not eligible to apply).
2. You can only apply in the UK.
3. You must have a current Tier 4 Student Visa in order to be eligible. If you have any other immigration permission, you should seek advice from the International Student Support Service (ISSS).
4. You must provide ISSS with evidence that you have saved £2030 for 28 days (ending no more than 31 days before the application date). Students with dependants will also need £1360 per dependant. (Please see further guidance below).
5. Students who have an official financial sponsor (or have had an official financial sponsorship which has ended within the 12 months before the application is being made) must provide a letter confirming the sponsor gives their consent to you remaining in the UK under DES before a CAS can be issued by NTU.
6. You must not have any tuition fee debts to NTU.

In order to apply for DES, you must meet the additional following criteria:

This leaflet is produced by:

International Student Support Service

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**NOTTINGHAM**  
TRENT UNIVERSITY



1. You must be issued with a CAS (for the purposes of DES) from NTU.
2. You must apply during the last 28 days of your course. The ISSS can advise you on the exact timescales you are working towards. You cannot apply for this scheme if your award has already been conferred.

## How to apply:

When	Action												
Three months prior to first submission of thesis.	<p>Contact the ISSS (<a href="mailto:DESCASRequests@ntu.ac.uk">DESCASRequests@ntu.ac.uk</a>) to inform us of your intention to apply for DES. We will provide you with an "intention to apply" form which you will need to complete and return to us.</p> <p>When you submit the form, you will be required to agree to a declaration which confirms you agree to adhere to the terms and conditions of the scheme, including keeping in regular contact with the University.</p> <p>The ISSS will notify the Doctoral School of your intention to apply for DES.</p>												
One month prior to viva exam.	<p>Ensure you have saved the required funds (£2030 for the student and £1360 per dependant) for at least 28 days and obtain suitable bank statements or a bank letter. Keep the money in your account after the 28 days have passed in case you are delayed with making your application and need to request another bank statement. Check our <a href="#">guidance</a> on financial evidence for tier 4 applications carefully to ensure your documents meet the requirements. You will be required to submit your financial evidence to the ISSS to be checked prior to a CAS being issued.</p> <p>Set up an account on the UKVI website and start working on your tier 4 visa application form (you won't be able to complete it all until you have a CAS). Our <a href="#">guidance on completing the form</a> will help you. Please note, you must return to your online application within 10 weeks or it will be automatically deleted.</p>												
Following viva outcome	<p>The ISSS will advise you whether or not you are currently eligible to apply, and the timescales during which we can issue a CAS and when you will need to make your application. Use the following as a general guide only:</p> <table border="1"> <thead> <tr> <th>Viva outcome</th><th>Timescales for application</th></tr> </thead> <tbody> <tr> <td>No amendments</td><td>Application for DES must be made within one month (of the viva).</td></tr> <tr> <td>Minor amendments (3 months to submit amends)</td><td>Application must be made within one month of your amendments being accepted by your examiners.</td></tr> <tr> <td>Substantive amendments (6 or 12 months to submit amendments).</td><td>Please contact the ISSS again, one month before you are due to submit your amendments.</td></tr> <tr> <td>Referred for re-submission</td><td>Not currently eligible to apply, ISSS will advise.</td></tr> <tr> <td>Qualify for lower award</td><td>Not eligible to apply.</td></tr> </tbody> </table>	Viva outcome	Timescales for application	No amendments	Application for DES must be made within one month (of the viva).	Minor amendments (3 months to submit amends)	Application must be made within one month of your amendments being accepted by your examiners.	Substantive amendments (6 or 12 months to submit amendments).	Please contact the ISSS again, one month before you are due to submit your amendments.	Referred for re-submission	Not currently eligible to apply, ISSS will advise.	Qualify for lower award	Not eligible to apply.
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Prior to final visa application submission deadline given by ISSS	<ul style="list-style-type: none"> <li>• Provide your financial evidence (bank statements or sponsorship letter to ISSS).</li> <li>• Your CAS will be issued and sent to your NTU email within one week of you becoming eligible to apply (see above).</li> <li>• Complete a draft of your tier 4 visa application online. Our <a href="#">guidance on completing the form</a> will help you.</li> <li>• Submit the draft of your tier 4 visa application and your documents to the ISSS at the Student Services Centre (Newton) for checking by an adviser. Please note, in order to use this service, you must submit the application at least 14 days prior to your application deadline (as advised by ISSS).</li> <li>• You will be advised of any amendments needed to your application form and documents (via your NTU email). Once fully completed, your</li> </ul>												

	application can be sent to UKVI by ISSS (subject to the ISSS Check and Send Service conditions).
Following award conferment	NTU will confirm to UKVI the actual date of your award. Please be aware that if a lower award (eg MPhil) is awarded or the final result is a fail, you will no longer be eligible for DES.
On making your DES application	<p>Until conferment of your award, you will remain subject to <a href="#">the NTU terms and conditions for Tier 4 students</a>. Once your award has been conferred, you will be subject to NTU's obligations for DES participants:</p> <ul style="list-style-type: none"> <li>• Complete enrolment (using your new NTU DES ID number) as you would for your course of study at the start of this scheme when you are requested to do so by the Doctoral School.</li> <li>• Provide the University with your current contact details and notify the University within 1 week if any of these details change.</li> <li>• Respond to all communication from the University within 2 weeks.</li> <li>• Undertake any registration exercise that the University deems appropriate.</li> <li>• Provide the University, upon request, with copies of your passport, visa or other immigration documents.</li> <li>• Not breach the terms of your visa.</li> <li>• Notify the University in advance if you decide to permanently leave the UK.</li> <li>• Notify the University within 1 week if your immigration status changes.</li> <li>• Notify the University if you take up permanent employment and provide contact details of your employer.</li> <li>• You will not seek "supervision" from your former supervisors.</li> </ul>

### **Access to NTU resources whilst on a DES visa:**

- All DES associate students will receive a smart card which will allow them access to the University libraries. This is not a Student Union card. Additional access can be made available to buildings and resources where appropriate and with the correct authorisation.
- All DES associate students will have access to the library, Employability team and IT (including an email account) during their DES period.
- Once a student has been conferred with their PhD, they will no longer be entitled to supervision from their former PhD supervision team. However, we recognise that they may be working with former supervision team members in different ways such as on publications or other academic related work.
- Conferment letters – the Doctoral School will not be able to provide DES associate students with conferment letters to confirm student status. We will provide one letter to confirm status as an associate student on the DES scheme. Please remember, once you have had your PhD conferred, you will not be entitled to council tax exemption as you will no longer be a full time student.

### **UKVI conditions of a DES visa:**

- Your visa will expire 12 months after your course completion date (as stated on your DES CAS). Until your award is conferred, standard tier 4 conditions apply, including the work restrictions.
- The less restrictive terms of the DES visa will apply from the date on which the PhD is conferred (if a valid visa application has been made on this date), even if you are still waiting for the outcome of the visa application.
- Whilst in the UK on a DES visa, you cannot work as a doctor or dentist in training, a professional sports person or sports coach.

## Completing the DES application form:

Please be aware that it is only possible to apply for DES from within the UK. You must use the tier 4 visa online student visa application form, on the [UKVI website](#). For help in completing the form, we recommend that you read the comprehensive guidance on our [website](#). Your CAS will include full details of your PhD course. When asked on the application form, you must indicate that you are applying for the Doctorate Extension Scheme.

The cost for a standard (postal) visa application for DES is £475. However, you should consult our [guidance note](#) for information on the priority and premium services available as well as details of the immigration health surcharge.

## DES Document Checklist

**All documents must be ORIGINALS. Any documents which are not written in English must be accompanied by a fully certified professional translation.** If you need details of local translation agencies, please contact the ISSS.

The documents required for a Tier 4 DES application are:

- ☐ **2 passport photos**, ensure they were taken no more than 1 month before the date of application, check the [UKVI website](#) for a full list of the requirements.
- ☐ **Current passport and any previous passports that have been used to travel to the UK.**
- ☐ **Biometric residence permit**
- ☐ **Police registration certificate** (if you have one), ensure it is up to date with your current address, visa and passport details.
- ☐ **Financial evidence:**
  - **Bank statements:** these must show that you have saved at least £2030 for at least 28 days, ending no more than 31 days prior to you making your application. Students with dependants will need an additional £1360 per dependant. Please refer to our [guidance on financial evidence](#) for tier 4 visa applications to ensure that your document will be suitable.
  - **Students with an official financial sponsor:** you must provide an original letter from your sponsor to confirm that they give their consent to you remaining in the UK under DES. If they are going to continue to support you financially, the details should be included in the letter.
- ☐ **Professional translations** of any of the above documents if they are not written in English – please refer to our guidance to ensure they meet the strict UKVI requirements.
- ☐ **A special delivery envelope** (pre-paid up to 500g) - £7.30 from the Post Office. This will ensure the safe return of your documents (not required if you are applying in person).