Applying for the Doctorate Extension Scheme under Tier 4 (General)
If you have any questions about this information booklet, please contact the International Student Advisers on internationalstudentsupport@glasgow.ac.uk or (0141) 330 2912.

If you would like to book a one-to-one appointment with an International Student Adviser, please book online via MyGlasgow (or visit the Student Services Enquiry Desk, level 2, Fraser Building or phone (0141) 330 7000 if you would like to book a visa checking appointment for yourself and any dependants).

This guidance note is only aimed at current University of Glasgow PhD students who are intending to apply under the Doctorate Extension Scheme (DES).

<table>
<thead>
<tr>
<th>Contents</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>A basic overview of the in-UK application process</td>
<td></td>
</tr>
<tr>
<td>Overview flowchart</td>
<td>2</td>
</tr>
<tr>
<td>Step A – before you apply</td>
<td></td>
</tr>
<tr>
<td>Starting your online application with UKVI</td>
<td>3</td>
</tr>
<tr>
<td>Logging back into your online application form</td>
<td>4</td>
</tr>
<tr>
<td>Step B – during the application</td>
<td></td>
</tr>
<tr>
<td>How many points do I need for my application?</td>
<td>5</td>
</tr>
<tr>
<td>When should I apply?</td>
<td>5</td>
</tr>
<tr>
<td>How can I make the application?</td>
<td>6</td>
</tr>
<tr>
<td>Where can I get an application form?</td>
<td>7</td>
</tr>
<tr>
<td>What is the Immigration Health Surcharge (IHS)?</td>
<td>7</td>
</tr>
<tr>
<td>Can I get assistance in checking/discussing my application?</td>
<td>8</td>
</tr>
<tr>
<td>What documents will I need to prepare?</td>
<td>8-10</td>
</tr>
<tr>
<td>How much money do I need to show?</td>
<td>11</td>
</tr>
<tr>
<td>Where can I find the up to date application information?</td>
<td>11</td>
</tr>
<tr>
<td>What do I do if I have my dependant family members here with me?</td>
<td>11</td>
</tr>
<tr>
<td>Final tips</td>
<td>12</td>
</tr>
<tr>
<td>Step C – after you apply</td>
<td></td>
</tr>
<tr>
<td>Reminder of DES visa holder responsibilities</td>
<td>13</td>
</tr>
<tr>
<td>Checklists / help sheets</td>
<td></td>
</tr>
<tr>
<td>Password reminder box</td>
<td>14</td>
</tr>
<tr>
<td>Document Checklist</td>
<td>15</td>
</tr>
</tbody>
</table>
A basic overview of the standard application process

Overview flowchart

**STEP A**

**Before you apply**

Ensure you are familiar with the Tier 4 DES rules – there is information and guides on our website.

Contact your Graduate School to request a DES Eligibility Form.

If approved, submit CAS Request Form & DES Contract.

Register your e-mail address and password online with UKVI to start the application form.

You should receive an e-mail link from UKVI to take you back to your application form if you log out.

**STEP B **

**During the application**

Use your e-mail link to log in to your application form to continue filling it in.

**STOP** at the ‘Check your answers’ page if you would like your application to be checked by an International Student Adviser!

Pay the IHS and application processing fee online using credit/debit card.

Print off your Document Checklist, tick the boxes and submit together with all supporting documents. Print your biometric letter and submit fingerprints at Post Office (£19.20).

**STEP C**

**After you apply**

Take a copy of your Document Checklist to the SSET Desk in the Fraser Building so a copy can be taken for the Tier 4 Compliance Team.

Await the return of your documents and BRP card (visa). Bring your new BRP to the SSET Desk in the Fraser Building so a copy can be taken for the Tier 4 Compliance Team.
Step A – before you apply

Starting your online application with UKVI
Go to the UKVI website: www.gov.uk/tier-4-general-visa

- Click on ‘Extend your visa’ and scroll down to ‘Apply for the standard or premium service’ Click on ‘apply online’:

- Read the information on the ‘Tier 4 (General) student’ page, scroll to the bottom of the screen and click the green ‘Apply now’ box.
- Click to confirm that you are in the UK
- If you do not have any other current applications with the Home Office click ‘No’.
• If you are filling in your application by yourself or with assistance from International Student Support, click ‘no’ to the Legal representation question.
• On the next screen, enter your e-mail address (you can use any e-mail address, make a note of which one you use in the Password Reminder Box on p15) and create a password. Click ‘Save and continue’.
• Click to say who this email address belongs to, click ‘save and continue’ and enter another contact email address if you have one. Click save and continue.
• Check your answers and click ‘continue’ to proceed.
• Click on the green ‘Answer questions about this person’ box to start filling in the application form for yourself.
• If you are applying with your dependants, click on the ‘Would you like to add another person to this application?’ link and click to indicate whether you are adding your spouse/partner or child:

Logging back into your online application form
• UKVI will send an e-mail to you with the subject ‘UK visa application: sign in details’.
• Please remember to save the e-mail from UKVI! This will be sent from noreply@visas-immigration.service.gov.uk. Use the link in the e-mail to log back into your application form with your password at any time:

UK Visas & Immigration
Your visa application has been saved.
Use this link to sign in to your application:

Tier 4 (General) student
UK Visas and Immigration

• If you leave the application form inactive for 25 minutes, the form will automatically log out and you will need to log in again.

• UKVI state that an application form will be deleted if it is not used for 10 weeks or more.

**Step B – during the application**

**How many points do I need for my application?**
Applications for Doctorate Extension Scheme (DES) immigration permission come under Tier 4 of the Points Based System. You must obtain the required total of 40 points in order to be granted a DES visa under Tier 4:

• 30 points are awarded for having a DES Confirmation of Acceptance for Studies (CAS) from University of Glasgow
• 10 points are for showing that you meet the financial requirements

Please note you must have obtained a CAS from the External Relations team and a DES contract from your Graduate School before you can make your application.

**When should I apply?**
You are only eligible to apply under this Scheme if you meet the requirements below:

• You must, on the date of application, have a valid Tier 4 (General) student visa which allows you to study on your PhD course (the course must be a PhD qualification or one of the doctorate qualifications listed in annex 4 of the current Tier 4 Policy Guidance); and

• You must be studying at University of Glasgow (as University of Glasgow is a Tier 4 sponsor that is a UK HEI); and
• You must not, on the date of application, have completed your course yet (you must not have received your letter of award); and

• You must be applying from within the UK; and

• You must have a Doctorate Extension Scheme CAS from University of Glasgow confirming that they expect you to complete your course on the stated expected course end date and that they will sponsor you during the 12 months you are on the scheme; and

• You must be applying no more than 60 days before the expected course end date specified on your new Tier 4 Doctorate Extension Scheme CAS from University of Glasgow.

We would advise that you start to prepare your application at least 4 months before your visa expires to give you enough time to fill in the required university paperwork and collect the necessary documents.

**How can I make the application?**
Applicants have 3 options when deciding how to apply for their visa in the UK:

- **Premium applications** (made in person at a UKVI Premium Service Centre)

As part of the online application form, you will be asked if you would like to book an in-person appointment at a UKVI Premium Service Centre.

If there is a suitable date and time available for you (the appointment must be no more than 45 working days after you have submitted your application online), you will then need to pay the full application fee in advance to secure the in-person appointment.

Once you have submitted your application online, you must print the Document Checklist and take it with all of your supporting documents to your in-person appointment. This type of application is usually processed on the day of your appointment.

<table>
<thead>
<tr>
<th>The cost for this type of application is:</th>
<th>£1085 (for the main applicant)</th>
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<tr>
<td></td>
<td>£1085 (for each dependant applying at the same time as the main applicant)</td>
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</table>

If you book an appointment and fail to attend (without good reason), UKVI will keep £100 from your pre-paid application fee.
• **Priority applications**

This type of application is usually processed within 10 working days.

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<th>The cost for this type of application is:</th>
<th>£952 (for the main applicant)</th>
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<tbody>
<tr>
<td></td>
<td>£952 (for each dependant applying at the same time as the main applicant)</td>
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Once you have submitted your application online, you must print the Document Checklist and submit your supporting documents with the Checklist within 48 hours using Special Delivery (keep your receipt as proof of postage).

• **Standard applications** (posted by yourself)

<table>
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<th>The cost for this type of application is:</th>
<th>£475 (for the main applicant)</th>
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<tbody>
<tr>
<td></td>
<td>£475 (for each dependant applying at the same time as the main applicant)</td>
</tr>
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</table>

Once you have submitted your application online, you must print the Document Checklist and submit your supporting documents with the Checklist within 15 days using Special Delivery (keep your receipt as proof of postage).

Please note that if you need your documents back quickly you should consider the Priority or Premium application services. UKVI state that their target service standards for Standard applications are 8 weeks but, in some cases, this could be longer. Remember that your passport and documents will be with UKVI for the full duration of the application process.

**Where can I get an application form?**
Apply online by following the procedures on page 3 onwards (unless you are applying with 10 or more dependants).

**What is the Immigration Healthcare Surcharge (IHS)?**
Tier 4 applicants and their dependants will be charged a compulsory additional sum of money as part of their immigration application, payment of which will entitle the applicant to receive healthcare under the National Health Service (NHS) – (please see paragraph 24-25 of the current Tier 4 Policy Guidance).

Applicants will be charged based on the duration of the period of leave granted. Where the period of leave granted includes part of a year, a pro-rata payment will be applied. Where this is for six months or less, the amount...
payable will be half the annual surcharge (£75). Where the period is for more than six months, the full annual surcharge will be payable (£150).

You will pay the IHS once you are ready to submit your form – you will need to pay by credit or debit card online. You can only submit your online form once you have completed the IHS payment.

**Can I get assistance in checking/discussing my application?**
If you would like a one-to-one appointment to discuss your application with an International Student Adviser, please book your appointment in advance via MyGlasgow (or at the Student Services Enquiry Desk on level 2, Fraser Building or phone (0141) 330 7000 if you would like to book a visa checking appointment for yourself and any dependants).

Please note the following important points about attending an appointment with an International Student Adviser to have your DES application checked:

- you must have booked an appointment with the International Student Advisers well in advance of your visa expiring.
- you must fill in your online application before you come to the appointment but you MUST stop at the ‘Check your answers’ screen of the online application form – please do not proceed to the payment page!
- You must be able to log in to your application with the Adviser and bring all supporting documents and your bank card to your appointment.
- The Online Application System accepts the following types of payment card:

![MasterCard](image1.png) ![VISA](image2.png) ![American Express](image3.png) ![Maestro](image4.png)

**What documents will I need to prepare?**
All documents must be originals – UKVI do not accept scanned copies or photocopies, unless they state otherwise. There is a checklist given at the end of this booklet which may assist you in preparing common documents required for the application. Below is some further detail about some of the common documents required. Please remember that these notes are for guidance only. There may be additional documents required, if relevant to your application.

- **Application form:** you must complete your application form online but please do not continue past the ‘Check your answers’ screen if you would like your application checked by an International Student Adviser!

- **CAS:** All applications require a Confirmation of Acceptance for Studies (CAS) which is an electronic reference number which is provided to you by the University. If you do not have a CAS, you cannot apply for a DES visa.
Please contact your Graduate to discuss applying under the DES:

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<thead>
<tr>
<th></th>
<th>Email</th>
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<tbody>
<tr>
<td>MVLS</td>
<td><a href="mailto:mvls-gradschool@glasgow.ac.uk">mvls-gradschool@glasgow.ac.uk</a></td>
</tr>
<tr>
<td>Social Sciences</td>
<td><a href="mailto:socsci-gradschool@glasgow.ac.uk">socsci-gradschool@glasgow.ac.uk</a></td>
</tr>
<tr>
<td>Arts</td>
<td><a href="mailto:gradschool.arts@glasgow.ac.uk">gradschool.arts@glasgow.ac.uk</a></td>
</tr>
<tr>
<td>Science &amp; Engineering</td>
<td><a href="mailto:scieng-gradschool@glasgow.ac.uk">scieng-gradschool@glasgow.ac.uk</a></td>
</tr>
</tbody>
</table>

- **Financial documents**: You must provide one of the accepted types of financial document as stated in paragraph 230 (paragraphs 221 & 213 if you are sponsored) of the Policy Guidance. As well as having to be the correct type of document, the content of the document must also meet all of the requirements given in the current Policy Guidance.

If you choose to apply with bank statements, you must provide a statement which covers a period of 28 consecutive days. You must show that you have held the required amount of money for the full 28 days of the statement – the balance must never fall below the required amount on any day.

The Immigration Rules require that the end of the 28-day period for which funds must be held, will be taken as the date of the closing balance on the most recent of the specified documents submitted as evidence of funds. The date of the closing balance must be no more than 31 days before the date of application.

If your bank statements do not meet these requirements your application will be refused. The account can be in your own name, or it can be a joint account (if your name appears as an account holder on the statements) or it can be an account in your parents’ name(s).

If you apply using a bank account in your parent’s or guardian's name(s), you must also provide one of the following documents to prove that they meet the UKVI definition of parent or guardian (paragraphs 231 – 233 of the Tier 4 Policy Guidance):

- Your original birth certificate showing the names of your parent(s); or
- Your original certificate of adoption showing the names of both parent(s) or legal guardian; or
- An original Court document (or a notarised copy) naming your legal guardian(s)

In addition to one of these legal documents, you must also provide an original signed and dated letter from your parent, parents or legal guardian which confirms that they are your parent, parents or legal guardian and that they consent to their funds being available to you for study in the UK.
• **Unconditional consent letter from sponsor**: You will need your sponsor’s permission to remain in the UK if:

- you are currently financially sponsored by a government or an international scholarship agency, or your financial sponsorship ended within 12 months of your application being made

You must provide UKVI with an original letter from your sponsor stating that they have no objection to you continuing your studies in the UK. If your financial sponsor does not give consent, UKVI will refuse your DES application. The letter must meet the requirements in paragraphs 221 – 213 of the Tier 4 Policy Guidance.

• **ATAS certificate**: According to the current Tier 4 Policy Guidance “…you do not need to hold or apply for an Academic Technology Approval Certificate (ATAS) to cover your time spent on the Doctorate Extension Scheme. If, however, you are currently studying a course (or period of research) that requires an ATAS Clearance Certificate, and your course end date given on the CAS is postponed for a period of more than 3 calendar months, you must apply within 28 days of being notified of the change in course for a new ATAS Clearance Certificate to cover the rest of your time on that course”.

It is your responsibility to find out if your course requires ATAS approval and to obtain the ATAS certificate in advance of applying for your visa extension to start your new course or continue on your existing course.

You should allow at least 2-3 months for your ATAS application to be processed. It is not necessary to enter a CAS number on your ATAS application - you can apply for ATAS before being issued with a CAS (using the information on your offer letter and the end date of study confirmed to you).

For further information on ATAS certificates, please check the ATAS website www.gov.uk/academic-technology-approval-scheme

• **Translations**: If any of your required documents are not in English or Welsh, you must also submit a translation from a professional translator and the translation must meet all the requirements below: This translation must include:

  • details of the translator/translation company’s credentials; and
  • confirmation that it is an accurate translation of the original document;
  • the translator/translation company’s contact details;
  • the date of the translation; and
  • the original signature of the translator (photocopies or scans are not accepted). See paragraph 16 of the current Policy Guidance.

**How much money do I need to show?**: The details below should provide some introductory information to assist you, however please check the current Policy Guidance for full details on your situation.

For use 19-07-18 onwards.
Living costs for the Tier 4 DES application: You will need to show that you have the money for living costs. Remember it is vital to check the current Policy Guidance to ensure that you are submitting documents that UKVI will accept and that the documents contain the required content.

When applying for leave to remain on the Doctorate Extension Scheme you must show that you have held the following money for your maintenance:

<table>
<thead>
<tr>
<th>Maintenance funds needed (see paragraph 191 of the current Policy Guidance)</th>
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<tr>
<td>(For continuing students) any outstanding fees for next period of study</td>
</tr>
<tr>
<td>And</td>
</tr>
<tr>
<td>£1,015 to cover living costs for each month of the required 2 month period</td>
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<td>(total: £2,030)</td>
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</tbody>
</table>

If your current leave is in a category other than Tier 4 General student/Student, you will not be eligible to apply under the DES.

Where can I find the up to date application information?
All information on the application process, including the Policy Guidance is given at the UKVI webpages below. Changes to the Rules and Guidance are frequent and it is your responsibility to ensure that you are up to date on any issues which will affect your application:
www.gov.uk/tier-4-general-visa
www.gov.uk/tier-4-general-visa/family-members

What do I do if I have my dependant family members here with me? There is no specific information about preparing applications for Dependants of Tier 4 (DES) visa holders in the PBS Dependant Policy Guidance. Therefore, you should follow the information about family members of Tier 4 (General) students which you can find at the link below:

You will need to include your dependants’ details in your online application form and provide additional documents to show a level of funds for each dependant in addition to the funds shown for yourself. The Immigration Rules make no special provision for family members of DES applicants.

However, paragraph 88 of the Points Based System Dependant Policy Guidance contains a concession that permits the family members of DES applicants and those granted leave under DES to provide evidence of only 2 months' worth of funds.
Final tips
Please remember the following points about submitting your application:

- You can book an appointment with an International Student Adviser to ask us to check your application and documents. However, remember that you will have to stop at the ‘Check your answers’ screen for an Adviser to be able to see and edit your application online.

- You will pay your Immigration Healthcare Surcharge (IHS) when you submit your DES visa application.

- You must ensure that you complete all of the sections of the form which are required. Do not forget to include the address of where you would like all UKVI correspondence and your documents to be returned to (this cannot be the address of the University).

- If you are making a Standard or Priority application, send your application and documents using Special Delivery and keep the Special Delivery receipt and all UKVI correspondence.

- Once you have submitted your application, please ensure you take a copy of your Document Checklist to the Student Services Enquiry desk, level 2, Fraser Building so that the University’s Tier 4 Compliance team can keep a copy or alternatively e-mail a copy to the team at tier4compliance@glasgow.ac.uk

- Always check http://www.gov.uk/tier-4-general-visa to ensure that you are aware of the most up to date rules and regulations before you submit your application.

- If you change address, you must inform UKVI so that they can send all correspondence to reach you: www.gov.uk/change-circumstances-visa-brp
Step C – after you apply

Paragraphs 120-129, 194, 324 & 325 of the current Tier 4 Policy Guidance discuss Tier 4 DES applicants and the Tier 4 DES visa type.

Reminder of DES visa holder responsibilities

✓ Providing information to the University

After eligibility forms are approved, you will be issued with a contract explaining the responsibilities attached to having a DES visa. These include responding to contact points, keeping University of Glasgow updated with your correct contact details, informing the University of any change in your circumstances etc.

Remember that you will have other responsibilities outwith the University:

✓ Registration & providing information to the Police

You must register with the Police at the appointed times if this is a requirement for you. If you are not sure whether this is a requirement for you, check your decision letter or your Biometric Residence Permit card (on the back of the card – the ‘Remarks’ section).

If any of the information written on your Police Registration Certificate changes, (e.g. address, course, visa/passport details) you must inform the Police within 7 days of the change so that your Certificate may be updated.

✓ Registration & providing information to UKVI

You must also inform UKVI of any changes to your/your dependant's:
  o Address
  o Passport
  o contact details and other details
  o If you change address, you must inform UKVI so that they can send all correspondence to reach you:
    www.gov.uk/change-circumstances-visa-brp

For use 19-07-18 onwards.
Checklists / help sheets

PASSWORD REMINDER BOX

Please use the box below to make a note of the e-mail address and password that you used to register with UKVI to start filling in your application form.

<table>
<thead>
<tr>
<th>Email address</th>
<th>Password</th>
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<td></td>
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</table>

If you have an appointment with an International Student Adviser, please bring this with you so that you are able to log in online. If you forget your password, the Adviser will not be able to check your visa application.

**Remember to keep your password safe and private.**

Please remember that it is your responsibility to ensure that you are fully aware of the regulations under the scheme – UKVI update the rules and application procedure regularly so please ensure that you understand the regulations before you make any application.
**DOCUMENT CHECKLIST**

Please note that this list is for guidance only. There may be additional documents required, if relevant to your application.

<table>
<thead>
<tr>
<th>COMMON DOCUMENTS REQUIRED FOR A DES APPLICATION</th>
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<tbody>
<tr>
<td>• The completed Tier 4 application form</td>
<td>The form must be completed online and the Document Checklist must be printed out, ticked and submitted to UKVI with your supporting documents.</td>
</tr>
<tr>
<td>• Your current, valid passport</td>
<td>You must also submit any other passports which contain your current visa.</td>
</tr>
<tr>
<td>• 2 recent UK passport-sized photographs</td>
<td>Please see the UKVI Photograph Guidance notes. You must write your name on the back of each photograph.</td>
</tr>
<tr>
<td>• Application fee and IHS payment</td>
<td>You must pay online by card when you are ready to submit your application.</td>
</tr>
<tr>
<td>• Biometric Residence Permit</td>
<td>Only if this is applicable to you.</td>
</tr>
<tr>
<td>• Police Registration Certificate</td>
<td>Only if you are required to obtain one. All the details on your certificate must be up-to-date.</td>
</tr>
<tr>
<td>• Confirmation of Acceptance for Studies (CAS)</td>
<td>See page 9 for how to request a CAS.</td>
</tr>
<tr>
<td>• Financial documents showing the appropriate funds for a consecutive 28 day period ending no more than 31 days before the date of your application.</td>
<td>(If you are not fully sponsored by an official financial sponsor). The document must meet the requirements in paragraph 230 of the Policy Guidance.</td>
</tr>
<tr>
<td>• Letter from an Official Financial Sponsor</td>
<td>(Only if you receive official financial sponsorship). The letter must meet the requirements in paragraphs 221 &amp; 213 of the current Policy Guidance.</td>
</tr>
<tr>
<td>• Translations</td>
<td>You must provide an official certified translation of any document which is not in English. Translations must meet the requirements in paragraph 16 of the Policy Guidance.</td>
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</table>