**Postgraduate Research and Operations**

**CAS REQUEST FORM – DOCTORATE EXTENSION SCHEME APPLICATION**

**For a Confirmation of Acceptance for Studies (CAS)**

**Please note you cannot apply for a Doctorate Extension Scheme CAS until the outcome of your viva is known.**

**The current Home Office policy guidance states that a CAS for the Doctorate Extension Scheme can only be issued within 60 days of your new course end date, for this reason there may be a delay in your CAS being issued.**

**Please complete this form and return to** [**internationalstudents@leeds.ac.uk**](mailto:internationalstudents@leeds.ac.uk)

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| **STUDENT INFORMATION** | | | |
| **Family Name:** |  | | |
| **First Name:** |  | | |
| **Date of Birth:** |  | | |
| **Student ID Number:** |  | | |
| **Nationality / Nationalities:** |  | | |
| **Country of Birth:** |  | | |
| **Passport Number / Numbers:** |  | | |
| **Passport Expiry Date:** |  | | |
| **Visa Expiry Date (1)** |  | | |
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| **COURSE INFORMATION** | | | |
| **Programme of Study** (eg: PhD History ) | |  | |
| **Year of study** (eg: 1st Year. For one year programmes write 1st year) | |  | |
| **Expected End Date of your programme of study \* (see further information)** | |  | |
| **EXAMINATION DETAILS** | | | |
| **Viva Date** |  | | |
| **Examiners Recommendation:** | | | |
| **Pass (no corrections)** | *No corrections required to the thesis. Final hard bound thesis and Thesis Deposit Form to be submitted to PGRO by no later than 1 month after the viva date* | |  |
| **Pass with editorial and presentational corrections** | *Corrections to be completed within 4 weeks of the date of the viva. Final hard bound thesis to be submitted to PGRO (and eThesis uploaded) by no later than 1 month after the Internal Examiner has approved the corrections* | |  |
| **Pass with minor deficiencies** | *Corrections to be completed within 12 weeks of the date of the viva. Final hard bound thesis to be submitted to PGRO (and eThesis uploaded) by no later than 1 month after the Internal Examiner has approved the corrections.* | |  |
| **Referral for resubmission / MPhil award on PhD submission / Fail** | Please note: *in the event of one of these recommendations, candidates will not be eligible to apply under the Doctorate Extension Scheme.* | | |

**\*Expected End Date of Study:**

You should base this around the date you are expecting to submit you final, corrected, hard bound thesis to PGR & Operations. The University will check this date against our records and will contact you to confirm the expected end date to be used before the CAS is issued. We will let you know at this stage if the date you have suggested seems too early or too late.

The Expected End Date is the date on which your name appears on a University pass list and your doctorate is awarded. This is possible when all the following steps have been completed: [http://students.leeds.ac.uk/info/10125/assessment/916/award\_of\_your\_research\_degree\_and\_graduation](http://students.leeds.ac.uk/info/10125/assessment/916/award_of_your_research_degree_and_graduation%20) ):

* Your examiners’ report (completed after the viva) has been ratified by the Graduate Board’s Examinations Group at one of its meetings (dates are published here <http://ses.leeds.ac.uk/info/20620/research_student_assessment/765/examinations_group>)
* You have completed all corrections to your thesis to the satisfaction of your Internal Examiner, and PGRO has received confirmation of this from the Internal Examiner You have handed in your final, hard bound thesis (and uploaded your eThesis if required).
* You have settled any tuition fee debt to the University

The University must enter an Expected End Date of your programme of study onto the CAS that you need to use for the Doctorate Extension Scheme.

The University can only assign you a Tier 4 CAS for the Doctorate Extension Scheme if you are within 60 days of the expected end date of your programme of study. We are unable to assign you a CAS after it has confirmed that your doctorate has been awarded.

You must apply to UKVI before the expected end date on the CAS issued for the Doctorate Extension Scheme application. You must also make a valid application before your current immigration permission expires. Remember that you must have held your funds for 28 days or longer before the date of your application.

If, after your CAS has been assigned, you find out that you are likely to receive confirmation of your award later than the expected end date on the CAS, you can still apply under the scheme as long as you do this before the expected end date on the CAS and before your current Tier 4 leave expires. The University isrequired to report your actual completion date to the Home Office. Please note that the 12-month period starts from the Expected End Date, even if there is a delay to your award.

For the reasons above please choose your expected end date carefully. The University will check this date against our records and contact you if the date seems too early or too late.

**Terms and Conditions:**

It is the student’s responsibility to abide by the conditions of their Tier 4 leave – please see

<http://students.leeds.ac.uk/info/21406/your_visa/851/tier_4_responsibilities> and

<http://www.ukcisa.org.uk/International-Students/The-next-stage/Working-after-your-studies/Doctorate-Extension-Scheme/>

Under the Doctorate Extension Scheme the University is obliged by the Home Office to contact you on at least two occasions during this 12 month period whilst this visa is valid to ensure you are adhering to the conditions of this visa. You must provide a contact email address for this purpose, and must confirm that you will regularly check this account and respond to emails from the University promptly. **Your student email account will no longer be valid during this period so please provide an alternative email address.**

If you fail to respond to an email from the University we must report this to the Home Office and you will be expected to leave the UK. The Home Office can take action to cut short your immigration permission if you do not comply with this requirement.

You must also inform the University if you leave the UK and do not intend to return before your Doctorate Extension Scheme leave expires or if you are granted immigration permission under a different category. You must do this by informing [rp\_student@leeds.ac.uk](mailto:rp_student@leeds.ac.uk)

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| **STUDENT CONTACT DETAILS** | |
| E-mail address: |  |
| Telephone Number: |  |

We will not issue a CAS to you unless we have an appropriate email address – please see above

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| **ATTACH IDENTITY DOCUMENTS/ FINANCIAL EVIDENCE DOCUMENTS** | |
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| 1. **Copy of your current visa and passport** |  |
| 1. **If you have previously been financially sponsored with the last 12 months:**   **and this has come to an end within the last 12 months, you must provide a letter of consent for the visa application from your sponsor** |  |
| 1. **Personal bank statements** |  |
| 1. **Number of Dependants** |  |

**Personal bank statements:** Please attach evidence that you can meet the financial requirements for the Doctorate Extension Scheme. You will need to prove that you have held £2,030 in your personal bank account for 28 days continuously at the time you make your CAS request, using bank statements dated within the last 31 days.

**If you are applying with Dependants:** You will need to show an additional £1,360 for each dependant held in your personal bank account, in the same manner as above.

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| **DECLARATION** | |
| I confirm that the information provided is true and accurate.  I confirm I have read and understood the **Disclaime**r on this form below.  I agree to abide by Tier 4 Doctorate Extension Scheme and University requirements.  I have attached all relevant documentation as requested. | |
| Student Signature: | Date: |

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| **DISCLAIMER:** |
| **We will approve the issuing of a CAS to you on the basis that you meet all the Tier 4 policy requirements at the time of your request.**  **Please note that the issuing of a CAS to you does not guarantee that your DES visa application will be successful.**  **You should ensure that all the documents you submit with your application meet the Tier 4 (DES) policy requirements on the date your application is submitted online.**  **After you receive your CAS, we recommend that you visit the International Student Office enquiry desk to book an appointment for an Adviser to check your application and documents, before your visa application is submitted.** |