Guidance for the Application to be Sponsored Under the Doctorate Extension Scheme

What is the Doctorate Extension Scheme?

This Scheme came into force on 6 April 2013 and is designed to give students who have almost finished their UK PhD or other doctorate qualification an additional 12 months of Tier 4 (General) immigration permission in which to look for and start work in the UK. Further details can be found at:

- [http://www.ukba.homeoffice.gov.uk/visas-immigration/studying/adult-students/applying-inside-uk/](http://www.ukba.homeoffice.gov.uk/visas-immigration/studying/adult-students/applying-inside-uk/)

Who can apply for sponsorship from Royal Holloway under the Doctorate Extension Scheme?

- You must be a PhD / DClinPsy student whose current Tier 4 visa is being sponsored by Royal Holloway.
- You must be in the UK to apply under this Scheme.
- Your award* date must be before your Tier 4 visa expires (see below for details about the award date).
- You must be able to provide proof that you have funds of £2350 available for a period of at least 28 days before you apply for the Scheme. Additional funds will be required if you are applying with dependants.

*Award Date

- The Immigration Rules refer to the "expected end date" of the doctoral study. The end date is defined as "the date the PhD is formally confirmed, by the sponsor, as completed to the standard required for the award of a PhD". In other words, the end date for these purposes is the same as your PhD award date.
- The date of the PhD award is the 1st of the month following the Faculty Dean's approval of your award (e.g. if your Minor Corrections have been signed off by your examiner mid-June and the confirmation of your award is then approved by the Faculty Dean by the end of June, your award date will be 1st July).

What is the Application Process?

1. Ideally prior to the submission of your thesis
   - Contact the International Student Support Office (ISSO) to express interest in applying for the Scheme.
   - They will liaise with Student Administration about what needs to be done to ensure that you are eligible under the Scheme (e.g. what the latest award date is that you would need in order to be eligible for the Scheme and what stages need to be gone through to ensure you achieve this award date)
     - [internationalAdvice@rhul.ac.uk](mailto:internationalAdvice@rhul.ac.uk)
     - [http://www.rhul.ac.uk/international/support/studentsupportservices/home.aspx](http://www.rhul.ac.uk/international/support/studentsupportservices/home.aspx)

2. 3 months prior to your expected award date
   - Check that you will be able to prove that you have funds of £2350 available for the 28 days prior before you apply for the scheme. Additional funds will be required if you are applying with dependants.

3. Once you have had your viva
   - Complete the ‘Application to be Sponsored under the Doctorate Extension Scheme’ form and submit to ISSO. You must apply for the Doctorate Extension Scheme within the period of 60 days before your expected award date and therefore it is advisable to wait until you know the outcome of your viva before applying so that you and Royal Holloway have a better idea what your award date is likely to be.
   - The International Student Support Office will check your application and check that you have the necessary funds available for your application. If you are eligible, they will forward a copy of the ‘Application to be Sponsored under the Doctorate Extension Scheme’ to Student Administration so that a CAS (Confirmation of Acceptance for Studies) can be issued.
   - You must apply for the Doctorate Extension Scheme through ISSO. Therefore, once the CAS is ready, it will be sent directly to ISSO, who will then contact you to inform you what they require from you so that the application for the Scheme can be made. Please note that you cannot apply for the Doctorate Extension Scheme after your actual award date.

If you have any queries, please contact the International Student Support Office, IN009 International Building.
[internationalAdvice@rhul.ac.uk](mailto:internationalAdvice@rhul.ac.uk) / [http://www.rhul.ac.uk/international/support/studentsupportservices/home.aspx](http://www.rhul.ac.uk/international/support/studentsupportservices/home.aspx)