

## Postgraduate Research (PhD) - Visa Extension Request

You should complete this form if you wish to request additional Tier 4 sponsorship to complete your Postgraduate Research (PhD) Degree. Once completed please submit this with the supporting evidence to Immigration Compliance by email to [visa@keele.ac.uk](mailto:visa@keele.ac.uk) This form is to be completed by the student, their supervisor and the Director of Postgraduate Research.

The extension can only be for you to undertake your Viva and/or corrections or for you to complete their research in the UK, whereby if a Viva cannot be scheduled during this time, you would need to return to the UK on a Short Term Study Visa for your Viva. Any Tier 4 extension will be for a maximum of 6 months from the outset and will not be extended any further. Before completing this form you are required to read the requirements and conditions of a request for an extension of Tier 4 Sponsorship on the reverse of this form. In addition this is available from the Student Services Centre or can be downloaded from Immigration Compliance webpages [www.keele.ac.uk/visa](http://www.keele.ac.uk/visa).

### For Completion by the student

Full Name:					
Keele Student Number:		Requested extension: <i>Up to 6 months</i>			
Current Visa Type:		Visa Start Date:		Visa Expiry Date:	
Expected course end date on CAS:					
Have you submitted your thesis?		Yes / No (delete as appropriate)			
What is the date of your viva if known? <i>Please provide the result if known:</i>					
When is the result of your Viva expected to go to Research Degrees Committee (RDC)?					
Do you have a financial sponsor? <i>If yes the sponsor must confirm that you have permission (supporting letter) to extend your course of study.</i>					

By signing this form the student agrees that the information they have provided is correct, that they meet the requirements for a Visa extension and agree to the conditions of sponsorship as stated on the reverse of this form.

Student signature .....

Date .....

### For Completion by the students supervisor and the Director of Postgraduate Research

New expected course end / completion date:	
When is the result of the students Viva expected to go to Research Degrees Committee (RDC)?	

Please outline the specific resource and facilities the student needs to complete their Degree in the UK along with information as to why the student has been unable complete in the permitted time in the students Visa.

*Please provide details below, using additional pages as necessary along with attaching copies the student's progression reports, decisions and outcomes:*

Agreement that the information is correct and that the student fulfils the requirements of sponsorship as stated on the reverse of this form. Please note this information will be shared with the UK Home Office.

Supervisor : Date: Signed:	PGR Director : Date: Signed:
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The result of your request for a Visa extension and additional Tier 4 sponsorship will be communicated to the student in writing to their Keele email address.

### **Requirements of additional Tier 4 Sponsorship**

- a) The student's extension can only be for either the student to undertake their Viva and/or corrections or for the student to complete their research in the UK, allowing for them to return to the UK on a Short Term Study Visa for their Viva.
- b) The research area must detail the specific resources and need for the student to continue their studies from within the United Kingdom.
- c) The research area must submit details of why the student has not been able to complete their PhD in the time permitted on the student's first CAS / Visa. This should include progression reports, decision and outcomes identifying the student's inability to progress along with, any actions and/or remedies that were undertaken.
- d) Where the extension is to allow for a Viva, the research area must provide evidence of why it has not been able to schedule it within the student's end date on their CAS. For example the availability of external examiners. To note students who request to move their Viva following a provisional date will not be considered unless there are approved extenuating circumstances.
- e) Students who have transferred /continued their previous research or who have restarted their PhD / research after 05/04/16 will not be eligible for an extension and must apply for a new Tier 4 Visa from outside of the UK at the point of restarting their research.
- f) Students who have any part of their course at Keele externally funded must have the extension agreed by financial sponsor.
- g) The student must currently hold an in date Tier 4 Visa sponsored by Keele University (sponsor licence number CY3B57GX4) which is expiring within the next 4 months.
- h) A student must not have had a previous extension (Student who has had their Visa cancelled for an agreed LOA will be considered on a case by case basis).
- i) If the research requires Academic Technology Approval Scheme (ATAS), must have ATAS clearance in place before extension is agreed.
- j) If a student has already undertaken and completed a course leading to the award of a PhD / Postgraduate Research qualification / Master's degree by research in the UK, the extension (included the proposed new additional time, referred to as a grant of leave) must not lead to the student having spent more than 8 years in the UK as a Tier 4 or pre Tier 4 Student.
- k) A student must not have had their Visa cancelled (except for those taking an agreed LOA) or breached the conditions of their Visa.
- l) Must be in a position to make a Tier 4 Visa application (for example have the required level funds available for themselves and dependants if applicable).
- m) These requirements are not an exhaustive list and may be amended / added to with changes in the UK Immigration rules.

### **Conditions of additional Tier 4 Sponsorship**

- i. A Student's Tier 4 Leave will be cancelled within 28 days of the student being informed they can lodge their bound thesis with the Library or within 10 days of the student lodging their bound theses whichever is the sooner.
- ii. A student's Immigration history and record will be checked with the UKVI to see if they are suitable for sponsorship by the University.
- iii. Any further extension to study in the UK will not be sponsored on Tier4 and if necessary a student will need to return to the UK on a Short Term Study Visa.
- iv. Please note that students would not be eligible for Tier 4 DES at Keele as by taking an extension they would not fulfil the requirements for Tier 4 DES at Keele University.