

## Timescales for CAS requests post-submission

For many PhD students, your Tier 4 visa will offer you sufficient time in the UK to complete your programme. However, if you find that you need further time under Tier 4 to complete your programme you should be aware that the procedures involved in issuing a new CAS may be lengthy and, therefore, you are requested to read the information below carefully so that you have an expectation of the timescales involved in progressing sponsorship for a Tier 4 application in the UK.

### Tier 4 General

If you are approaching the end of your visa, you should be aware that the Visa Team will only issue a Confirmation of Acceptance for Studies (CAS) for a Tier 4 General application to a PGR student where:

- There is a confirmed genuine academic reason for the student to remain in the UK, and;
- The Visa Team has an official confirmed deadline for the end of the programme, which is provided by either the Research Student Support Team or the Graduate School in the Faculty of Medical Sciences and;
- The student fully meets the requirements to make a valid Tier 4 application in the UK (including the requirements for any dependents applying at the same time), and;
- The student has attended a Tier 4 workshop within 3 months of their intended date of Tier 4 application, and;
- The student submits a CAS request to the Visa Team 8 weeks before the expiry date of their current visa ([www.ncl.ac.uk/students/progress/visa/Renewal/CAS/index.htm](http://www.ncl.ac.uk/students/progress/visa/Renewal/CAS/index.htm)), and;
- The student allows a reasonable timescale (a minimum of 5 working days) to make a Tier 4 application before the current visa expires, and;
- They can meet all other requirements set out in the *Policy governing the immigration sponsorship, and registration, of non-EEA students* [www.ncl.ac.uk/students/progress/visa/T4SponsorPolicy/index.htm](http://www.ncl.ac.uk/students/progress/visa/T4SponsorPolicy/index.htm)

You should consider the following approximate possible timescales involved in obtaining the required verifications:

- Approximately 12 weeks from submission to date of oral examination
- Approximately 2 weeks from date of oral examination to confirmation of outcome from the Research Student Support Team or the Graduate School in the Faculty of Medical Sciences

**\*Where a student is within one calendar month of their Tier 4 expiry date and does not have a confirmed date for a viva or a confirmed outcome following a viva, the student will be issued with a discretionary 3 month CAS (allowing a 7 month visa) from the visa expiry date. This cannot be altered at a later date. In all other cases, the CAS will be issued in line with academic requirements only.**

### The Doctorate Extension Scheme

If you are a student who is close to the submission of a hardbound thesis, the Visa Team may issue a Confirmation of Acceptance for Studies for the Doctorate Extension Scheme, where a PGR student;

- Is within 60 days of an officially confirmed date for the hardbound submission of their thesis\*\* (not the date of re-submission)

- Fully meets the requirements to make a valid Tier 4 application in the UK (including the requirements for any dependents applying at the same time), and;
- Has attended a Tier 4 workshop within 3 months of their intended date of Tier 4 application, and;
- Submits a CAS request to the Visa Team with the required documentary evidence at least 4 weeks before the expiry date of their current visa ([www.ncl.ac.uk/students/progress/visa/Renewal/CAS/index.htm](http://www.ncl.ac.uk/students/progress/visa/Renewal/CAS/index.htm)), and;
- Allows a reasonable timescale (a minimum of 5 working days) to make a Tier 4 application before the current visa expires, and;
- Can meet all other requirements set out in the *Policy governing the immigration sponsorship, and registration, of non-EEA students* [www.ncl.ac.uk/students/progress/visa/T4SponsorPolicy/index.htm](http://www.ncl.ac.uk/students/progress/visa/T4SponsorPolicy/index.htm), and;
- Confirms that they will be making an application for leave to remain under the Doctorate Extension Scheme, rather than in another immigration category, and;
- Is not currently in breach of their working conditions under Tier 4 General.

\*\*The Visa Team cannot act without the official confirmed date from the Research Student Support Team or the Graduate School in the Faculty of Medical Sciences. In preparing your course of action in respect of your immigration status, you should consider the following approximate possible timescales involved in obtaining the required verification:

- Approximately 4 weeks for examination of minor corrections or minor revisions to confirmation of submission of hardbound thesis from the Research Student Support Team or the Graduate School in the Faculty of Medical Sciences
- Approximately 12 weeks for examination of a full re-submission to confirmation of submission of hardbound thesis from the Research Student Support Team or the Graduate School in the Faculty of Medical Sciences

The timescales only apply if an award is being recommended and no further corrections are required.

**If you believe you may require extra time under Tier 4, it is essential that you recognise, and allow for the timescales involved in completing all procedures in respect of obtaining a CAS and accessing an appointment for submission of the Tier 4 application with the Visa Team.**

**Unfortunately, in some circumstances, limited remaining immigration leave may not allow time for all of the required procedures to be followed.**

**You should be aware that if the end of your leave is approaching and it is not possible to complete all of the necessary procedures outlined above, you should always be prepared to leave the UK or switch in to another appropriate immigration category before the expiry date of your current visa.**

**If it is confirmed that there is an academic need for you to return to the UK to complete the programme at a later date, then further advice should be sought from the Visa Team.**