Tier 4 Doctorate Extension Scheme – your responsibilities

Your responsibilities under the Tier 4 Doctorate Extension Scheme apply from the date on which your degree is approved by the Board of Graduate Studies without condition, assuming you have made a valid visa application prior to this date. These responsibilities only end either at visa expiry, if the University ceases sponsorship or if you inform us that you no longer require your Tier 4 DES visa.

1. **Outcome of visa application**

You must inform the International Student Office ([internationalstudents@admin.cam.ac.uk](mailto:internationalstudents@admin.cam.ac.uk)) as soon as you receive the outcome of your visa application and arrange to visit our office with the original visa for scanning within one week.

2. **Keeping contact with us**

Whether a decision has been made on your application or not, the University will contact you by e-mail at **three points** during the twelve month period after degree completion.

These contacts will take place after each Cambridge term; falling in the second week of December, the fourth week in March and the first week in July.

If you do not respond to any one of the termly contact e-mails within ten working days of sending, the University will report this missed contact to the Home Office.

**If we are unable to establish contact within fifteen working days of our original e-mail we will cease visa sponsorship. At this point the Home Office will likely curtail your leave.**

Each e-mail will ask you to confirm that you have not permanently left the UK and will ask for an update of your situation, and intentions, since the last contact. **Please note, if you do leave the UK permanently or switch to another immigration route, e.g. Tier2, you must let us know as soon as possible, even if you are not due to make contact at that time.**

3. **Your contact details**

Please ensure that the International Student Office hold up to date contact details for you – if these are incorrect and, as a result, we are unable to make contact with you this could cause your visa to be curtailed.