Recommendation for Extension to Confirmation of Enrolment Deadline (Research)

Please Note: Any relevant evidence must be attached (such as a medical letter) before the request will be considered or approved. Original hard copies of documents must be submitted to the department and scanned in by the department to be attached to the application request.

Part A: Student details Please type or print in block capitals

First name __________________________ Surname __________________________

Student number __________________________ Department __________________________

Tier 4 visa holder (International students only) [ ] (tick box if yes)

You may need to apply for an extension to your Tier 4 visa if this request is approved. You are reminded that it is your responsibility to ensure that you are not in breach of immigration regulations. Advice can be obtained from the University's Immigration Advice service: www.york.ac.uk/immigration/

Programme of Study __________________________

Date your studies began [ ] / [ ] / [ ] Current year of study [ ]

e.g. Year 1

Mode of attendance Full-time [ ] Part-time [ ] Distance Learning [ ]

Current confirmation of enrolment date [ ] / [ ] / [ ]

Source of funding (if in receipt of studentship/ scholarship/student loan) __________________________

Extension details New confirmation of enrolment date requested [ ] / [ ] / [ ]

Please give a detailed and clear account of the reasons why the completion of confirmation of enrolment is delayed

Please continue on separate sheet if necessary.
Please give details of any previous extensions to your confirmation of enrolment deadline

Student’s Signature  Date

Part B – To be completed by Supervisor

Please comment on each element of the student's statement and state what level of support the student will receive from you to ensure that confirmation of enrolment is complete by the proposed new deadline.

Tier 4 visa holder? □ (tick box if yes)
If the above student is required to complete their studies in the UK, they may need to apply for an extension to their Tier 4 visa.

Supervisor’s name
(please print)

Signed
Date

Please give all details, including dates of previous extensions, continue on separate sheet if necessary.
Part C – Authorisation: To be completed by Graduate Chair (or departmental equivalent)

I approve this recommendation for an extension to confirmation of enrolment.

Graduate Chair’s Name (please print) 
Signed 

Date 

Recommended extended confirmation date 

/ / 

I DO NOT approve this recommendation for an extension of confirmation of enrolment.

Graduate Chair’s Name (please print) 
Signed  

/ / 

If the Graduate Chair is not available, the chair of Board of Studies can authorise the request on their behalf.

When completed this form must be sent to Research Special Cases (research-special-cases@york.ac.uk) from the University email address of the Graduate Chair or the Chair must be copied into the email to be processed.