



## **ATAS Application Guide**

The **Academic Technology Approval Scheme** (ATAS) applies to all international students and researchers (apart from exempt nationalities) who are subject to UK immigration control and are intending to study or research at postgraduate level in certain sensitive subjects.

If you are required to obtain an ATAS certificate for your visa application or to be allowed to study in the UK, the Student Immigration Service will notify you in advance to ensure you have plenty of time to submit the application and obtain the ATAS certificate.

If you are a new student, you will receive further communication regarding whether or not you need to apply for ATAS clearance once you have received your offer.

If you are a current student and are making any changes to your course, then the Student Immigration Service will let you know whether you need ATAS clearance or not once we are notified of the change. We recommend that you discuss your potential course change with us prior to making the change, so we can advise you accordingly.

### **The ATAS application process**

If you are advised to apply for an ATAS certificate, you will need to submit the application online, on the [Foreign and Commonwealth Office website](#). It does not cost anything to submit an ATAS application.

Once the application is approved, both you and The Student Immigration Service will receive a copy of your certificate via email and the certificate is valid for 6 months from the date of issue. If your application is not successful, please get in contact with us so we can advise on next steps.

You will find below a step-by-step breakdown of the online ATAS application, to help you navigate the form. It may take around 1 hour to complete the form. Sections can be completed in any order, and you can save your progress and continue at a later date.

We have also included a Frequently Asked Questions section at the end of this guide to which you can refer. If your question is not answered by this guide or your ATAS application is not successful, please get in touch with us via our email [studentimmigrationservice@bath.ac.uk](mailto:studentimmigrationservice@bath.ac.uk) so we can assist you.

## Step by step process

The screenshot shows the first page of the ATAS application form. At the top, there is a black header with the GOV.UK logo and the text 'Academic Technology Approval Scheme'. On the right side of the header, there are links for 'Create an account' and 'Sign in'. The main heading is 'Check if you need an ATAS certificate'. Below this, there is a grey box containing instructions: 'Please do not complete an application without referring to the guidance available at: [www.gov.uk/academic-technology-approval-scheme](http://www.gov.uk/academic-technology-approval-scheme). Failure to follow the guidance may delay your application. To check if you need an ATAS certificate you will need to know the CAH3 code that applies to your course or research. Your Higher Education Institute (HEI) or employer will either include this on your official offer letter or will be able to confirm it for you separately.'

CAH3 code  
Please Select --

Are you a taught / research student or are you a researcher?  
 Taught / research student  Researcher

What is your country of nationality?  
Please Select --

Check

The first page of the application form will look like this. You must first select the correct **CAH3 code**, which will have been provided to you in the ATAS information email which you will have received. If you applying to study a PHD/Part-time PHD, you will need to select **Taught / Research student**. You should only select **Researcher** if you are coming to the University of Bath as an academic member of staff, not a student. You should then select your **nationality** as it appears on your passport.

The screenshot shows the second page of the ATAS application form. It has the same header as the first page. The main heading is 'Check if you need an ATAS certificate'. Below this, there is a warning icon (exclamation mark in a circle) followed by the text: 'Your answers indicate that you will require an ATAS certificate to study or research in the UK.' Below this, there is a paragraph of text: 'You will need to apply for an ATAS certificate before applying for your visa or extension of stay. The possession of an ATAS certificate does not guarantee you a visa or extension of stay. You must also provide evidence that you meet the usual student or research criteria. Visa applications will also automatically be refused if you need an ATAS certificate and cannot provide one.' Below this, there is another paragraph: 'In order to apply for an ATAS certificate you will need to create a user account, or sign in if you have one already.'

Create An Account Sign In

If the information you have provided indicates that you require an ATAS certificate, you will see this screen. You will then need to **create an account** if this is the first application you have submitted, otherwise you can **sign in** if you have already created an account.

The screenshot shows the 'Create an account' page. At the top, there is a header with the GOV.UK logo and the title 'Academic Technology Approval Scheme'. On the right side of the header, there are links for 'Create an account' and 'Sign in'. The main heading is 'Create an account'. Below this, there is a sub-heading: 'Create an account to save and submit your applications. If you've already created an account, you can [sign in](#).' There are three input fields: 'Email address', 'Password', and 'Confirm password'. Below the 'Password' field, there is a note: 'This must be at least 9 characters and contain uppercase letters, lowercase letters and numbers.' At the bottom, there is a green button labeled 'Create account'.

Once you have created an account, you will be prompted to start an ATAS application.

The screenshot shows the 'Your applications' page. At the top, there is a header with the GOV.UK logo and the title 'Academic Technology Approval Scheme'. On the right side of the header, there are links for 'Your applications (0)', 'Your account', and 'Sign out'. The main heading is 'Your applications'. Below this, there is a sub-heading: 'There are no applications that you have created or submitted online.' At the bottom, there is a green button labeled 'Apply for an ATAS certificate'.

You will then be asked to confirm whether the course for which you are applying for ATAS is going to be a **taught course** or a **research course**. Please select the option that is relevant to you.

The screenshot shows the 'Apply for an ATAS certificate' page. At the top, there is a header with the GOV.UK logo and the title 'Academic Technology Approval Scheme'. On the right side of the header, there are links for 'Your applications (0)', 'Your account', and 'Sign out'. The main heading is 'Apply for an ATAS certificate'. Below this, there is a sub-heading: 'UK, EEA, Switzerland, United States, Australia, Canada, New Zealand, Singapore, Japan and Republic of Korea nationals do not need to apply for an ATAS certificate.' There is a link for 'Before applying for an ATAS certificate, you'll need to read the [ATAS guidance](#).' There is a question: 'Are you a taught / research student or are you a researcher? \*'. There are two radio buttons: 'Taught / research student' (selected) and 'Researcher'. There is another question: 'What type of study are you undertaking? \*'. There are two radio buttons: 'Research' and 'Taught' (selected). At the bottom, there is a green button labeled 'Continue to Checklist'.

## Apply for an ATAS certificate

**!** UK, EEA, Switzerland, United States, Australia, Canada, New Zealand, Singapore, Japan and Republic of Korea nationals do not need to apply for an ATAS certificate.

Before applying for an ATAS certificate, you'll need to read the [ATAS guidance](#).

If you need an ATAS certificate to study in the UK complete the checklist below to get started.

### Checklist

Are you ready to apply for your UK Academic Technology Approval Scheme (ATAS) certificate? \*

Yes  No

Have you received a CAH3 code from your Higher Education Institute (HEI), or research institute? \*

Yes  No

[Start application](#)

You will then need to confirm that you have the published guidance on how to submit an ATAS application, and you will need to confirm that you have received a **CAH3 code** from The University of Bath. Once you have confirmed this, you will be able to begin the application form.

## Apply for an ATAS certificate

### What you need to know

- Takes around 1 hour to complete the form
- Sections can be completed in any order
- You can save your progress and continue at a later date
- If you are given an ATAS certificate it will only be valid for 6 months from the date issued

1	Proposed study	NOT STARTED	Start
2	Personal details	NOT STARTED	Start
3	Spouse	NOT STARTED	Start
4	Contact details	NOT STARTED	Start
5	Undergraduate / Postgraduate studies	NOT STARTED	Start
6	Other studies	NOT STARTED	Start
7	Published papers	NOT STARTED	Start
8	Employment history	NOT STARTED	Start
9	Referees	NOT STARTED	Start
10	Sponsors	NOT STARTED	Start

The application form looks like this. Click '**Start**' to open each section and read our instructions below on how to complete each question. After each section, you can choose to '**save for later**' if you wish to come back to this section later to make more amendments, or press '**review progress**', which will check if the field is completed correctly. It will turn green if everything has been completed correctly.

- Proposed study:** Please provide the details for the course or research that you plan to do in the UK (please refer to your offer letter or ATAS information email). Please ensure that you write the course name exactly how it appears in your ATAS information email.  
If you are a new student, please put the course dates as they appear on the ATAS information email. For current students who have extended their current course, you should put the next working day as your start date and put the new extended end date.  
In the ‘What will you be studying?’ section, please ensure that you copy the exact wording for the list of modules or research that has been given to you in your ATAS information email.  
For the “Why do you want to study this?” question you need to write a personal statement about why you wish to study the course. In addition to a statement, if you are applying for ATAS because you are changing courses then you can use this box to state that you are “applying for ATAS due to a course change”.  
If you are an Undergraduate student or Postgraduate Taught student, please put your Director of Studies’ name as your supervisor. If you are Postgraduate Research student, please provide your supervisor’s name.
- Personal details:** You will need your passport for this section. Remember to declare if you are a dual national on the appropriate question and select the second nationality that you have. Please ensure that you enter your personal details as they appear on your passport, including all names.
- Spouse:** If you are bringing your spouse/partner with you or they are already in the UK with you, you will need to provide their personal details
- Contact details:** Fill this in with the details as they are on the date of application.
- Undergraduate/Postgraduate Studies:** This section is about your previous study at university level. You will need to provide information on any courses studied before, even if these were not in the UK. Remember that this section is just for completed degrees e.g., Bachelors, Masters, and PhD. Any uncompleted courses do not need to be listed. If you have more than one Degree e.g., Bachelors and Masters you must mention them all.
- Other Studies:** Provide details about any previous study at colleges/institutions other than university, including any formal professional training you have undertaken. You don’t need to mention studies at school (up to age of 18). If you went straight from High School/ A levels into Bachelor’s study then you will likely answer “no” to this question and this section is complete. If you have answered “yes”, you will have to complete all relevant information.

7. **Published Papers:** Provide any details about any published academic/professional papers, if this applicable to you.
8. **Employment History:** This includes any paid work you have done and any long-term voluntary/ unpaid work since you left school. You do not need to mention temporary jobs during university vacations or casual work. You can also add more than one employer. Approximate dates are fine for the start and end date of employment but try to be as specific as possible.
9. **Referees:** You need to give details of at least 2 referees before you submit your application, one must be an academic from your home country. You must have known your referees for at least 3 years. If you cannot provide an academic referee from your home country, we recommend that you add a third from elsewhere. For continuing students, an academic from your UK University will suffice for a second referee. As long as one referee is an academic from an overseas institution, the second referee can be an employer, but it cannot be a friend or family member.
10. **Sponsors:** You need to provide details for any financial sponsors for the course that you are applying for/studying for (not your Student visa sponsor). If you are receiving official financial sponsorship from your government or from a scholarship body, please provide their details. If you are receiving financial sponsorship from the University of Bath, you should include the University's details. If you are funding yourself, enter your own details. The form asks if there are any "conditions of your offer". An example of a condition of your offer could be that you are required to return overseas after completion of course, or you must provide regular reports about your progress. If you are unsure whether you have a condition, please check with us. If you have more than one financial sponsor, make sure you include them all.

Once all the sections are marked "complete" you are ready to submit. Check your answers carefully before submission as it is not possible to edit them later on.

If the ATAS team need to contact you for further information then they will do so via email and ask you to log back into your account to provide further information in the relevant section.

## ATAS application FAQs

### New Students

#### *How do I know if I need to apply for ATAS clearance?*

If you are coming to the university to study certain Science, Engineering and Health courses at Postgraduate level or above you may require ATAS. We will email all students on courses requiring ATAS to let them know that they need to apply for it.

### *Where do I apply for ATAS?*

Please use the online application form which can be found here: <https://www.academic-technology-approval.service.gov.uk>

### *How much does it cost to apply for ATAS?*

It does not cost anything to apply for an ATAS certificate.

### *How long does it take to receive my ATAS certificate?*

It will usually take at least 30 working days (6 full weeks), however between April and September it can take even longer than this. We recommend that you apply as early as possible, but not more than 6 months before the start of your course. We will email you when it is time for you to make an ATAS application.

### *Do I need to obtain an ATAS certificate to get a CAS?*

If you are required to submit an ATAS certificate as part of your visa application, we will not assign a CAS to you until you have been granted ATAS.

### *How long is the ATAS certificate valid for?*

An ATAS certificate is valid for 6 months and it needs to be valid at the point of submitting your visa application. There is no need to renew your ATAS certificate every 6 months.

### *I will be getting a new passport soon, should I apply for ATAS now?*

You should wait until you have your new passport before submitting the ATAS application, as the ATAS will be linked to your passport number.

### *I'm a PhD/research student, should I select taught/research student or researcher?*

If you are applying to study either a full time or part time, you will need to select **Taught / Research student**. If you are coming to the University of Bath to work as an academic member of staff and will not be a student, you should **Researcher**.

### *I am studying on a distance learning course, do I need an ATAS?*

If you are distance learning from outside the UK, you won't need an ATAS certificate to commence your studies, however if you travel to the UK during your course to do any study on campus you will need ATAS. Similarly, if you are residing within the UK and studying on a distance learning course, you will need ATAS.

## **Current Students**

### *I have been previously granted ATAS clearance. When would I need to apply for a new ATAS certificate?*

If you are changing to a new course that requires ATAS clearance, you may need to apply for a new ATAS certificate, even if your previous course did not require ATAS clearance.

If you are a postgraduate research student on an ATAS course and your area of research or course content changes substantially, you will need to apply for a new ATAS certificate. Anything other than minor changes to the areas of research or the use of any new research technique would require you to apply for new ATAS clearance.

If you are on an ATAS course and are extending your course end date by 3 months or more, you will need a new ATAS certificate. You will also need a new ATAS certificate if you are applying for a new visa, even if you are applying to extend your current visa for the same course. In these scenarios, please make it clear in the 'What will you be studying?' question in section 1 that you are a continuing student and are applying for further ATAS clearance to complete your programme.

***I need to apply for a new ATAS certificate, what new referees should I select?***

Please provide details for 2 referees you have ideally known for over 3 years, one of whom should be an academic referee from your undergraduate studies. If it is really not possible for you to provide academic referees from your country of origin, other referees may be accepted, as long as they have known you for 3 or more years (or for the longest period of time) and are not related to you. You could also nominate someone from your previous employment as your second referee, especially if the employment took place in your country of origin.

***I need to apply for a new ATAS, what start and end dates should I quote on the application?***

If you are extending your studies, you can input the start date as the date you submit your visa application and input the end date as the new extended end date. Please ensure that you refer to the new extended length of your course, not the original length.

If you are applying for a completely new course (rather than an extension), then you will need to quote the start date and end date for the new course.

***I have extended the duration of my course and need to apply for a new ATAS certificate, how do I complete the 'previous studies' section on the application?***

Only details of completed courses need to be provided, so you would not need to provide details for the uncompleted course that you are currently on.