



# Guide to applying for your ATAS Certificate

## How do I know if I need ATAS?

If you are coming to the university to study certain Science, Engineering and Health courses at Master's 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.

## How do I apply for ATAS?

The only way to apply for ATAS is on: <https://www.academic-technology-approval.service.gov.uk>

## What is my CAH3 code?

When you receive the ATAS email mentioned above, it will include your course's CAH3 code.

## How much does ATAS cost?

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 20 working days, however in between April and September it can take even longer than this.

## Do I need ATAS to get a CAS?

If you are required to apply for your visa, we will not issue a CAS until you have it.

## How long is ATAS valid for?

An ATAS certificate is valid for 6 months. There is no need to renew your ATAS certificate every 6 months.

## When should I apply for ATAS?

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.

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

No, you should wait until you have your new passport as ATAS is linked to your passport number.

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

If you are applying for a Student visa you should select "taught/research student". If you are a Marie-Curie fellowship researcher and will be applying for a Skilled Worker visa you should select "researcher".



## **I already have an ATAS. Why do I need to apply for a *new* ATAS?**

If you are changing to a new course that requires ATAS clearance, you may need to apply for a new ATAS certificate.

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. Changes include changes other than minor changes to the areas of research or the use of any new research technique.

If you are on an ATAS course and are extending your end date for 3 months or more, you will need a new ATAS certificate.

You will also need a new ATAS if you apply for a new visa.

You should make a note of when your visa for entry into the UK is due to expire, to allow yourself sufficient time to complete the ATAS and visa application processes before your current visa expires. We recommend applying at least 4 months in advance of your current visa expiring.

## **I need to apply for a *new* ATAS — 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, we will accept other referees, as long as they have known you for 3 or more years –or for the longest period of time- and are not related. You could also nominate as your second referee someone from your previous employment, especially if that has taken place in your country of origin.

## **I need to apply for a *new* ATAS — what start and end dates / course duration must I quote on the application?**

If you are extending studies, please ensure your application features the new length of your course, not the original length. You should continue to use the original start date on your application and put in the new end date. If you are applying for a completely new course (rather than an extension), then you will need to quote the new start date and new end date.

## **I need to apply for a *new* ATAS — how do I complete the ‘previous studies’ section on the application?**

If you are applying for an extension, only details of *completed* courses need to be provided.



## Guide to applying for your ATAS Certificate

### **I need to apply for an extension to my visa for the same course — do I need to apply for a new ATAS?**

If you have applied for a visa extension to the same course and already provided an ATAS certificate when you joined the course, you do still need to provide a new ATAS certificate.

### **I need to apply for a new visa for a different course which requires ATAS clearance — do I need to apply for a new ATAS too?**

If you are applying for a different course which requires ATAS clearance, you will need a new ATAS, whether or not you already have one for the course you are changing from.

### **I have applied for my new ATAS but it has not arrived yet and I need to make my new visa application soon. What do I do?**

If you have applied for a new ATAS for a new visa application and it has not arrived before your current visa expires, you can still make your visa application but you will need to include a letter saying you will send it on when it arrives. Please discuss this with a Student Immigration Adviser.

If you are applying for a new visa from your home country, you will need your ATAS certificate before you can make your new visa application.

### **I am distance learning, do I need an ATAS certificate?**

If you are distance learning from outside the UK, you don't need an ATAS certificate to do so, though 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 distance learning, you will need ATAS.

### **My ATAS application has been refused. What do I do?**

Please discuss this with a Student Immigration Adviser.

### **How do I get in touch with the Student Immigration Service?**

The Student Immigration Service offers daily drop-in advice sessions in the 4 West Roper Centre / Student Services. Our opening times are available on our website: <http://www.bath.ac.uk/topics/visas/>

You can also email us at [studentimmigrationservice@bath.ac.uk](mailto:studentimmigrationservice@bath.ac.uk).



## Guide to applying for your ATAS Certificate

### What information do I need to apply for an ATAS certificate?

<b>Contact details</b>	Your address, telephone & mobile numbers, email address.
<b>Proposed study</b>	The university that you will be studying at should read University of Bath.
<b>Details of all previous studies</b>	Dates and titles of any previous studies you have undertaken, and where you studied them. This includes degree-level and above qualifications, as well as any other studies you may have undertaken.
<b>Details of previous/current employment</b>	Include dates of employment, job title and address of employer. This includes any long-term voluntary work. If you have not undertaken any employment, you can select "No" on this section.
<b>Details of published papers</b>	If you have any previously published academic papers then you will need to include details of the date and the journal in which they were published.
<b>Programme of studies</b>	The official title of your course of studies and its CAH 3 code.
<b>Research applicants</b>	You will need to include an abstract of your thesis/ area of study. This will be included in the ATAS email you are sent by the Doctoral College.
<b>Taught Masters</b>	You will need to list <b>all</b> of the modules available on your chosen course, <i>including all optional units</i> . This will be included in the ATAS email you are sent by the Student Immigration Service.
<b>Referees</b>	Provide details of two referees that you have known for at least 3 years, preferably from your academic life.
<b>Funding</b>	Information about how you will fund your studies, including any scholarships.
<b>Sponsor</b>	This section refers to your financial sponsor, not who is sponsoring your visa. If you are self-funding, fill in your own name and address.



## Guide to applying for your ATAS Certificate

### What do I enter for my supervisor?

<b>Undergraduate Student</b>	Director of Studies as listed on your ATAS email.
<b>Postgraduate Taught Student</b>	Director of Studies as listed on your ATAS email.
<b>Postgraduate Research Student</b>	Name of supervisor as listed on your ATAS email.

### What will I need to enter for my proposed study?

Please be aware that as part of your application, you will be asked to provide details as to why you wish to study the course you are applying for, and to confirm your goals for the course and how that will tie into your future ambitions.

If you are a Marie Curie fellow following the Researcher ATAS pathway you will instead be asked to provide a personal statement of intent which asks for the context of the research and details of any previous contact or collaboration with Bath.