

ATAS guidance

The Academic Technology Approval scheme is a security clearance certificate which students who are applying to study in certain postgraduate subjects will need to obtain before they are allowed to commence onto the course.

If your course requires an ATAS certificate and you also need a Tier 4 visa/Short Term Study visa, then the ATAS certificate will be a mandatory part of the visa application. You will need the ATAS certificate before you apply for your visa or else the visa application will be rejected. The ATAS certificate can take up to a month so remember to plan ahead.

If you are a new student then your offer information should say whether or not you need an ATAS certificate.

If you are a current student and you are switching courses then please check with the graduate Centre about whether you need an ATAS or not. You may be switching into a subject that requires an ATAS.

Remember it is only certain postgraduate subjects (but some undergraduate e.g. MEng) that require ATAS and you can find out if you need one here. You just need to know your CAH code which will be on your offer information:

<https://www.gov.uk/find-out-if-you-require-an-atas-certificate>

Specific guidance on the ATAS application can be found here:

<https://www.gov.uk/guidance/guidance-on-how-to-apply-for-an-atas-certificate>

These are times where you will need an ATAS.

New students

- If you want to come to the UK to do a course that requires ATAS. This includes full-time courses and short periods of study (e.g. Exchange courses or periods of overseas research). It all depends on the course type
- If you are already in the UK at a different university and you want to come to Aston to do a course that requires ATAS. You will also need a new Tier 4 visa
- You already have an ATAS but your course start date is delayed by more than 60 days

Current students

- You are switching into a course that requires an ATAS certificate
- You are already studying on a course that requires ATAS and you need to extend your Tier 4 visa
- You are a PhD student and you are changing your area of research. Your new area of research may require ATAS clearance

The ATAS application is free and completed online. Once the application goes through then you should receive your certificate via email.

Getting started:

- 1) Go to the ATAS application link here: <https://www.academic-technology-approval.service.gov.uk/> and it should take you to the page below. This first step is to register an account

Check if you need an ATAS certificate

Please do not complete an application without referring to the guidance available at: 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 Higher Education Institute (HEI) will either include this on your official offer letter or you will be able to commit to it separately.

CAH3 code
CAH10-01-02 : mechanical engineering

What type of study are you undertaking?
 Research Taught

What is your country of nationality?
Pakistan

Check

Your CAH code should be in your offer text for new students and be given to you if you are a current student. You will need to pick the right CAH which is linked to your course subject matter

Pick the type of course you are doing. Research is PhD and Taught is Masters

Select your nationality

- 2) Then click “check”
- 3) You will then be taken to this page to register an account if you do require an ATAS

[Create an account](#) | [Sign in](#)

Check if you need an ATAS certificate

! If your period of study exceeds 6 months, your answers indicate that you will require an ATAS certificate to study in the UK.

You will need to apply for an ATAS certificate before applying for your visa or extension of stay, allowing at least four weeks (20 working days) in order to obtain it. 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 criteria. Visa applications will also automatically be refused if you need an ATAS certificate and cannot provide one.

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**

Click “create an account”

4) You should then be taken to this page where you will enter your email address and password. These will be your log in details should you need to log back into your account. Also you will need to check this email in case the ATAS team need to contact you and your ATAS certificate will also be sent here. Make sure this is an email address you check regularly

[Create an account](#) | [Sign in](#)

Create an account

Create an account to save and submit your applications.

If you've already created an account, you can [sign in](#).

Email address

Password

This must be at least 9 characters and contain uppercase letters, lowercase letters and numbers.

Confirm password

[Create account](#)

5) Once you create your account, you will be taken to this page where you can start your application. You will not receive any email confirmation about opening the ATAS account and you are just expected to remember your log in details

Signed in as [REDACTED] | [Your applications \(0\)](#) | [Your account](#) | [Sign out](#)

Your applications

There are no applications that you have created d

[Apply for an ATAS certificate](#)

Click here to get started.

6) Another preparation page

Apply for an ATAS certificate

! **UK, EEA and Swiss 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)?

Yes No

[Start application](#)

At this point you should have all the information you need to apply. If not, please [contact us](#). Select yes for both questions.

Then click start application

7) This is what a blank application should look like.

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

Most sections are self explanatory and you must click start to open the section

8) Take your time and if there is anything you are confused about then please ask the Student Advice Team. We will now guide you through each section.

Application form:

1) **Proposed Study:** This section will be about the course that you are planning to do at Aston University. For students already studying here then you will put your current course information.

<p>What university or Higher Education Institution will you be studying at? *</p> <p>Aston University</p>	EXAMPLE
<p>Course</p> <p>What subject will you be studying? *</p> <p>Mechanical Engineering</p>	<p>This is referring to your subject area but we advise you copy and paste the course title which should be on your offer email. If you have no set course title e.g. you are doing a period of overseas research, then</p>
<p>When will your course start? *</p> <p>15/01/2019</p> <p>DD/MM/YYYY, eg 06/09/2013</p>	
<p>When do you expect your course to end? *</p> <p>30/03/2020</p> <p>DD/MM/YYYY, eg 01/07/2016</p>	<p>New students: Put the course start and end date that is on your CAS.</p> <p>Continuing students: Put your original course start date and the end date will vary depending on your situation. E.g. extending Tier 4 visa means new end date, course switch might be same end date</p>
<p>What is your CAH3 course code? *</p> <p>CAH10-01-02 : mechanical engineering</p>	
<p>What qualification will you be studying for? *</p> <p>PhD</p>	

<p>What will you be studying?</p> <p>Provide a brief description of your thesis/area of research (this must match exactly the text documentation from your University and be at least 5 sentences in length).</p> <p>For taught Masters degrees, please list the elective modules available to you (if there are no list the core modules). For MEng degrees please list only the final year electives or, if there are no modules. *</p> <p>Enter text here</p>	<p>Depending on your type of study, you will be writing different things in this field:</p> <ul style="list-style-type: none"> - PhD: This will be a description of your area of research. You can copy and paste this from your offer text - Masters: Just a list of modules you will be doing should suffice
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Why do you want to study this?

Tell us why you are interested in this subject and your future plans (minimum 5 sentences). *

No more than 2000 characters

Enter text here

Joint programme details

Is this a joint programme with another country? *

Yes No

This is just a personal statement about why you wish to do the course you are studying. It does not have to be too specific. In addition to a statement, if you are applying for ATAS because of a course switch then you can use this box to state that you are “applying for ATAS due to a course switch and I am aware that an ATAS certificate is required for this”.

You only have to tick yes to this if your programme is an official joint programme with a university overseas. If your course will purely be studied at Aston University (which will be most normal programmes) then please select no for this answer. If this is yes then another box will appear which will ask “Which parts of the course take place in the UK? You can then answer e.g. 2nd year of PhD, 3 modules of Masters from (insert dates)

After you finish a section, you can either “Save for later” if you feel like you need to make more edits, or press “Review Progress” which will check if the field is filled in correctly. It will turn green if everything completed correctly.

Go to part 2 of 10

Save for later Review progress

2) **Personal Details:** This section you will just be entering your personal details

Personal details

This section is about you. You need to answer all of the questions before you submit your application, but you can answer some of the questions now and come back later to complete this section if you need to.

Title *
Please Select -- ▾

Given names *

Given names must be the same as they appear on your passport

Surname *

Surname (family name) must be the same as it appears on your passport

Gender *
Please Select -- ▾

Date of birth (when were you born)? *

DD/MM/YYYY, eg 01/10/1990

What town or city were you born in? *

This information should match the information on your passport as much as possible. Remember to declare if you are a dual national on the appropriate question and select the second nationality you have.

3) **Spouse:** This section will ask you about your partner and will only matter if your partner is with you in the UK or coming with you to the UK. Likely as a Tier 4 dependant or as a visitor.

Spouse

This section is about your spouse (husband, wife or civil partner). You need to answer all of the questions before you submit your application, but you can answer some of the questions now and come back later to complete this section if you need to.

What is your current marital status? *
Married ▾

Will your spouse be coming to the UK with you? *
 Yes No

Your spouse's personal details

Title *
Please Select -- ▾

Given names *

Given names must be the same as they appear on your spouse's passport

If you have no partner then just select single and this section is done. But if you are married and your partner is with you in the UK already as your dependant or is planning to come as your dependant (at the same time as you) then you will need to select yes and complete their details also.

4) **Contact details:** You will just need to complete your contact details in this section

Contact details

This section lets us know how to get in contact with you. You need to answer all of the questions marked with an asterisk (*) before you submit your application, but you can answer some of these questions now and come back later to complete this section if you need to.

What is your preferred email address? *

Alternative email address

In case we cannot contact you through your preferred address

Postal address

What is your postal address? *

Enter your address here

If you are a new student and overseas then please use your overseas address.

If you are in the UK then please use your UK address

5) **Undergraduate / Postgraduate studies:** This section will ask you about your previous studies at a university either overseas or in the UK.

Undergraduate / Postgraduate studies

This section is about your previous study at university. You need to answer all of the questions before you submit your application, but you can answer some of the questions now and come back later to complete this section if you need to.

Have you undertaken any undergraduate or postgraduate studies? *

Yes No

University name

Name *

Which department or faculty did you study in? *

University address *

Enter university address here

If you have completed studies at a university then you must select yes to this question. You will then be prompted to fill in some information about that university and that course.

When did your course end? *

MM/YYYY, eg 06/2010

What qualification did you receive? *

Remember that this section is just for completed degrees e.g. Bachelors, masters and PhD.

What you studied

Provide a brief description of the subjects covered on your course. *

No more than 500 characters

Enter text here

If you have more than one degree e.g. Bachelors and Masters. Then you can add another degree here

Add another study

6) **Other studies:** This section is very similar to the previous section however this will ask you about any study you did that wasn't at a university e.g any professional training. This does not include any study up until the age of 18 e.g. High School. If you went straight from High School/ A levels into bachelors study then you will likely answer no to this question and this section is complete.

Other studies

This section is about your previous study at colleges or institutions other than university. This includes any formal professional training you have undertaken. You do not need to tell us about your studies at school (up to the age of 18). You need to answer all of the questions before you submit your application, but you can answer some of the questions now and come back later to complete this section if you need to.

Have you undertaken any studies since you left school, other than those you told us about in section 5? *

Yes No

Education provider

Name of college or education institution *

Which department or faculty did you study in? *

College/institution address *

If you have answered yes then like the previous section, you will have to complete all relevant information. If you are unsure whether your other studies would be relevant then please ask us.

7) **Published Papers:** This section should only apply to you if you have ever had any work officially published in an academic context. E.g. your thesis or dissertation published in an academic journal

Published papers

This section is about any academic or professional papers you have published. You need to answer all of the questions before you submit your application, but you can answer some of the questions now and come back later to complete this section if you need to.

Have you published any academic or professional papers? *

Yes No

About your published paper

What was the title of your paper? *

What subject was it about? *

eg mechanical engineering, nanotechnology, aeronautics

If no then this section is complete but if yes then you will need to complete the relevant fields that appear. You can also add more than one published paper. If you are unsure whether your published paper would be relevant then please ask us.

8) **Employment History:** This section will ask about your employment history but this only includes full time and long term employment. This can be paid or unpaid work but most likely contractual. You do not need to mention part time or casual work.

Employment history

This section is about your employment. This includes any paid work you have done and any long-term voluntary (ie unpaid) work since you left school. You do not need to tell us about temporary jobs you have done during university vacations. You need to answer all of the questions before you submit your application, but you can answer some of the questions now and come back later to complete this section if you need to.

Have you ever been employed? *

Yes No

About your job

What was the name of the company or organisation you worked for? *

What was their address? *

Enter the address here

If no then this section is complete but if yes then you will need to complete the relevant fields that appear. You can also add more than one employer. If you are unsure whether your employment would be relevant then please ask us. Approximate dates are fine for the start and end date of employment but try and be as specific as possible.

9) **Referees:** For this section you will need two referees. One of those referees needs to be an academic from your overseas institution. This can be a previous lecturer or teacher. 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.

Referees

This section is about the people who will be providing references for your application. You must have known your referees for at least 3 years. You need to give us details of at least 2 referees before you submit your application and at least one of them must be an academic from your country of origin. If you do not have all of the information you need you can provide some details now and come back later to complete this section if you need to. Please note that friends and family are not accepted as referees.

About your referee

Title *

What is the full name of your referee? *

You must not use initials and should provide a first name and last name

What email address should we use if we need to contact this referee?

Email address or telephone number is required

What is their telephone number? Please give a direct number if possible.

Email address or telephone number is required

It is not guaranteed that the ATAS team will need to contact your referees but we advise that you do let your referees know that you will be using their details just in case they are contacted. You can add more than 2 referees if you want

10: **Sponsors:** This section is about your financial sponsorship not your Visa sponsorship (which would be Aston University). You only need to complete this section if you are receiving official financial sponsorship for your course in the UK. This is likely from your government or from a scholarship body e.g. Conacyt, Emerald, Home university. If you are receiving financial sponsorship from Aston University then you would put Aston University details.

Sponsors

This section is about the people who will be sponsoring your study in the UK. You need to answer all of the questions before you submit your application, but you can answer some of the questions now and come back later to complete this section if you need to.

About your sponsors

If you are funding yourself, please enter your own name.

What is the name of your sponsor? *

What is their address? *

If you are self funding then you enter your own name and contact details. But if entering financial sponsor details then please check with your financial sponsor if you are unsure of their contact details.

Country *
Please Select --

What email address should we use if we need to contact your sponsor? *

Conditions

Are there any conditions attached to your sponsor's offer? *

Yes No

Provide details of the conditions your sponsor has attached to their offer. *

No more than 500 characters

Enter text here

Add another sponsor

You can add another financial sponsor if necessary

Example of a condition of your offer could be that you are required to return overseas after completion of course, or you must give them regular reports about progress. If you are unsure you have a condition please check with us.

Submission:

1) If you filled in all of the sections correctly then your form should look like this

1	Proposed study	COMPLETE	Edit
2	Personal details	COMPLETE	Edit
3	Spouse	COMPLETE	Edit
4	Contact details	COMPLETE	Edit
5	Undergraduate / Postgraduate studies	COMPLETE	Edit
6	Other studies	COMPLETE	Edit
7	Published papers	COMPLETE	Edit
8	Employment history	COMPLETE	Edit
9	Referees	COMPLETE	Edit
10	Sponsors	COMPLETE	Edit

If you are confident that all sections have been completed correctly then you can submit your application.

 **Your Application is ready to submit**

Check all of the information you have provided is correct before submitting your application.

After an application has been submitted, it cannot be changed or revoked.

[Submit application](#)

This box will appear at the top of the form once all sections are highlighted Green. Once you click submit application, you should then be given an estimated time of decision. You should receive your ATAS certificate via email if successful.

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.

If your application is successful:

If your application is successful, you should receive an email from ATAS with the attached ATAS certificate. Your ATAS certificate should look like the example below and you should check all the relevant information is correct. If it isn't then you should contact the International Student Advisers in the Hub. If everything is correct then you should print this ATAS certificate out and include with your supporting documents for your Tier 4 visa application.

EXAMPLE

ATAS CERTIFICATE

Atas reference: 1234567
Certificate Identifier: Unique Identifier
Issued On: e.g. 01/01/2018
Expires On: 6 months after issue date e.g. 01/01/2017
Full name: Your Name
Date of Birth: Your Date of Birth
Nationality: Your Nationality
Passport number: Your Passport number
Passport expiry date: The passport expiry date you input on your ATAS application
University name: Aston University

You applied for ATAS clearance on e.g. 01/01/2016 to study Name of Course at at Aston University

You stated that your thesis, area of research, or the modules of your taught Masters course would be:

This will be whatever you wrote in the "What you will be studying" section of the ATAS application form

I am pleased to inform you that your ATAS application was successful.

All students from outside the EEA who wish to study in the UK for more than six months need to apply to UK Visas and Immigration before starting their course. If you are overseas you should now apply for a visa to undertake your studies. If you are already in the UK you will need to apply for further Leave to Remain. You can check the full requirement of the student category (also called Tier 4 of the Points Based System) at [www.gov.uk/visas-immigration](#).

ATAS CERTIFICATE

www.gov.uk/visas-immigration.

You will need to include this ATAS certificate with your other supporting documents when you make your application.

This certificate is only valid for the named student, University / Higher Education Institution and course stated above. It is valid for six months from the date of issue. However, if you wish to study at another University / Higher Education Institution, change your course / area of research or extend your course by more than three months, you will need to apply for another ATAS certificate. You can do this via the ATAS website <https://www.academic-technology-approval.service.gov.uk>.

You should be aware that submitting forged or fraudulently obtained documents, including a fake ATAS certificate, in support of a visa application is a serious offence. You may face a fine, prison and a ban of up to ten years on making a further visa application.

The ATAS Team,
Foreign & Commonwealth Office.