

# **Academic Technology Approval Scheme (ATAS) application guide**

**This guide is suitable for:**

- **Applicants applying for ATAS clearance to start a new course**
- **Current students and PGR researchers who need to obtain new ATAS clearance to continue their current course**

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## Checking if ATAS is required:

As an applicant your admissions team should inform you if ATAS is a requirement for your studies.

Applicants who are nationals of EU countries, the European Economic Area (EEA), Australia, Canada, Japan, New Zealand, Singapore, South Korea, Switzerland, or the United States of America do not need an ATAS certificate.

This exemption also applies in cases where applicants are dual nationals with an exempt country. Please note, however, that if you are refused ATAS clearance and become a dual national with an exempt country, the University of Manchester may maintain its requirement for ATAS clearance for admission to the same level / area of study.

The requirement for an ATAS certificate applies to all other applicants and students irrespective of the country of residence when they apply. Please use the following link to apply for your ATAS.

[Check if you need an ATAS certificate \(academic-technology-approval.service.gov.uk\)](https://academic-technology-approval.service.gov.uk)

## 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](#).

Are you a taught / research student or are you a researcher? \*

Taught / research student  Researcher

All degree course applicants and visiting students must select taught / research student. This is also the correct category for current students who are applying for new ATAS clearance to continue their current degree programme or change to a new programme.

### If you are an applicant for a taught course:

In the Faculty of Science and Engineering, you will find your CAH3 code and other information needed for your ATAS application here:

[www.studentsupport.manchester.ac.uk/immigration-and-visas/atas/science-and-engineering/](http://www.studentsupport.manchester.ac.uk/immigration-and-visas/atas/science-and-engineering/)

In the Faculty of Biology, Medicine and Health or in the Faculty of Humanities, you will be provided with the CAH3 code and module information by your admissions team.

**If you are a postgraduate research degree applicant**, the required information will be included in your offer letter.

**If you are a continuing taught student**, your Academic school will provide the information:

[www.studentsupport.manchester.ac.uk/support-hubs/](http://www.studentsupport.manchester.ac.uk/support-hubs/)

**If you are a continuing research degree student**, your Doctoral Academy will provide the required information.

All applicants and students must use the CAH3 code provided by the University of Manchester through one of the above mechanisms. You must not guess your CAH3 code or other information about your course as this may result in the need to reapply and obtain revised ATAS clearance before you can be permitted to start or continue your studies. In some cases, your course may have more than one CAH3 code and in this situation your admissions team will advise you on which code you must use in your ATAS application.

**Is my course Taught or Research?**

<b>Courses at the University of Manchester</b>	
Taught courses	All Meng, MPhys, MSci, MSc, and visiting taught students
Research courses	MPhil, PhD, DEng, EngD, DClinSci, and visiting research students
Usually classified as a Taught course (confirm your course with your admissions team)	MRes
Usually classified as a Research course (confirm your course with your admissions team)	MSc by Research

## ATAS Application Process

You will have the option of either ‘create an account’ if this is your first time applying for ATAS or ‘sign in’ if you have previously applied for ATAS.

When asked to create an account with an email address and password we recommend you use an internationally recognised email server such as Outlook, Hotmail, Yahoo, Gmail or similar as the ATAS team has have reported that students using email servers 126.com, 163.com, sina.cn and qq.com may have difficulty receiving messages from them.

If you encounter difficulties in registering for an account, try using a different web browser; the ATAS website works best in Google Chrome and Internet Explorer version 5 and above.

The ATAS application will ask you to declare whether you are a student or a researcher and your selection will determine the questions you are asked and the clearance you obtain.

You will then be asked to select whether you will studying a taught course or a research course.

It is vital that you select **Taught/Research Student** and not Researcher so that your ATAS clearance certificate will be issued with the correct information. If your ATAS clearance certificate is incorrect, we will be unable to accept

## Section 1: Proposed Study

What university or Higher Education Institution will you be studying at? \*

You must select the University of Manchester. If your course will be delivered in partnership with another UK university, you must list the other universities in the 'What you will be studying section of the form'.

What subject will you be studying? \*

You should enter the subject from your course title as it appears in your offer letter ('Title of course'). This must be taken from your official course title, not the proposed title of your research project.

For example:

Your official course title (see offer letter)	What subject will you be studying?
MSc Renewable Energy and Clean Technology with Extended Research	Renewable Energy and Clean Technology with Extended Research
PhD Aerospace Engineering (48 months)	Aerospace Engineering
PGR Visiting Student in CEAS	Chemical Engineering and Analytical Science

You will then select the qualification that you will be studying for from a drop down box:

What qualification will you be studying for? \*

**PhD applicants and students** should note that PhD appears towards the bottom of the available options.

**Visiting students should select: 'Other – not a UK qualification'**

Course Start and end dates will be provided by your admissions team, either in your offer later or on the [ATAS webpage for applicants to taught programmes in the Faculty of Science and Engineering](#).

Postgraduate research degree applicants may use the first day of their month of entry, e.g. 1<sup>st</sup> September 2024. Postgraduate research degree applicants must include the maximum period of the programme, including the submission pending period even if this is not yet known to be required.

If you are a continuing student who needs to apply for new clearance, your course start date must be a date in the future as the application form does not accept a past date. If you are currently studying, you can use an imminent date (e.g. the day after you will submit your application). If you are returning to your course after a break in study, you can use the date that you plan to return to study.

**Your supervisor or academic lead:**

Supervisor name at UK University \*

**Research degrees and visiting research students:** Check your offer letter for details of your supervisors. You only need to confirm the name of your first supervisor in the ATAS application. If your main supervisor changes you will need to make a new ATAS application before you can register and start your research. If your main supervisor changes during your research programme, you will be required to apply for new ATAS clearance.

**Taught courses:** You should enter the Academic Lead's name here. This information will be provided to you by your admissions team or, if your course will be in the Faculty of Science and Engineering, listed on your [Faculty's ATAS page](#).

## What will you be studying?



**If your course will be taught by more than one UK university, for example as part of a consortium or a CDT, you should start this section with a list of the universities that will be delivering your course. For example:**

The Partner universities for this course are:

My module list or research statement is:

**Taught courses:** Applicants to taught programmes must enter the module list exactly as provided by your academic School. You should not edit the list even if you think that you know which modules you will select. If your course will be in the Faculty of Science and Engineering, your modules will be listed on your [Faculty's ATAS page](#).

**Research programmes:** Applicants to research programmes should copy your research statement exactly from your offer letter. There is a 2000-character limit in this section. If the statement is incomplete due to exceeding the character limit, do not amend the statement yourself or submit the application with an incomplete statement of research. Contact your admissions team to ask them to provide a shorter statement of research and only submit your application with the updated statement of research that is within the character limit.

Students who are seeking new ATAS clearance to continue their current course should add a sentence to their research statement to explain their current situation. Examples:

- I started this research project in [month / year] and took a leave of absence from [month / year]. I am now applying for new ATAS clearance to continue this same project.
- I started this research project in [month / year] and I am applying for new ATAS clearance to cover an extension to my programme / submission pending / further research required on this same programme.

## Why do you want to study this?

This section is asking why you want to study or research this area – why does it interest you? You must write this response yourself to help the reader understand your motivation for this study/research.

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

## What are your goals?

This section again requires a personal response. What do you plan to do after completing your course? How will the course help you achieve your chosen career? Do you plan to stay in the UK or continue your studies/ career in another country?

What are your goals when you complete your intended programme?

What do you aim to achieve by the end of the course and how does this course tie in with your future ambitions? \*

No more than 2000 characters

Enter text here

## Joint programme?

If your course includes a year abroad, but your degree will only be awarded by the University of Manchester then you should answer “No”.

If your course includes study in two different countries and will either be jointly awarded by the University of Manchester and another institution, or awarded solely by another institution, then you should answer “Yes”.

If you are coming to Manchester as a visiting postgraduate research student, you should explain the research you will be undertaking whilst you are in the UK.

If you are studying a degree that is jointly awarded by the University of Manchester and another institution, you should explain which parts of the course take place in the UK.

## Section 2: Personal details

Enter your personal information:

Title \*

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 \*

What country were you born in? \*

Passport number \*

When was your passport issued? \*  
  
DD/MM/YYYY, eg 01/10/2008

When does your passport expire? \*  
  
DD/MM/YYYY, eg 06/09/2013

If your passport show that you have one name only, for example a given name but no family name, the ATAS team advise that you enter "-" in the family name field.

You can only select male or female in response the required question on gender. Please give your response to match the details in your passport.

For all applicants, your passport number should be the passport you are using to apply for your visa and travel to the UK. If you plan to obtain a new passport before applying for your visa you should wait until you have your new passport before applying for ATAS clearance

If you are a dual national, decide which passport details you will use in your application. This nationality and passport details will appear on your ATAS certificate.

## Nationality

If you are a dual national, you can then declare your second nationality – in other words, **not** the nationality of the passport you will be using to apply for your visa and enter the UK.

Nationality

What is your nationality? \*

Do you have dual nationality? \*  
 Yes  No

## Previously refused entry to the UK?

You must declare any previous UK visa refusals or denial of entry. This will not necessarily affect your application, but you must declare it. Enter the circumstances of the visa refusal or denial of entry including date, visa type and reason for refusal/denial.

## Do you have previous military service?

If you have ever served in the military, select 'Yes' whether this was compulsory or voluntary. Enter details of which branch of the military you served in, your role and rank.

### Military service details

Have you ever served in the military? \*

Yes  No

## Have you ever trained in CBRN (Chemical, Biological, Radiological and Nuclear) or in using firearms?

If yes, you must outline your experience, for example the job you had at the time, any qualifications you have in relation to your training, and how many years of experience you have with CBRN/firearms.

### CBRN training details

Have you ever trained in CBRN (Chemical, Biological, Radiological and Nuclear) or in using firearms? \*

Yes  No

## Have you ever supported or worked on Government funded research and if so in what capacity?

If yes, give details of the project title(s), supporting researcher(s) and funding/sponsorship details. This includes supporting or working on EU funded research.

### Government research details

Have you ever supported or worked on Government funded research and if so in what capacity? \*

Yes  No

## List of Languages and the competency level

Provide details of all the languages you speak, including your competency in each language. You should select the option you feel best describes your ability.

### List of Languages, including competency level

Language \*

Please Select --

Competency \*

Please Select --

Add another language? \*

Yes  No

## Section 3: Spouse

This section is about your relationship status.

Please Select -- v

Please Select --

- Single
- Civil partnership
- Married
- Divorced
- Widowed

If you are in a civil partnership or married, you will be asked to provide details of your partner/spouse. Your answers in this section may result in further questions appearing depending on your status.

**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 v

Will your spouse be coming to the UK with you? \*

Yes  No

Your spouse's personal details

Title \*

Please Select -- v

Given names \*

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

Surname \*

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

Gender \*

Please Select -- v

Date of birth (when was your spouse born)? \*

DD/MM/YYYY eg 01/10/1998

What town or city were they born in? \*

What country were they born in? \*

Please Select -- v

Spouse's Nationality

What is your spouse's nationality? \*

Please Select -- v

Do they have dual nationality? \*

Yes  No

## Section 4: Contact details

This section is important because the ATAS team at the FCDO needs to be able to contact you about your application. Please refer to the email address on page 4 about e-mail issues when using some e-mail addresses. You must check that you enter your information correctly before moving on to the next 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? \*

Post/Zip code (if applicable)

Country \*

Telephone number

You need to supply at least one telephone number in case we need to contact you by phone

Home telephone number

Mobile telephone number

Work telephone number

## Section 5: Undergraduate/Postgraduate studies

This section is about your previous studies including, courses that you did not complete. You may be asked further questions depending on the answers that you give.

If you did not complete a qualification or participated in a programme of study that did not lead to a qualification, you can enter 'No qualification awarded' in answer to the question 'What qualification did you receive'.

You can answer the 'What you studied' section by providing an overview of the modules you studied / research you undertook, or you can provide a list of the modules of study / research description.

### 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

Post/Zip code (if applicable)

Country \*

## Section 6: Other study

This section is about any study after high school (aged 18+), including formal professional training, which was not at a university.

## Section 7: Published Papers

You must complete a **separate section** for each academic or professional paper you have published.

## Section 8: Employment history

This section is asking about any employment (paid and long-term unpaid) except temporary jobs you have held during undergraduate/ postgraduate vacation time. If there are any long gaps in your employment history, for example if you were unemployed or a full-time parent, you should indicate this on the form.

## Section 9: 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 provide details of at least two referees before you submit your application and at least one of them must be an academic from your country of origin.

At least one of the referees must be from the academic sector. If you have work experience, you should include a referee from your employment. Family members are not accepted as referees.

Though the guidance on the form says that at least one of your referees should be “from your country of origin” (which means the country where you were born), this may not be possible if you have lived in a different country for several years.

It is not usual for the FCDO to contact referees, however we would recommend that you inform your referees them that you have used their details as part of your application as a courtesy.

## Section 10: Sponsors

This section is about who will be financially supporting your studies in the UK – this may be you, another person, the University of Manchester, or another organisation.



If your financial sponsor or conditions for financial sponsorship change at any time during your study or research, you must apply for new ATAS clearance.

If you are paying for your studies, including through obtaining a loan, use your own contact information. If a family member is paying for your studies, use their contact information.

If your financial sponsor will be the University of Manchester, please give this as the name of your sponsor. In the address box, provide the full address of the source of the funding within the university, e.g. Faculty / School.

If you hope to obtain funding but this has not yet been secured, then you should include this information, e.g. Chevening (pending scholarship application).

You will need to check your offer letter / terms and conditions for funding to answer the question about the conditions of your offer. Conditions may include, for example, a requirement that you return to your home country after completing your course or that you work for a particular number of years for your funding sponsor after completing your course.

## Application ready for submission

This page should now show all the categories as green if the above guidance has been followed.

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

## Final checks

You must check your application carefully **before** you submit your application

Mistakes or omissions in applications significantly delay the processing of applications, and the FCDO will only 'start the clock' on its processing when it has assessed that an application is complete.



If the ATAS team require further information, they will contact you using the e-mail address you have provided and request that you log back into your account to update your information. Your provision of updated information will restart the processing clock.

## Once you have submitted your application

The ATAS portal now also identifies and prevents duplicate applications. If you try to submit multiple applications, you will be advised by the FCDO to withdraw any active applications before another application can be considered.

You must have received ATAS clearance before you can start your course – this applies to remote starts and to situations where students are already in the UK, for example with existing immigration permission.

It is not possible to expedite applications for ATAS clearance, even if your application for clearance has exceeded the FCDO's expected processing time.

Once the ATAS team has decided on your application for clearance, they will e-mail you. You can also check your account to see whether a decision has been made.

### What if I defer my entry date?

If you defer your entry date and you have not received a decision on your ATAS application, you can login to the ATAS portal and update your application with the new start and end date for your course.

If you have already received your ATAS clearance and you have deferred your start date, you will need to apply for new ATAS clearance if your course end date will now be more than 3 months after the end date in your approved ATAS application.

### What if my research or study changes

If you have an ATAS certificate you will need to apply for a new one if:

- Your course details change, including the course length - you must apply for a new ATAS certificate within 28 days if your programme end date is postponed by more than 3 months
- Your area of research or modules change
- Your main supervisor changes
- Your financial sponsor or conditions for financial sponsorship change at any time during your study or research
- You need for whatever reason to make a further visa application, e.g. following a leave of absence

### What if I am refused ATAS clearance?

If you receive notification that your ATAS clearance application has been refused, please contact the Student Immigration Team ([visa@manchester.ac.uk](mailto:visa@manchester.ac.uk)) for advice. Give your e-mail the subject 'ATAS refusal'.

Student Immigration Team  
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