Guide to completing the ATAS Online Application Form

Last updated March 2019

When you begin your ATAS application please select the University of Manchester from the drop-down menu. Your ATAS certificate must be linked to the University of Manchester for the certificate to be valid for a visa application or to start your course of study or research.

How do I apply for ATAS clearance?
The ATAS scheme is managed by the Foreign and Commonwealth Office (FCO) of the UK Government. In order to apply for ATAS clearance, visit the ATAS website at: https://www.academic-technology-approval.service.gov.uk

Which e-mail address should I use?
We recommend you use an internationally recognised email server such as Outlook, Hotmail, Yahoo, Gmail or similar as ATAS have experienced difficulties with firewalls for local servers.

How much does an ATAS certificate cost?
There is no charge for an ATAS certificate even if you need to reapply for additional clearance if your course or research area changes.

When should I apply for ATAS?
You should apply for ATAS clearance well in advance of the start of your course. The ATAS team at the FCO aims to process complete applications within 20 working days but the processing times will be slower at peak times (June-September).

How long will it take for me to get ATAS clearance?
The ATAS team at the FCO aims to respond to all applications within 20 working days from submission but this can take longer during peak periods. If you do not fully complete your ATAS application before it is submitted, your application will be delayed.

If you have been waiting for a decision for more than 20 working days, please email visa@manchester.ac.uk with details of your ATAS application reference number and your date of application.

How long is ATAS valid for?
An ATAS certificate is only valid to be used with a visa application for 6 months from the date of issue. Please ensure that you submit your visa application before the certificate expires.

I am having problems registering on the ATAS website – what should I do?
Try registering online from a different computer (e.g. in a place of work or education) or with a new login email address. Alternatively, try using a different web browser; the ATAS website works best in Google Chrome and Internet Explorer version 5 and above.

The ATAS Team at the FCO has reported that students using email servers 126.com, 163.com, sina.cn and qq.com may have difficulty receiving messages from them and recommend the use of Yahoo, Gmail, Hotmail or similar commercial email providers, if possible.
What is my CAH3 code?
If you are a new student, your CAH3 code should appear in your offer letter. If you do not know your CAH code, please contact your School’s admissions team. Please note that your CAH3 code is not the same as your course code.

I will be applying for a new passport soon, should I apply for ATAS clearance now or with my new passport details?
As your ATAS application is linked to your passport, 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.

Is my course Taught or Research?

<table>
<thead>
<tr>
<th>Courses at the University of Manchester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Taught courses</td>
<td>All MEng, MPhys, MSci and MSc courses</td>
</tr>
<tr>
<td>Research courses</td>
<td>All MPhil, MRes, and PhD courses</td>
</tr>
</tbody>
</table>

I don’t know what modules I’ll be studying?
MRes and MSc students should list the modules available on your course and (if known) give a short description of your dissertation / project topic. For details of the modules available on your course, please see the postgraduate prospectus or contact the postgraduate admissions team in your academic School.

MEng, MPhys and MSci students should provide the full list of modules available to study in the final year of the course. This information will be provided by the Undergraduate Admissions team in your academic School. We recommend that you include all of the final year modules available so that you have clearance for any module combination that you take.

PhD students whose degree includes a taught element (e.g. Centres for Doctoral Training (CDT) programmes; Biotechnology Enterprise PhD; some Masters of Research programmes etc.) – should list the modules/units that are available to study as well as detailing their Proposed Area of Research. These modules/units should be listed on your offer letter or can be obtained by contacting the admissions office in your Faculty.

I’m a PhD student but I don’t have a statement of research - where can I get this?
PhD students will also need to enter some information about their proposed area of research. This should be at least 5 lines in length and agreed with your PhD supervisor in writing (by email is fine) - it should also be listed on your offer letter, in the project title and project description section, and can be copied and pasted into your ATAS application form.

What if I change my research topic or course?
If your area of research or course is likely to change to one still affected by the requirement to have an ATAS certificate, then you should not register on the new course or start the new area of research until you have applied for a new ATAS certificate and it has been issued.

Is my programme a joint programme with another country?
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”.

Page 2 of 4
What education history do I need to provide?
In the “Undergraduate / Postgraduate studies” section, the form will ask you whether you have “undertaken any undergraduate or postgraduate studies”. This refers only to courses at university level that have been completed.

The application form only requires you to provide information on your education history related to professional qualifications from a college/university and previous undergraduate and postgraduate study. You are not required to provide information about your high school education.

How should I complete the ‘Employment’ section if I have never been employed?
You are required to provide details of employment since you left school that includes any paid work and any long-term voluntary (i.e. unpaid) work. You do not need to provide information about temporary jobs you have done during university vacations. If you have not undertaken any employment as mentioned above, select “No” in this section.

Who should I use as referees?
The ATAS guidance states that you need to provide the “full names and contact details of 2 referees (First name(s) and Family name). You must have known both of your referees for at least 3 years. At least one must also be an academic from your country of origin.” The FCO does not require that your referees must be able to speak English.

What should I do if my referees are not based in my home country?
If you are unable to provide referees from your home country because you have completed your education in another country, this should not be an issue. In such a situation, please provide two referees from your most recent studies.

How should I complete the ‘Sponsors’ section?
This section is about any financial sponsorship or financial support that you have for your studies and living costs. This may be an organisation or the name of a person. Where you are asked for the sponsor name and you are self-funded, write your own name and address.

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 have more than one financial sponsor, make sure you include them all in this section.

I have already obtained ATAS clearance but I entered the incorrect CAH3 code – what should I do?
You will need to make a new ATAS application using the correct CAH3 code. Once you have submitted a new application, please send us a copy of your most recent ATAS certificate together with the ATAS Reference Number (for your new application) - we w ill then ask the FCO whether they will be able to fast-track your application. You will need to wait until you have your new ATAS certificate before making your visa application and/or starting your course of study.

I have applied for ATAS clearance using the wrong passport/CAH3 Code but do not yet have my ATAS Certificate – what should I do?
Please contact visa@manchester.ac.uk giving your ATAS reference number and attach a copy of your new passport (if you have a new passport) or information on what other information you entered incorrectly in your application. It may be possible for us to get this information changed for you before your certificate is issued, but where a change is not permitted by the FCO you will need to make a completely new ATAS application (see above).

Submission
When all the sections are marked “complete”, then you are able to submit your application. Check your answers carefully before submission as it is not possible to edit them later.
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.

**How will I know if my ATAS application has been successful?**
If your application is successful, you should receive an email from ATAS with the attached ATAS certificate to the email address that you used to register. You should check your spam or junk folders regularly to ensure the email has not been filtered out. You must read your ATAS certificate carefully to check that the details on it are correct; if any information in the certificate is incorrect, please contact visa@manchester.ac.uk for advice.

**What if my ATAS application is refused?**
ATAS applications can be refused but this is situation is not usual. The FCO will normally only refuse an application if they feel there are legitimate and substantive concerns for UK security in allowing you to study or research the proposed area of studies. Unfortunately, there is little you can do to challenge the decision - however, you can ask ATAS to review the decision if you think your application has been treated unfairly.

**Should I send a copy of my ATAS certificate to the admissions office of the Faculty I am applying to?**
Yes, you should send a copy by e-mail to the admissions office in your Faculty.

**Conditions of ATAS certification**
1. The certificate is only valid for the person named on it.
2. The certificate is only valid for the University stated on it.
3. It is valid for use in a visa application for up to 6 months from the issue date as shown at the end of the ATAS certificate.
4. If you decide to study at another university and/or change your course/area of research, you will need to apply for another ATAS Certificate if applicable.
5. If you need to apply for a Tier 4 visa extension, you will need a new ATAS certificate for each extension, unless you are applying for a Tier 4 visa under the Doctorate Extension scheme.