



Academic Technology Approval Scheme (ATAS) application process

This guidance is suitable for:

- **Applicants applying for ATAS clearance to start a new course**
- **Currents students 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/

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:

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?

Courses at the University of Manchester	
Taught courses	All Meng, MPhys, MSci, MSc, and visiting taught students
Research courses	MPhil, PhD, DEng, EngD, DClSci, 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.

 **Academic Technology Approval Scheme**

[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

Confirm password

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

[Create account](#)

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.

Next you will see a record of any applications that have previously been submitted or created online. You can click 'apply for an ATAS certificate' here.

Your applications

There are no applications that you have created or submitted online.

[Apply for an ATAS certificate](#)

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.

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 Rese~~X~~cher

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.


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

It is vital that you select the correct option as otherwise your application may be rejected by the FCDO or, if the certificate is issued with incorrect information, you will need to reapply for the correct clearance.

Do not proceed with your application if you do not have the required CAH3 code provided by the University [as outlined on page 4].

Click **start application** when you have obtained your course information including CAH3 code:

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](#)

Your application should have now reached the main page which includes all the sections which you need to complete to be able to submit your application.

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

Section 1: Proposed Study

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

University of Manchester

You must select the University of Manchester. ATAS clearance for any other university is not valid for study at Manchester.

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? *

Please Select --

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:

These will be provided by your admissions team, either in your offer letter 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. 1st 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.

What will you be studying?

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.

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.

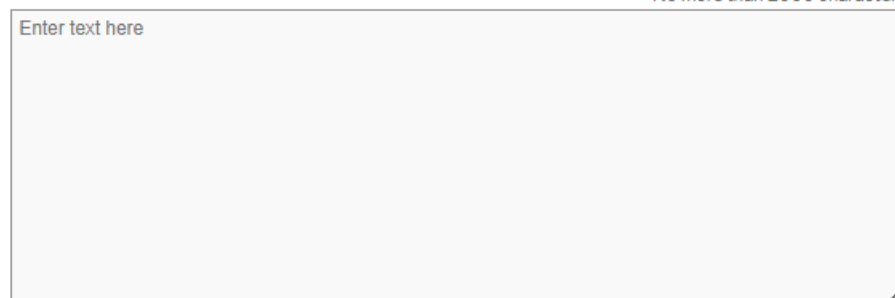
What will you be studying?

Please provide the description of your thesis/area of research as provided in the official documentation from your University.

For taught Masters degrees, please list the elective modules available to you (if there are no electives please list the core modules). For MEng degrees please list only the final year electives or, if there are none, the core modules. *

No more than 2000 characters

Enter text here



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?

Joint programme details

Is this a joint programme with another country? *

Yes No

Which parts of the course take place in the UK? *

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, including any modules / research you will undertake in the UK.

Section 2: Personal details

Here you need to 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 01/10/2006

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? *

Please Select --

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.

Admission to UK refusal

Have you ever been refused admission to the UK either through visa refusal or denied entry? *

Yes No

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 -- ▾

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 

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

Surname *

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

Gender *

Please Select -- 

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

DD/MM/YYYY e.g. 01/10/1998

What town or city were they born in? *

What country were they born in? *

Please Select -- 

Spouse's Nationality

What is your spouse's nationality? *

Please Select -- 

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 *

Post/Zip code (if applicable)

Country *

Course

What was your course or thesis title? *

When did you start your course? *

DD/MM/YYYY, eg 05/09/2007

When did your course end? *

DD/MM/YYYY, eg 29/06/2010

What qualification did you receive? *

What you studied

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

No more than 500 characters

Enter text here

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.

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 *

Post/Zip code (if applicable)

Country *

Course

What was your course title? *

When did you start your course? *

DD/MM/YYYY, eg 05/09/2007

When did your course end? *

DD/MM/YYYY, eg 29/06/2010

What qualification did you receive? *

What you studied

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

No more than 500 characters

Enter text here

Section 7: Published Papers

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

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

In which year was it published? *

YYYY, eg 2008

What your paper said

Provide a brief summary of your paper. *

No more than 500 characters

Enter text here

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.

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

Post/Zip code (if applicable)

Country *

Please Select -- 

Position

What position did you hold? *

Job title, eg design engineer, researcher, personnel manager

When did you start your job? *

DD/MM/YYYY, eg 05/05/2007

Are you still doing this job? *

Yes No

Job description

Give a brief summary of the work you did, including your main tasks and responsibilities *

No more than 500 characters

Enter text here

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.

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.

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

How long have you known this referee? (minimum 3 years)*

Years

Months

Who your referee works for

What is your referee's position within this organisation? *

What does this organisation do? *

eg university, manufacturing, engineering

Name of the organisation your referee works for *

What is their address? *

Post/Zip code (if applicable)

Country *

Family members are not accepted as referees.

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 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.

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? *

Post/Zip code (if applicable)

Country *

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

[Add another sponsor](#)

Application ready for submission

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



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.

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

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 I change my research topic or course?

An ATAS certificate is issued for a specific programme with a named university and remains valid if the university and/or course details do not change. 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
- You need for whatever reason to make a further visa application, e.g. following a leave of absence
- You move to another institution, including obtaining visitor status at other institutions

What if I am refused ATAS clearance?

If you receive notification that your ATAS clearance application has been refused, please contact visa@manchester.ac.uk for advice. Give your e-mail the subject 'ATAS refusal'.