

ATAS process guidance and recruitment timelines – Skilled Worker route

Recruitment/Contract Extensions/Changes/Visa Extensions

Timeframe	Action required		Action by
5 working days (min)	New recruitment	RM to complete the Request to Appoint in Jobtrain to RS/Ops team, indicating that ATAS clearance is needed and ensuring Statement on Research has been included	RM and RS/Ops
	Extensions/Changes	RM to send completed Post Contract Management (PCM) form to RS/Ops team, indicating that ATAS clearance is needed and ensuring Statement on Research has been included	
	RS/School Ops will arrange necessary approvals and will send to People Services to process		
5-10 working days (min)	If VMG approval is needed, RS/Ops Team will arrange financial and School approval and will send to VMG for consideration, once approved RS/Ops Team will send to People Services to process		RS/Ops Team
10 -15 working days minimum (refer to GOV.UK guidance for up-to-date timescales – these may vary)	Individual begins ATAS application – RM to provide Statement of Research and check CAH code is correct Applicant submits ATAS application to FCDO		RM and Individual
5-10 working days (min)	People Services to issue contract subject to ATAS and Visa requirements		People Services
x working days	Individual informs People Services, RM and RS of outcome of ATAS application		Individual
5-10 working days (min)	Once established individual meets all UKVI criteria, required evidence and documentation has been received and ATAS clearance has been confirmed, People Services to issue Certificate of Sponsorship (applicant will be advised of necessary requirements by People Services)		People Services
3 weeks out of country/ 8 weeks in country	Individual submits visa application, including ATAS certificate, to UKVI Once visa granted, provides evidence to People Services		Individual
	Individual starts work following satisfactory RtW check		Individual

Appendix 3 – ATAS

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Please note: Timeframes provided are normal expected turnaround times but may vary dependent upon relevant documentation being received, complexities of the individual’s circumstances, immigration rules and team workloads.

Key	
ATAS	Academic Technology Approval Scheme
FCDO	Foreign, Commonwealth and Development Office
Ops	Operations Team
RM	Recruiting Manager
RS	Research Support
RtW	Right to Work

- If an ATAS clearance is refused, People Services will notify the RM and the applicant that the applicant's employment cannot proceed/continue (existing staff)
- The individual can request a review of the FCDO’s decision however the ATAS process does not allow the University as an entity to appeal the FCDO’s decision. Therefore, People Services do not expect to have any involvement in making representations to the FCDO if an individual’s ATAS application is rejected. Where the individual provides evidence that they have requested a review, they would be suspended pending the outcome of the FCDO’s review