ATAS

Application Guide

This guide is designed to provide guidance on applying for ATAS clearance to students and visiting research students (OAS) coming to the University of Exeter

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Complete information about ATAS can be found on:
www.gov.uk/guidance/academic-technology-approval-scheme

Check if you need an ATAS certificate and set up the application form start here

CAH3 code

Select the correct CAH3 code:

- If you are a new student, this will be confirmed on your offer letter.
- If you are a continuing student, please contact International Student Advice on visaadvice@exeter.ac.uk and we will be able to advise on the correct code.

! Take care when entering the code. If it is incorrect, your ATAS clearance will not be valid and you will need to reapply.

Are you a taught/research student OR are you a researcher?

! Choose **'Taught/Research Student'.** If you are studying a programme, including MPhil and PhD, or you are a Visiting Postgraduate Research Student (OAS), select this category. The category 'Researcher' usually only applies to members of staff. If you apply in the incorrect category, your ATAS certificate will not be valid and you be asked to apply again.

What type of study are you undertaking?

Select **'research'** if you will be studying for a MPhil/PhD/MbyRes, or if you are coming to Exeter as a visiting postgraduate research student (OAS).
Select **'taught'** if you will be studying for a taught Masters degree including MRes.

What is your country of nationality?

Select your country of nationality.

Create an account

The form will confirm whether you will need to apply for ATAS. Click 'Create an Account'.

Enter your email address, create a memorable password, and then click 'Create account'.

Begin application

Click 'apply for an ATAS Certificate'.

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

Choose **'Taught/Research Student'.** If you are studying a programme, including MPhil and PhD, or you are a <u>Visiting Postgraduate Research Student</u> (OAS), select this category. If you apply in the incorrect category, your ATAS certificate will not be valid and you be asked to apply again.

What type of study are you undertaking?

Select **'research'** if you will be studying for a MPhil/PhD/MbyRes, or if you are coming to Exeter as a visiting postgraduate research student (OAS).

Select **'taught'** if you will be studying for a taught Masters degree including MRes.

Checklist

Click 'yes' if you are ready to apply.

Confirm that you have received your CAH3 code:

- If you are a new student, this will be confirmed on your offer letter.
- If you are a continuing student, contact International Student Advice on <u>visaadvice@exeter.ac.uk</u> and we can advise on the correct code.

Start application

Click 'start'.

You will need to complete all sections to successfully submit your application.

1: Proposed Study Course details

2: Personal details

3: Spouse

4: Contact details

5: Undergraduate /Postgraduate studies

6: Other studies

7. Published papers

8. Employment history

9. Referees

10. Sponsors

11. **Submit**

1: Proposed Study

Course detail

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

Select 'University of Exeter'

What subject will you be studying?

This is your course title and should be confirmed on your offer letter. You do not need to include the course level here. For example, if you will be studying PhD Engineering, you should enter 'Engineering'. **It is important to ensure this is correct**, if you provide the wrong course title you may need to reapply for ATAS.

If you are a new student and are unsure of your exact course title, you should contact Admissions.

If you are a continuing student and are not sure of your course title, contact International Student Advice.

Course dates

When will your course start?/When do you expect your course to end?

Enter your course dates. How you do this will depend on whether you are a new or continuing student:

New students

Masters & PhD students and **visiting postgraduate research students** should check their offer letter to confirm their course dates.

Continuing students

The start date should be the date that you submit the application.

If you are a continuing PhD student, contact International Student Advice who will be able to confirm the correct end date.

CAH3 code and qualification

What is your CAH3 course code?

Make sure you select the correct CAH3 code.
- If you are a new student, this will be confirmed on your offer letter.
- If you are a continuing student, contact International Student Advice and we will be able to advise on the correct code.

Take care when entering the code. If it is incorrect, your ATAS clearance will not be valid and you will need to reapply.

What qualification will you be studying for?

Indicate what qualification you will be studying for. This should be confirmed on your offer letter.

If you are due to be studying a PhD but will initially start on an MPhil, select 'PhD'.

If you are a **visiting postgraduate research** student, select 'Other – Not a UK qualification'.

Supervisor and 'what you will be studying'

Supervisor name at the university

If you will be studying an MPhil/PhD, you should list the lead supervisor for your programme. Ensure that you include their full first and last name. Your supervisor details are included in your offer letter.

If you will be studying a Masters programme, you will not have a supervisor. You should list your head of department. Find your department here, then visit the 'People' section to find the name of the head of your department.

What will you be studying?

If you will be studying an MPhil/PhD, or are coming to Exeter as a **visiting postgraduate research** student, your research statement will be included on your offer letter.

You must ensure that the research statement in your application matches exactly the research synopsis stated in your offer letter, written by your supervisor. If you submit a statement written by yourself, even if the ATAS certificate is awarded, we will not be able to accept it, and you will be asked to reapply.

If you are studying a Masters programme (including an integrated Masters), click here to find your course. Then, on the page for your course, choose the 'course content' section for a list of modules.

Why you want to study the course & future goals

Why do you want to study this?

Provide at least 5 sentences about why you want to study your course.

If you are a continuing student whose end date has been extended, you should explain here that you are applying for a new ATAS Certificate because you have received an extension to your programme of study.

If you are a continuing student who is reapplying for ATAS as your course content has changed, you should also explain this here.

What are your goals when you complete your intended programme?

Explain what you hope to have achieved by the end of your course and how your course ties in with your future ambitions.

Joint programme details

Is this a joint programme with another country?

Select 'yes' if one of the following apply:
- You are studying a course which is jointly awarded by the University of Exeter and another institution
- You will be solely awarded by another institution (for example if you are coming to Exeter on a year/semester abroad, or as a **visiting postgraduate research** student)

Select 'no' if:
- Your course includes a year/semester abroad but will only be awarded by the University of Exeter

Which parts of the course take place in the UK?

If you are coming to Exeter 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 Exeter and another institution, you should explain which parts of the course take place in the UK, including any modules you will be studying whilst here.

2: Personal Details

! Please ensure that all personal information is correct when you submit your application. If there are any mistakes, we will ask you to reapply.

Given names/surname

Enter your given name(s) and surname exactly as they appear on your passport

Gender

Select your gender and date of birth.

What town or city were you born in?

Provide the town or city you were born in, and select your country of birth.

Passport details

Make sure your passport information is correct.

If you are issued a new passport after your ATAS certificate is granted, or whilst your application is pending, the ATAS team are happy to update this, and International Student Advice can contact them to request this. Please send us your 6 digit ATAS reference number and scans of both your old and new passports.

What is your nationality?

Select your nationality.

If you have a dual nationality, select 'yes' and provide details of your second nationality.

Admission to UK refusal
Military service details
CBRN training details
Government research details

If you answer 'yes' to these questions, you will be asked to provide further details in a free text box.

It is important to be **truthful** when answering these questions.

List of languages, including 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.

3: Spouse

What is your current marital status?

If you select the option for 'single', 'divorced', or 'widowed', you can move onto the next section.

If you selected 'civil partnership' or 'married' you will be asked to provide further details; see the steps below.

Will your spouse be coming to the UK with you?

Indicate whether your spouse will be coming to the UK with you.

If you select 'no', you can move onto the next section.

If you answer 'yes', you will be asked to provide further information about your spouse, as below.

Given names/surname

Provide your spouse's given name(s) and surname, as they appear on their passport

Gender

Indicate your spouse's gender and date of birth

What town or city were they born in?

Provide details about their town/city and country of birth

What is your spouse's nationality?

Select your spouse's nationality. If they have a dual nationality, you should also provide details of their second nationality.

4: Contact Details

Email address/postal address

Provide your contact details.

If ATAS need to contact you about your application, they will normally do so by email, so it is important to ensure that your email address is correct here.

5: Undergraduate /Postgraduate studies

Have you undertaken any undergraduate or postgraduate studies?

Indicate whether you have previously studied at either undergraduate or postgraduate level. This applies to courses studied in the UK and overseas.

If you answer 'yes' to this question, you will need to provide details, including a description of the subjects covered on your course.

If you answer 'no' to this question, you can move onto the next section.

6: Other studies

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

Indicate whether you have undertaken any other studies since you left school, such as formal professional training. Again, this includes study both in the UK and overseas.

You don't need to include information about your studies at school (up to the age of 18).

If you answer 'yes' to this question you will need to provide further details, including information about the subjects covered on your course.

7: Published papers

Have you published any academic or professional papers?

This includes academic or professional papers you have published on your own, or those you have co-authored.

If you answer 'yes' to this question, you will need to provide more information, including a brief summary of your paper.

If you answer 'no' to this question, you can move onto the next section.

8: Employment history

Have you ever been employed?

Answer the questions about your previous work. Be as accurate as possible with the information you provide. You will also need to provide a summary of the work you did, including your main tasks and responsibilities.

You should include details of any paid work you have done and any long-term voluntary/unpaid work you have done since you left school. You don't need to include any temporary jobs you have had whilst at University.

9: Referees

You must provide details of at least 2 people who can provide a reference for your application. They must have known you for at least 3 years and at least one should be an academic referee. ATAS advises that referees from your home country are strongly preferable but it is not essential if you have studied/worked in another country.

Your friends and family cannot provide references for you.

Make sure you include the referee's **full name**, not just their initials (e.g. Dr Sarah Smith not Dr S Smith).

If your referees do not meet the requirements listed above, it's likely that ATAS will return your application and ask you to provide further information. This will cause delays with your application being processed.

10: Sponsors

About your sponsors

Provide details about who is funding your studies.

If you are funding your own studies, enter your own name and contact information. If your parents are funding you, provide theirs.

If you are funded by an organisation (such as a research council, government or international scholarship agency) you will need to provide their details; you may need to contact them to request information as it is important that the details you provide are correct.

If there are conditions attached to your sponsor's offer you will need to provide details.

11: Submit application!

ATAS applications will take at least six weeks to be processed. This now applies all year round.

Sometimes ATAS may contact you to request further information. In this instance, the processing time begins again from the date that you provide the additional information. For this reason, it is important to ensure that you are as detailed and accurate as possible when initially completing the form.