**ATAS guidance**

The Academic Technology Approval scheme is a security clearance certificate which students who are applying to study certain Science related postgraduate subjects (including certain undergraduate MEng qualifications) will need to apply for and obtain before they are allowed to start their course. It is only required by non-EEA students who are in the UK immigration permissions, even if you will not have a Tier 4 visa (e.g. if you are coming as a dependant.)

If your course requires an ATAS certificate and you also need a Tier 4 visa then the ATAS certificate will be a mandatory part of your Tier 4 visa application. **You will need the ATAS certificate before you apply for your Tier 4 visa or else your Tier 4 visa application will be refused.** The ATAS certificate can take up to a month to obtain, sometimes longer at busy times, so remember to plan ahead.

If you are a new student then your offer information as well as your CAS should confirm whether or not you need an ATAS certificate.

If you are a current student and you are switching courses then you should check with your department whether you need an ATAS clearance or not.

You can check which programmes at City require ATAS at: [http://www.city.ac.uk/international/visa-immigration-advice/tier4](http://www.city.ac.uk/international/visa-immigration-advice/tier4) (click on ATAS)

You will need an ATAS in the following circumstances:

**New students**

- If you want to come to the UK to do a course that requires ATAS and need a Tier 4 or other visa
- If you are already in the UK at a different university and you want to come to City to do a course that requires ATAS. You will also need to apply for a new Tier 4 visa
- You already have an ATAS but your course start date is delayed by more than 60 days

**Current students**

- You are switching into a course that requires ATAS
- You are already studying on a course that requires ATAS and you need to extend your Tier 4 visa
- You are a PhD student and you are changing your area of research. Your new area of research may require ATAS clearance

The ATAS application is free and completed online. Once the application goes through then you should receive your certificate via email.
Getting started:

1) Go to the ATAS application link here: https://www.academic-technology-approval.service.gov.uk/ and it should take you to the page below. This first step is to register an account.

Your CAH code should be in your offer text for new students and be given to you if you are a current student. You will need to pick the right CAH code from the list.

Pick the type of course you are doing. Research is PhD and Taught is Masters.

2) Then click “check”

3) You will then be taken to this page to register an account.

Select your nationality

Click “create an account”
4) You should then be taken to this page where you will enter your email address and password. These will be your log in details should you need to log back into your account. Also you will need to check this email in case the ATAS team need to contact you and your ATAS certificate will also be sent here. Make sure this is an email address you check regularly.

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
etestaccount@kcl.ac.uk

Password
*********
This must be at least 8 characters and contain uppercase letters, lowercase letters and numbers.

Confirm password
*********

Create account

5) Once you create your account, you will be taken to this page where you can start your application. You will not receive any email confirmation about opening the ATAS account and you are just expected to remember your log in details.

Your applications

There are no applications that you have created. Click here to get started.

Apply for an ATAS certificate
6) **Apply for an ATAS certificate**

**1** UK, EEA and Swiss 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 student visa or extension?
  - Yes ○ No

- Have you received a CAE code from your Higher Education Institute (HEI)?
  - Yes ○ No

Then click **start application**

7) This is what a blank application should look like.

8) Take your time and if there is anything you are confused about then please ask one of the International Student Advisers.
Application form:

1) **Proposed Study:** This section will be about the course that you are planning to do at City, University of London. For students already studying here then you will put your current course information.
   - If you’re a continuing student you should put your **original course start date** where it asks for your start date. If you are not sure about any of the details for this section, check with your course office.
   - Where it asks “Why do you want to study this?” You just need to write a personal statement about why you wish to study the course. It does not have to be too specific. In addition to a statement, if you are applying for ATAS because you are changing courses then you can use this box to state that you are “applying for ATAS due to a course switch and I am aware that an ATAS certificate is required for this”.
   - **Joint programme details:** You only have to tick yes to this if your programme is an official joint programme with a university overseas. If your course will purely be studied at City, University of London (which will be most normal programmes) then please select no for this answer. If this is yes then another box will appear which will ask “Which parts of the course take place in the UK?” You can then answer e.g. 2nd year of PhD, 3 modules of Masters from (insert dates)
   - After you finish a section, you can either “Save for later” if you feel like you need to make more edits, or press “Review Progress” which will check if the field is filled in correctly. It will turn green if everything completed correctly.

2) **Personal Details:** In this section you will just be entering your personal details. This information should match the information on your passport. Remember to declare if you are a dual national on the appropriate question and select the second nationality you have.

3) **Spouse:** This section will ask you about your partner and is only relevant to you if your partner is either with you in the UK already or coming to join you in the UK as your dependant. If you do not have a partner then please select “single”.

4) **Contact details:** If you are a new student and overseas then please use your overseas address. If you are in the UK then please use your UK address

5) **Undergraduate / Postgraduate studies:** This section will ask you about your previous studies at a university either overseas or in the UK. Remember that this section is just for completed degrees e.g. Bachelors, Masters and PhD. If you have more than one Degree e.g. Bachelors and Masters you must mention them all.
6) **Other studies:** This section is very similar to the previous section however this will ask you about any study you did that wasn’t at a university e.g. any professional training. This does not include any study up until the age of 18 e.g. High School. If you went straight from High School/ A levels into Bachelors study then you will likely answer “no” to this question and this section is complete. If you have answered “yes” then like the previous section, you will have to complete all relevant information. If you are unsure whether your other studies would be relevant then please ask us.

7) **Published Papers:** This section should only apply to you if you have ever had any work officially published in an academic context. E.g. your thesis or dissertation published in an academic journal.

8) **Employment History:** This section will ask about your employment history but this only includes full time work. This can be paid or unpaid work. You do not need to mention part time or casual work. You can also add more than one employer. If you are unsure whether your employment would be relevant then please ask us. Approximate dates are fine for the start and end date of employment but try and be as specific as possible.

9) **Referees:** For this section you will need two referees. **One of those referees needs to be an academic from an overseas institution.** This can be a previous lecturer or teacher. For continuing students, an academic from your UK University will suffice for a second referee. As long as one referee is an academic from an overseas institution, the second referee can be an employer but it cannot be a friend or family member.

The ATAS team will not necessarily need to contact your referees but we advise that you do let your referees know that you will be using their details just in case they are contacted. You can add more than 2 referees if you wish.

10: **Sponsors:** This section is about your financial sponsorship not your Tier 4 sponsor (which would be City, University of London). You only need to complete this section if you are receiving official financial sponsorship for your course in the UK. This is likely to be from your government or from a scholarship body or your home university (if you are undertaking part of your degree in the UK). If you are receiving financial sponsorship from City, University of London then you should include the university’s details.

If you are self-funding your course then you should enter your own name and contact details. But if entering your financial sponsor details then please check with your financial sponsor if you are unsure of their contact details.

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 are unsure whether you have a condition please check with us.

If you have more than one financial sponsor, make sure you include them all.
Submission:

1) Once all the sections are marked “complete” you are ready to submit. Check your answers carefully before submission as it is not possible to edit them later on.

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.

If your application is successful:

If you application is successful, you should receive an email from ATAS with the attached ATAS certificate. Your ATAS certificate should look like the example below and you should check all the relevant information is correct. If the information is not correct then you should contact the International Student Advice team. If everything is correct then you should print this ATAS Certificate out and include it with your supporting documents for your Tier 4 visa application. Remember that you should not apply for your visa until your ATAS has been granted.

Contacting us

If you have any queries or concerns please email us on visaadvice@city.ac.uk