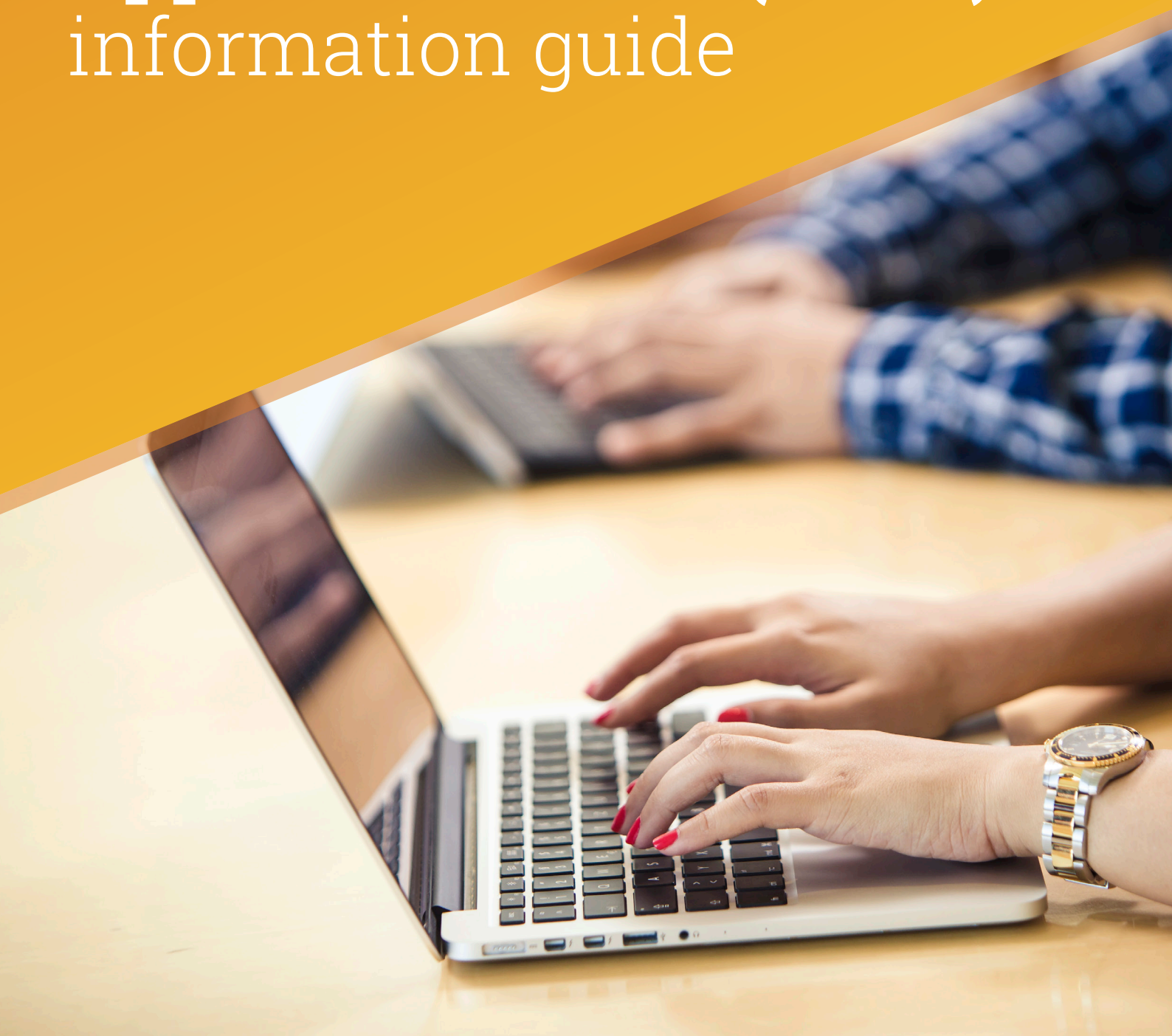




# Academic Technology Approval Scheme (ATAS) information guide



## What is ATAS?

The Academic Technology Approval Scheme (ATAS) is run by the UK Government's Foreign, Commonwealth and Development Office (FCDO) and applies to all international students (except exempt nationalities) who are subject to UK immigration control and will be studying at postgraduate level in certain subject areas.

The subjects are those where knowledge could be used in programmes to develop advanced conventional military technology or weapons of mass destruction or their means of delivery.

ATAS clearance is required for some of our taught and research courses.

## Do I need an ATAS certificate?

Your offer letter will indicate if your taught or research course requires ATAS.

You will **not** need ATAS if you are a national of one of these countries which are exempt:

Australia	Latvia
Austria	Liechtenstein
Belgium	Lithuania
Bulgaria	Luxembourg
Canada	Malta
Croatia	Netherlands
Republic of Cyprus	New Zealand
Czech Republic	Norway
Denmark	Poland
Estonia	Portugal
Finland	Romania
France	Singapore
Germany	Slovakia
Greece	Slovenia
Hungary	South Korea
Iceland	Spain
Ireland	Sweden
Italy	Switzerland
Japan	United States of America

Otherwise, if you need a Student visa to study in the UK you **must** be granted ATAS **before** you apply for the visa. If you plan to study on another type of visa you will need ATAS to be granted **before** the course starts.

## How do I apply for an ATAS certificate?

You should apply for an ATAS certificate online at [www.gov.uk/academic-technology-approval-scheme](https://www.gov.uk/academic-technology-approval-scheme). It does not cost anything to make an application.

Please ensure that you have all the information and documentation to complete the application fully, if your application is incomplete a decision on your application will be delayed - **check the table at the end of this document for details of what you need to apply for ATAS.**

## What is my CAH3 code?

The Common Aggregation Hierarchy (CAH) describes a grouping of subject areas relevant to your course. Your CAH3 code can be found on your offer letter. Be sure to carefully select the right CAH3 code when making your ATAS application.

## When should I apply for an ATAS certificate?

As soon as possible after you have received your formal offer letter from Cranfield. You can apply for an ATAS certificate up to 6 months before the start date of your course, **early applications are strongly advised** as any delay may affect your ability to apply for a visa or to register for your chosen course.

## I will be getting a new passport soon, should I apply for ATAS now?

You should wait until you have your new passport. ATAS is linked to your passport number and this needs to be granted on the passport you intend to use when you apply for your Student visa.

## When should I receive my ATAS?

It can take at least 20 working days for a decision, but this can take longer **between April and September**. The ATAS certificate will be sent to you directly by email from ATAS. Cranfield will be sent a copy at the same time.

ATAS may request additional information from you before they can process your application. If so, be sure to respond to them as quickly as possible to avoid any delays.

If there is a delay with a decision on your ATAS application you should contact our Student Immigration team for further advice. They will only be able to assist you if you have been waiting for longer than 6 weeks for a decision from your application date or the date which you have provided further information (whichever is later). You can contact them by emailing [studentimmigration@cranfield.ac.uk](mailto:studentimmigration@cranfield.ac.uk). Please include in the email your Cranfield ID number, your ATAS application reference number and the date of your ATAS application.

## How long is ATAS valid for?

ATAS certificates are valid for 6 months. You must have a valid ATAS certificate when you apply for your Student visa, or on the course start date if you intend to study on a different visa type.

## Do I need ATAS to get a CAS (Confirmation of Acceptance for Studies) number?

We are not able to issue a CAS number until you have received your ATAS certificate.

## What should I do if I am refused ATAS?

We will be notified of your refusal by the FCDO and if your CAS has already been issued it will be withdrawn and you should not continue with your visa application. If you think your application has been treated unfairly you can ask the ATAS team for a review.

## What information do I need to apply for an ATAS certificate?

When making the application be sure to select **Taught / research student** not Researcher - this applies to visiting academic researchers and not students.

We have outlined below the information you will need to provide in your ATAS application.

<b>Proposed study</b>	<p>This section is about the taught course or research degree you plan to study at Cranfield.</p> <p><b>What subject will you be studying?</b></p> <p><b><u>Taught courses</u></b></p> <p>For this question you should enter the course title exactly as it appears in your offer letter without the award level. For example: “MSc in Aerospace Vehicle Design (Aircraft Design option)” should be entered as “<b>Aerospace Vehicle Design (Aircraft Design option)</b>”.</p> <p><b><u>Research degrees</u></b></p> <p>You should use your research topic title as it appears in your offer letter. The title is in <b>bold</b>.</p> <p><b>CAH3 code</b></p> <p>Your CAH3 code can be found on your offer letter. Be sure to select carefully when making your ATAS application.</p> <p><b>Supervisor name at UK University</b></p> <p><b><u>Taught courses</u></b></p> <p>You should enter the Course Director’s name here. You can find the Course Director on the <a href="#">course page</a>.</p> <p><b><u>Research degrees</u></b></p> <p>Check your offer letter for details of your supervisors. You only need to confirm the name of your first supervisor in the ATAS application. If your main supervisor changes you will need to make a new ATAS application before you can register and start your research.</p> <p><b>What will you be studying?</b></p> <p><b><u>Taught courses</u></b></p> <p>You will need your course module information, which you can find on the <a href="#">course page</a>.</p> <p><b><u>Research degrees</u></b></p> <p>You will need to provide the full research topic description, as detailed in your offer letter.</p>
<b>Personal details</b>	<p>You will need to supply your name, passport, nationality, languages, military service, etc.</p> <p>Please make sure your name matches with your passport exactly.</p>
<b>Spouse</b>	<p>You will need to confirm your marital status and, if applicable, provide the name and nationality details of your spouse / civil partner.</p>
<b>Contact details</b>	<p>Email, postal address, and contact telephone numbers are required here.</p>
<b>Undergraduate / Postgraduate studies</b>	<p>Dates and titles of any previous degree level courses you have undertaken, and where you studied them. You can add multiple qualifications.</p>

<b>Other studies</b>	Dates and titles of any previous professional courses you have undertaken, and where you studied them. You can add multiple courses.
<b>Published papers</b>	If you have any previously published academic papers then you will need to provide the date and include details of the journal in which they were published.
<b>Employment history</b>	You will need to include dates of employment, job title and address of employer(s). This includes any long-term voluntary work. You can add multiple jobs. If you have not undertaken any employment, you can select "No" in this section.
<b>Referees</b>	You need to provide details of two referees that you have known for at least 3 years. At least one of your referees should be an academic from your country of origin. If you don't have a referee that you have known for 3 years, you should add the referees that you have known longest and also provide further information about this in your application.
<b>Sponsors</b>	This section refers to your financial sponsor, not who is sponsoring your visa. If you are self-funding, enter your own name and address.

## What happens once I have my certificate?

You will receive your ATAS certificate by email from ATAS directly. Check your junk folders regularly to ensure the email has not been filtered out. When you receive your certificate, you should:

- Check the details on the certificate carefully to make sure they are correct and match your offer letter.
- If there are mistakes or inaccuracies contact ATAS immediately - [ATAS@fcdo.gov.uk](mailto:ATAS@fcdo.gov.uk).
- If the details are correct you should upload your certificate to the [Applicant Portal in EVE](#) and print the certificate to include it with your visa application documentation.

## Useful Links

- ATAS webpage - [www.gov.uk/academic-technology-approval-scheme](http://www.gov.uk/academic-technology-approval-scheme)
- UKCISA (UK Council for International Student Affairs) - [www.ukcisa.org.uk](http://www.ukcisa.org.uk)