Applying for an Academic Technology Approval Scheme (ATAS) certificate

Disclaimer: This document was created in October 2022. It is important to note that the application format and how questions are phrased can be altered or changed at any time. Please be aware that the order of questions on the application form can change or new questions may be added in the future. If you notice anything significantly different on the application form please inform us.
To apply for an ATAS certificate, navigate to the following webpage: https://www.academic-technology-approval.service.gov.uk/

You can find this CAH3 code in your offer letter from the University. You should select the taught/research student option and then state if you are a taught or research student. Finally, you should select your country of nationality.

Select “Create Account”.

Create an account
Create an account by following the instructions provided. We recommend you use an internationally recognised email server such as Outlook, Hotmail, Yahoo, Gmail or similar as ATAS have experienced difficulties with firewalls for local servers.

Select “Apply for an ATAS certificate”.
Apply for an ATAS certificate

You should select the taught/research student option and then state if you are a taught or research student. Finally, you should select your country of nationality.

Select “yes” if you are ready to apply and “yes” if you already have your CAH3 code. Please note you cannot apply for an ATAS certificate without the CAH3 code attached to your area of research.
You can now start your ATAS application. The rest of the guide will walk you through each section of the form in detail. 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.
You should state that you will be studying at the University of Edinburgh. The rest of the section should be completed as follows:

> For “What subject will you be studying?”: you should use your programme title as it appears in your offer letter.

> **New students**: your course start date and end date will be on your offer letter. **Please note**: if you are a PhD student, you should add an extra 12 months to your programme end date when applying for ATAS. This is because the University of Edinburgh allow for an extra year for writing-up, viva and your corrections.

> **Continuing students**: the course start date should be the date after you apply for ATAS (the form will not accept a date in the past). Your end date will appear on your student record. PhD students should add 4 months to the programme end date that appears on the record (this is for the viva exam and any corrections).
> Your CAH3 code will be on your offer letter. If you cannot locate the code, you should contact futurestudents@ed.ac.uk. Continuing students should contact their School.

> Enter the qualification your offer is for (e.g. PhD, MRes).

> For the final question, you should use your supervisor’s name. If you are unsure about this, you should contact your School. If a supervisor has not yet been assigned to you, you can use your programme director’s name.

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.*

> **Research students:** you will need to enter information about your proposed area of research. This should be at least 5 lines in length (you can write up to 2000 characters). The text you need to use should appear on your offer letter. Your proposal must include the details of your research, including any methodologies and research technologies you will be using.

**Taught students:** You will need details of the core and optional modules (electives) you intend to study. You can either find these on the degree finder section of the University’s website or by contacting your School directly.

[Find information about your undergraduate programme](#)

[Find information about your postgraduate programme](#)
Why do you want to study this?
Tell us why you are interested in this subject and your future plans (minimum 5 sentences). *

Enter text here

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? *

Enter text here

Joint programme details
Is this a joint programme with another country? *
☐ Yes ☐ No

> **“Why do you want to study this?”**: you should explain why you wish to study the programme you have an offer for. We advise to write at least 5 sentences (you can write up to 2000 characters). 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.

> **“What are your goals when you complete your intended programme?”**: You should 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**: You should select “yes” if are studying a course which is jointly awarded by the University of Edinburgh and another institution.
Please note you should enter your personal details as they appear on your passport. Remember to declare if you are a dual national on the appropriate question and select the second nationality you have.
If you are issued a new passport after your ATAS certificate is granted, or whilst your application is pending, please email ATAS@fcdo.gov.uk

Admission to UK refusal
Have you ever been refused admission to the UK either through visa refusal or denied entry? *
○ Yes  ○ No

Military service details
Have you ever served in the military? *
○ Yes  ○ No

CBRN training details
Have you ever trained in CBRN (Chemical, Biological, Radiological and Nuclear) or in using firearms? *
○ Yes  ○ No

Government research details
Have you ever supported or worked on Government funded research and if so in what capacity? *
○ Yes  ○ No

List of Languages, including competency level

Language *

Competency *

Add another language? *
○ Yes  ○ No

You should answer the above questions truthfully and accurately. Please note that, if you answer “yes” to any of the first 4 questions, you will be asked to provide further details.
If you select “single”, “divorced” or “widowed”, you can move to the next section. If you select “civil partnership” or “married”, you will be asked whether your spouse will be coming to the UK with you. If you answer “yes”, you will need to provide your spouse’s personal details.
You should provide your contact details here. 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. We recommend you use an internationally recognised email server such as Outlook, Hotmail, Yahoo, Gmail or similar as ATAS have experienced difficulties with firewalls for local servers.
Undergraduate/Postgraduate Studies

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

> You should state if you have previously studied at either undergraduate or postgraduate level. This applies to courses studied in the UK and overseas. Please note this section only refers to courses you have already completed. You are not required to provide information about your high school education.

> 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.

Other studies

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

> You should state if 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.
Published Papers

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

Go to part 8 of 10

> This includes academic or professional papers you have published or 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.

Employment History

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

Go to part 9 of 10

> 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 while in education. If you have not undertaken any employment as mentioned above, select “No” in this section.

> Approximate dates are fine for the start and end date of employment, but try and be as specific as possible.
You must provide details of at least 2 people who can provide a reference for your application. You should provide full names (first and last names, you should not use initials). 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.

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.

If your referees do not meet the specified requirements, the ATAS team may contact you to ask you to provide further information. This will cause delays with your application being processed.

The ATAS team may not contact the referees, but we would strongly recommend that you let them know that you are using their details for an ATAS application.
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? *

[Input field for name]

What is their address? *

[Input field for address]

Post/Zip code (if applicable)

[Input field for postal code]

Country *

[Dropdown menu for country selection]

What email address should we use if we need to contact your sponsor? *

[Input field for email]

Conditions

Are there any conditions attached to your sponsor's offer? *

- [ ] Yes
- [ ] No

Add another sponsor

Review progress  Save for later

> You should 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.

> If there are conditions attached to your sponsor’s offer you will need to provide details. Example of a condition of your offer could be that you are required to return overseas after completion of course, or the requirement to provide regular progress reports.

> If you are waiting for a funding decision from a scholarship provider, include this and note the decision is pending.

> If you have more than one financial sponsor, make sure you include them all in this section.
Once you have completed all sections of the form as required, you should expect to see this:

If you are confident that all sections have been completed correctly then you can submit your application by clicking on the green button at the top. Check your answers carefully before errors will delay the processing of your application and may result in you needing to apply for clearance again.

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.